April 2016

Instructions for Reconciling RoofPro Data with FRRM Data:

1. Log into Capital Renewal/FRRM at http://capitalrenewal.sightlines.com/ using your campus user name and password. (Can't find yours? See contact info on last page.)
2. Hover over Benchmarks & Analysis and choose Capital Renewal Reports:

3. Select report "2.4 All Building Profiles."
4. In the pop-up window, select 2016, All Sub-Usages, and choose your institution.
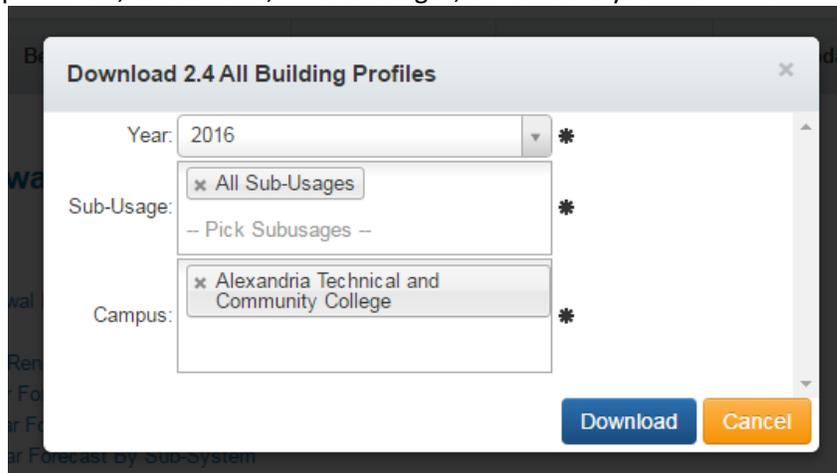
5. An Excel report will be generated. Open it by clicking on the file at the bottom of your screen.
6. Print the report and exit FRRM. You will now shift into using RoofPro.
7. Create a new folder on the C: drive of your computer for your RoofPro reports:
8. Launch RoofPro by double-clicking on this icon:

RoofProOnline Login.rdp

9. Click "Open" when you see this pop-up:
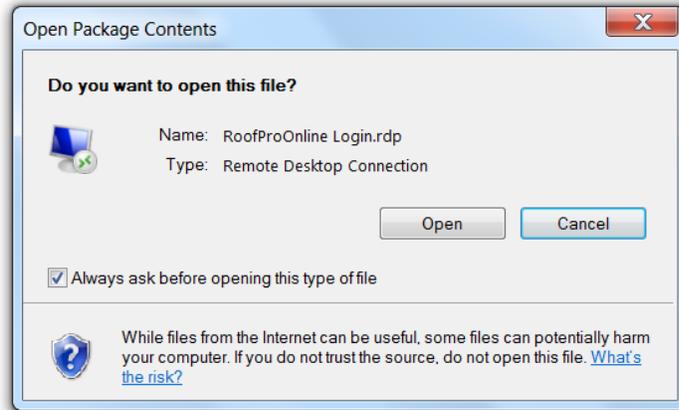
10. Click on "Use another account."

11. Enter your user name and password (you should have received this previously via email from Jim Morgan) and click OK.
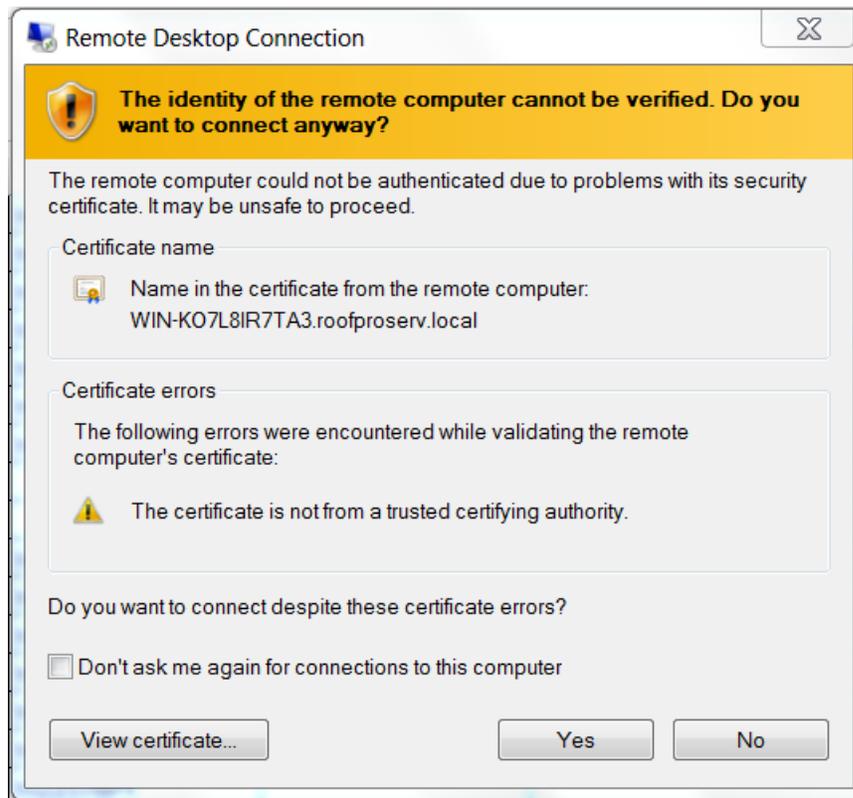
12. If this comes up, click on "Don't ask me again for connections to this computer", then click YES.

13. This is the second login screen. Enter your same user name and password as above.
14. If you see a page that looks like this, you are in. Click on the + on the left side to open up to your campus(es).
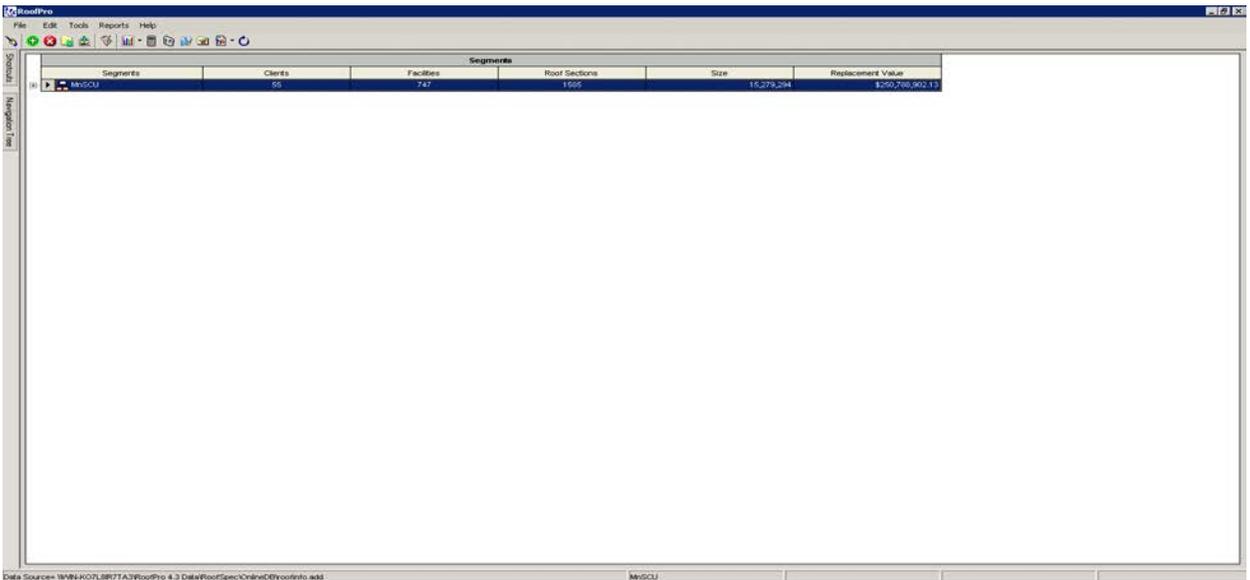
15. Once you have opened your campus(es), you will need to run reports for each of your facilities so that you can compare roof data for each facility to the data in FRRM.

16. Select the "Reports" option at the top menu. Select "Report Library." You will be presented with the following screen:
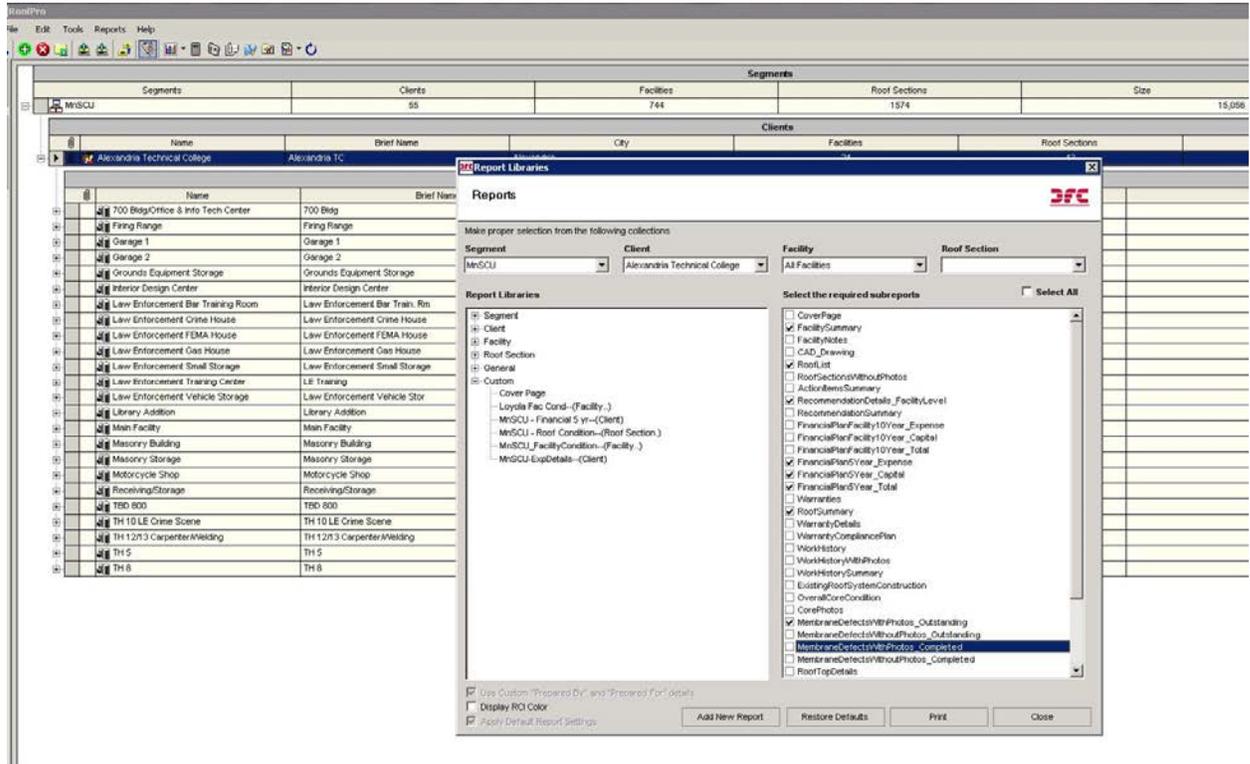
17. In the Reports pop-up window, select your Segment, Client and Facility. Under Report Libraries, click the + symbol next to Facility, then select Facility Condition Report:
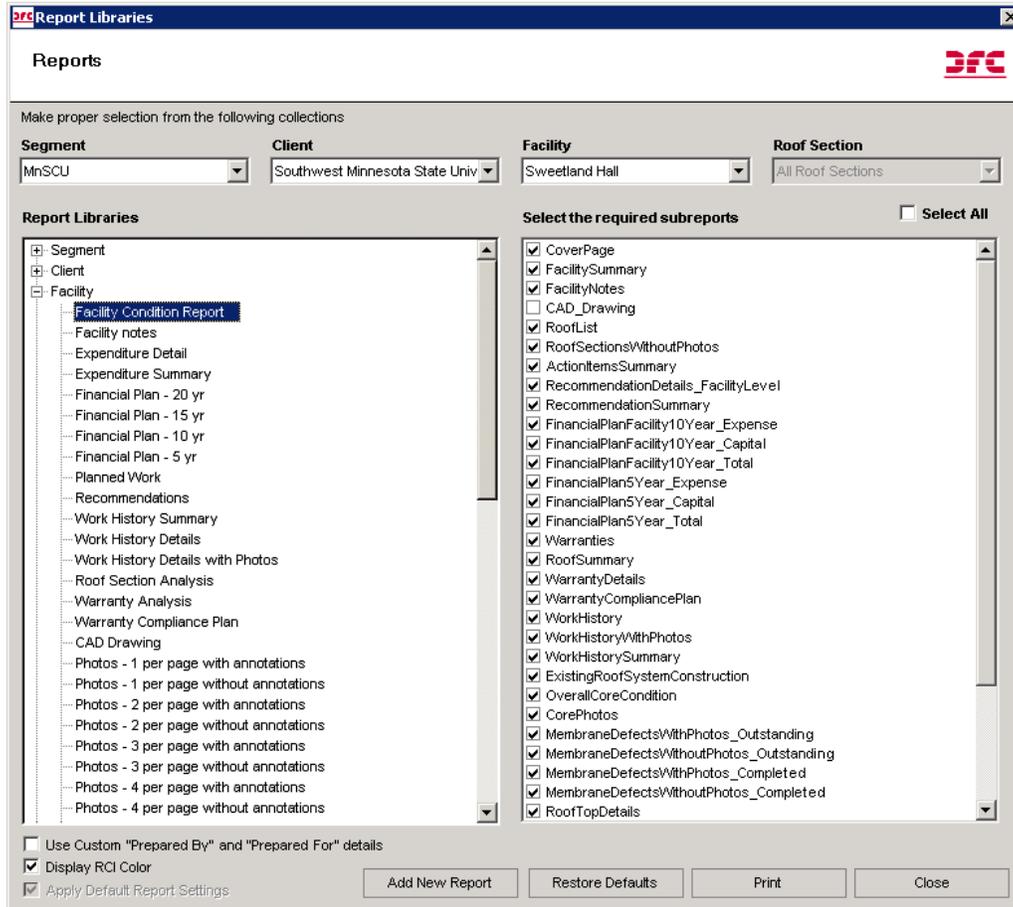
18. Click Print at the bottom of this pop-up. A PDF report will soon appear for this facility.
19. Once the report is generated and appears on your screen you have the option to save it to your computer. Click on the "Export" (envelope) icon:

You will be presented with a "Browse" window. Select your destination which will appear as a network connected drive and will have the name and drive letter ("C") of your computer. Change the "Save as type" dropdown to ".pdf" and give your report a name in the "File Name"

field. Click "Save." Close the PDF by clicking the "X" in the upper right corner of the report window.

20. REPEAT STEPS 16 THROUGH 20 until you have an individual report for each of the facilities on your campus(es).

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Compare your FRRM Building Profiles to your RoofPro Facility Condition Reports for each unique building number (e.g. 203T0467). Jot down answers to the following pieces of information:

- Square footage. Does the building square footage in FRRM match the square footage of the roof in RoofPro? Why or why not? Is some square footage assigned to the wrong building?
- Facilities and Roof Sections. Are there any sections in RoofPro that are missing from FRRM? Are there facilities in FRRM that are missing from RoofPro or are tied to the wrong building number?
- Age of roof. Does the year installed/replaced match?
- Roof type. Is this accurate?
- Backlog. Are there roofs listed in the backlog that shouldn't be, or roofs due to be backlogged?

It may help to make a table, like this one:

	Building #203T0467	Building #203T088	Building #203T197	Building #203T171	Building #203T101
Square footage					
Roof sections					
Age					
Roof type					
Backlog					
Other notes					

EMAIL YOUR NOTES AND/OR TABLE to emily.ziring@so.mnscu.edu NO LATER THAN Tuesday, May 3.

Questions about the process? Call Emily at 651-201-1547.

Need a user name and password?

> For FRRM call:
> Emily Ziring, 651-201-1547
>
> For RoofPro call:
> Jim Morgan, 651-201-1781