



# Public School Facilities Assessment Database VFA.facility Quick Reference Guide



State of New Mexico

Public School Facilities Authority

1312 Basehart SE

Albuquerque, NM 87106

[www.nmschoolbuildings.org](http://www.nmschoolbuildings.org)

505-843-6272

Chris Aguilar, Facilities Database Manager

E-mail: [CAguilar@nmpsfa.org](mailto:CAguilar@nmpsfa.org)

# PSFA FAD VFA.facility Quick Reference Guide

## Table of Contents

---

Getting Started.....	2
Overview.....	2
First Time Users.....	3
Logging In.....	3
Retrieving Your Password.....	4
What's On The Home Page.....	5
Updating Your Profile.....	7
The Reports Module.....	9
Overview.....	9
Executive Summary.....	11
Assessments.....	13



# Getting Started

## Overview

---

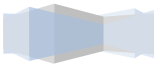
**Objectives** In order to access the VFA.facility software, you must first review the information on the Splash Page and the Home Page. The topics in this section will help you learn about these areas of VFA.facility.

---

**Contents** This chapter contains the following topics:

Topic
First Time Users
Logging In
Retrieving Your Password
What's On The Home Page
Updating Your Profile

---



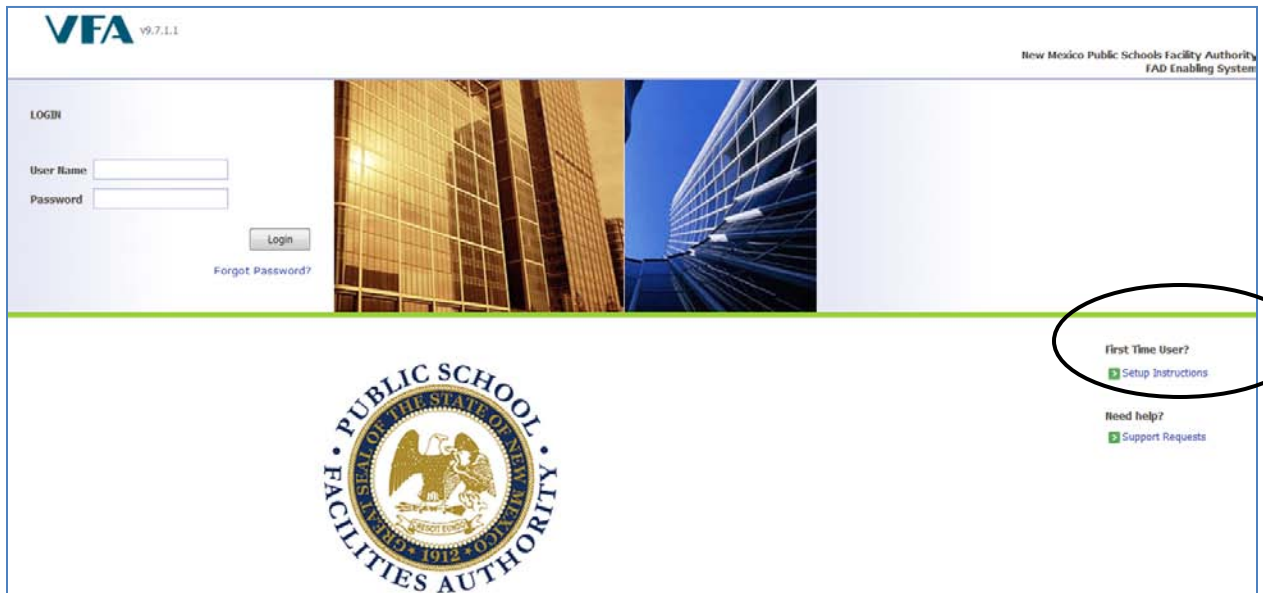
# First Time Users

---

## System Requirements

To effectively work with VFA.facility, your PC needs to meet the minimum requirements and have three free software packages installed: Adobe Reader, Adobe SVG Viewer, and the Java Runtime Environment. This can be accomplished by accessing the following:

- Type <https://nmpsfa.vfafacility.com> in your internet address bar
  - Click Setup instructions
- 



## Logging In

---

### To Log In

To log in follow these steps:

1. Enter your assigned “User Name” in the “Login” section of the web page.
  2. Enter you assigned “Password.”
  3. Click the “Login” button.
- 



# Retrieving Your Password

---

## Forgot Password

If you have forgotten your password, follow these steps:

1. Click the “Forgot Password?” link in the “Login” section of the page.
2. Enter your User Name.
3. Click the “Submit” button.
4. Access your email account, open the link provided. The Change Password secure website will allow you to change your password.

A screenshot of the VFA login page. The page has a light blue background. At the top left, the word 'LOGIN' is written in bold. Below it, there are two input fields: 'User Name' and 'Password'. To the right of these fields is a 'Login' button. Below the 'Login' button, the text 'Forgot Password?' is displayed in blue and is circled with a black oval. The page has a green horizontal bar at the bottom.

## Logins are User Specific

In the old system, there was one login and password for each district. In the new FAD, this method will remain the same, except for the fact that each account must be linked to a specific email address. When you click “Forgot Password?” the VFA server will send, via email, the link you will follow to reset your password. If the email address is set to somebody besides the person requesting to reset the password, the email will be sent to that other person, making resetting the password impossible. If you encounter this situation, please contact the FAD manager to assure the proper email address is set in VFA.



## What's On The Home Page

---

**The Home Page** The home page displays after you successfully log in and displays a Welcome tab as well as any Dashboard pages that have been added. The following features are displayed:

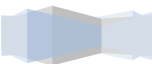
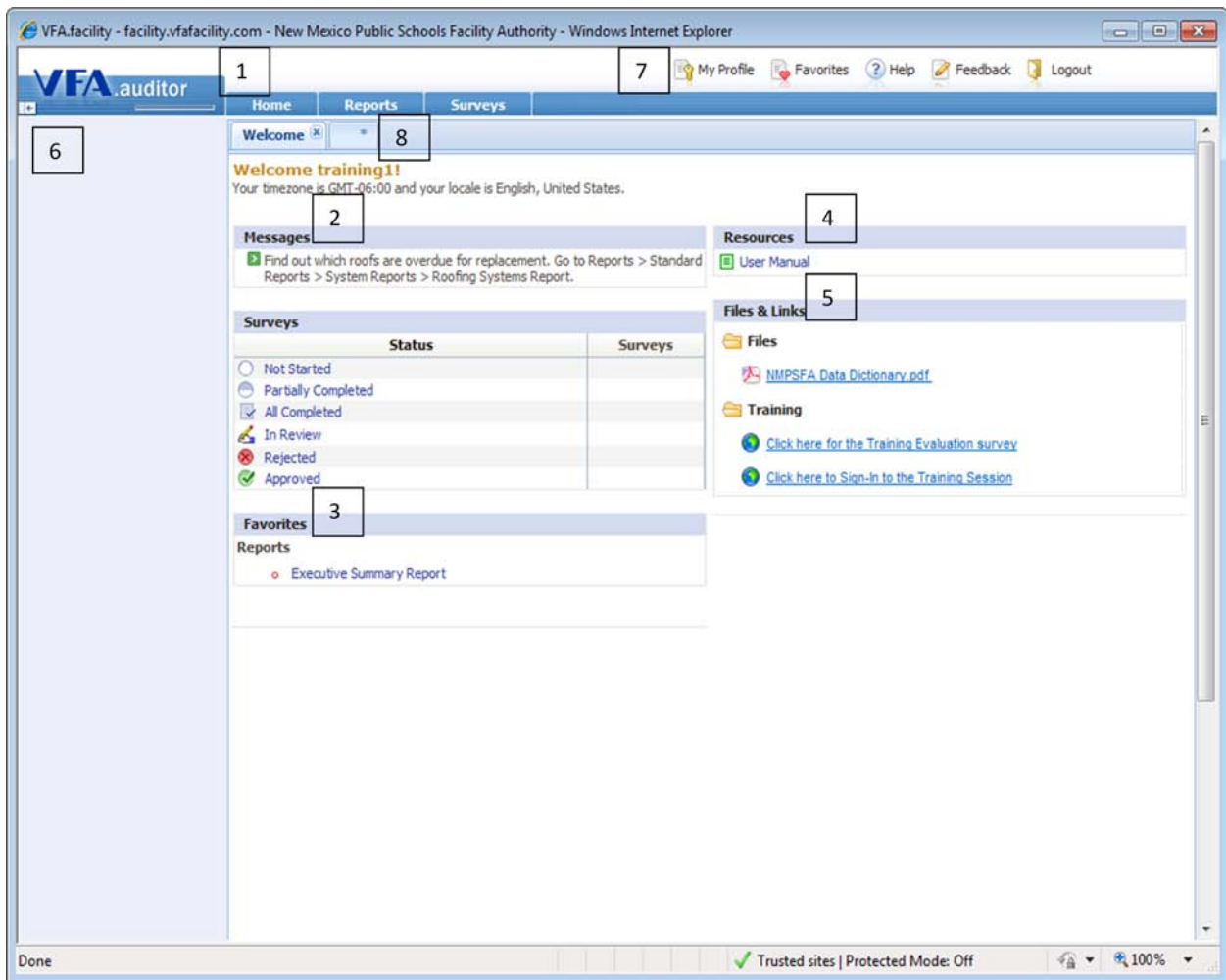
1. Main Menu- These tabs allow you to navigate between the various modules to the VFA.facility software.
2. Messages- This area provides messages and alerts from VFA to our clients.
3. Favorites- If Favorites have been saved; they will appear in this section.
4. Resources- This area provides upgrade information as well as links to download PDF versions.
5. Files & Links- This area provides quick links to files or websites you use frequently.
6. Navigation Menu- The blue Navigation Menu will allow you to navigate within the various modules, Please not the collapse/expand button in the upper left hand corner of the Navigation menu. Click the button to expand the menu.
7. Additional Features- This area contains links which allow you to update your profile, create favorites, access help, provide feedback and log out of VFA.facility.
8. Dashboards- two default homepage dashboards provide a graphical view of key performance indicators.

---

*Continued on next page*



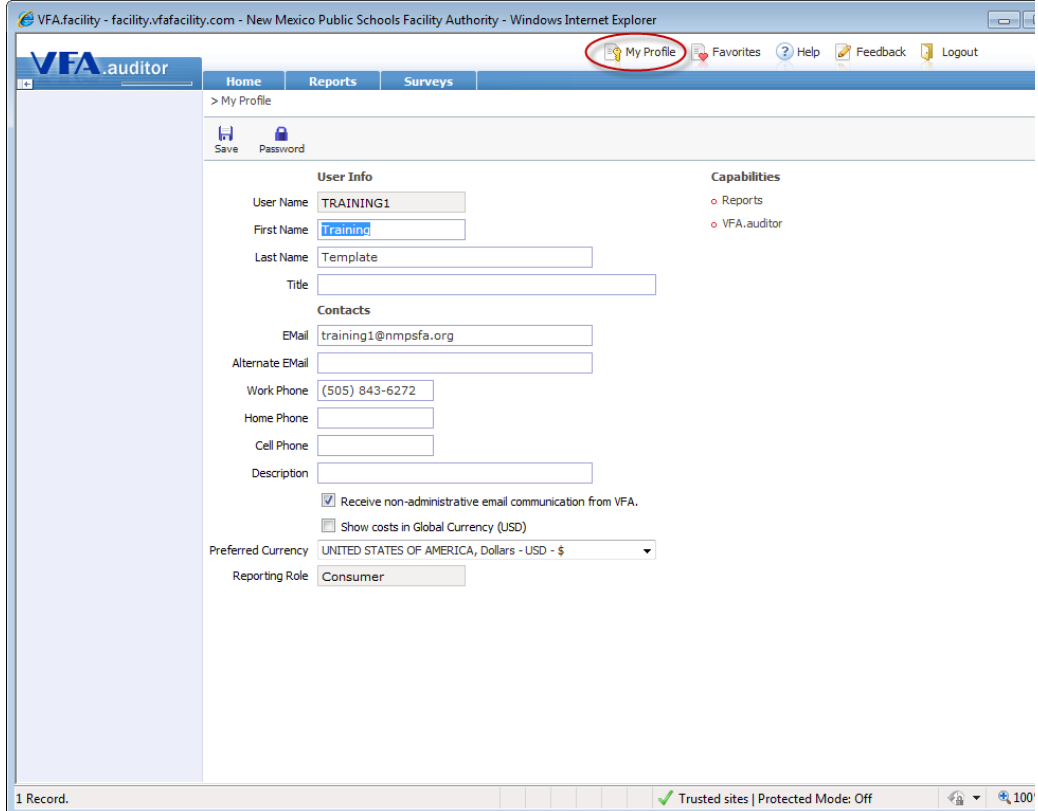
# What's On The Home Page, Continued




# Updating Your Profile

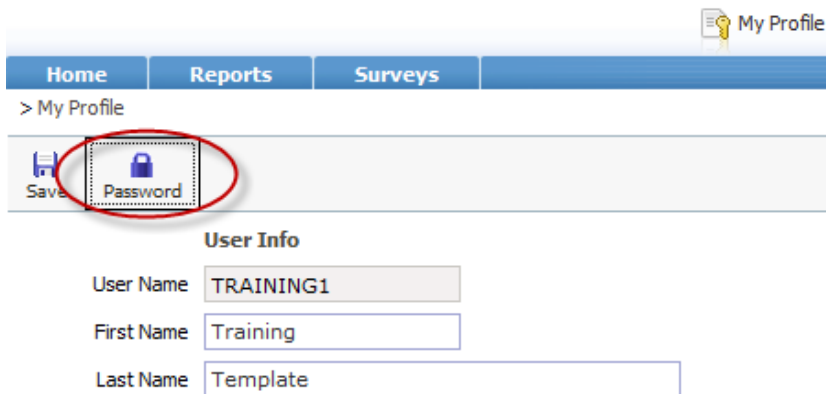
## My Profile

Select My Profile from the items across the top of the page. From here you will update all your information



## Change Your Password

Click on  to launch the change password window



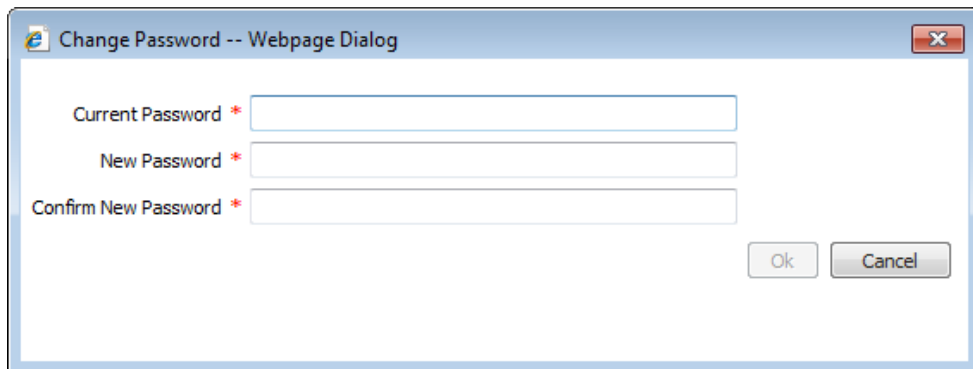
*Continued on next page*



## Updating Your Profile, Continued

---

### Change Your Password (continued)



A screenshot of a web browser dialog box titled "Change Password -- Webpage Dialog". The dialog box contains three text input fields, each with a red asterisk to its left, labeled "Current Password", "New Password", and "Confirm New Password". At the bottom right of the dialog box are two buttons: "Ok" and "Cancel".



# The Reports Module

## Overview

---

**Introduction** The reports module will allow you to view and analyze the information stored in the assets module.

---

**Contents** This chapter contains the following topics:

Topic
Accessing The Reports Tab
Executive Summary
Assessments

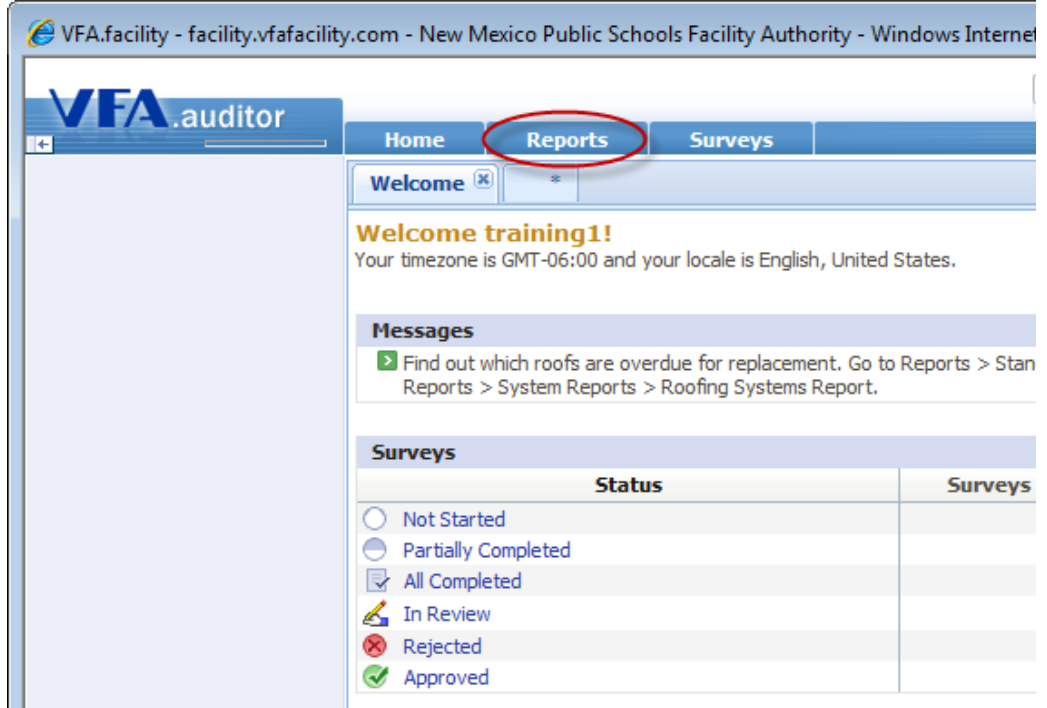
---



# Accessing The Reports Tab

## Access

The Reports Tab will be the module of the software that is most useful to you. Click “Reports” to navigate here.



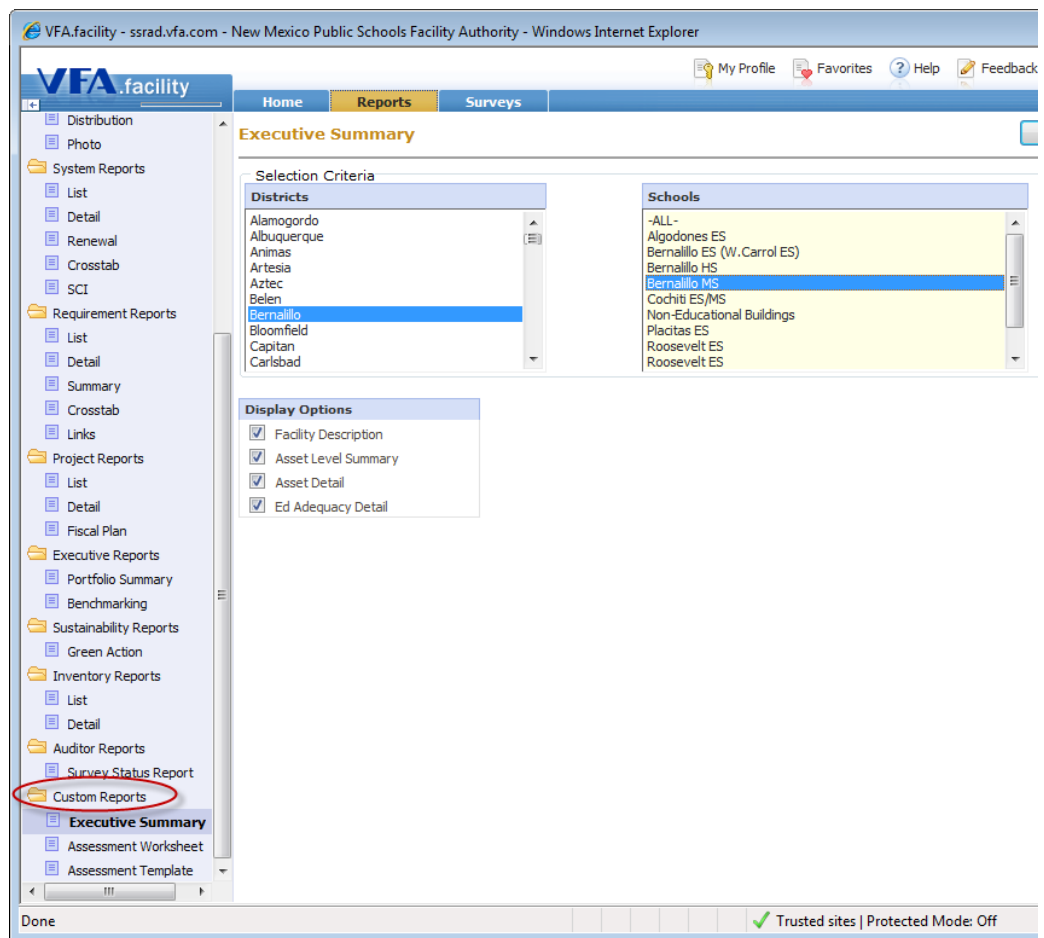
# Executive Summary

## Overview

The most important report is the Executive Summary. From this one report everything regarding the school can be found.

## Accessing the Executive Summary

Using the left navigation pane scroll to the bottom of the list until you find “Custom Reports”. Select Executive Summary and the selection Criteria options appear. Select the desired school district and choose a school from the list on the right. Click  to proceed.



*Continued on next page*



## Executive Summary, Continued

### PDF Viewer

From here a new page launches as a viewer to the .pdf file that is created:

http://ssrad.vfa.com/facility/doc?type=pdf&operation=read&deleteTempFiles=1&file=819574\_92340.p - Windows Inter

http://ssrad.vfa.c... Google

File Edit Go To Favorites Help

Favorites http://ssrad.vfa.com/facility/doc?type=pdf...

1 / 12 35.5% Collaborate

Find

**VFA** *Executive Summary Report*

District: Bernalillo School: Bernalillo MS School ID: 081028

**High Level Overview**

**General Information**

Location:	Bernalillo, NM 87104	Ed. Adequacy Model:	Middle School Educational Adequacy
School Type:	Middle	Ed. Adequacy CCS:	69.87%
School Category:	Public	School CCS City:	ALBUQUERQUE, NM

**MNCI Statistics**

Number of Students:	500	Number of Buildings:	4
Grants Packed:	1.00	Number of Portfolios:	2
Total Gross Square Feet:	107,907	Site Size (Acres):	14.28

**MNCI School Metrics**


Replacement Cost:	\$10,191,000	Unweighted Repair Cost:	\$4,257,200
Weighted Paper Cost:	\$1,400,000	Unweighted Educational Adequacy Cost:	\$230,800
Weighted Educational Adequacy Cost:	\$397,300	Total Unweighted Cost:	\$4,488,000
Total Weighted Cost:	\$2,445,300	Unweighted MNCI Score:	28.47
Weighted MNCI Score:	18.12		

**MNCI Facility History**

Last Assessment Date:	No	Previous Asset, Yes or No, Total # Yes:	No
Class:	No		

Copyright © 1998-2011 VFA, Inc. All rights reserved. Apr 7, 2011 Page 1 of 12

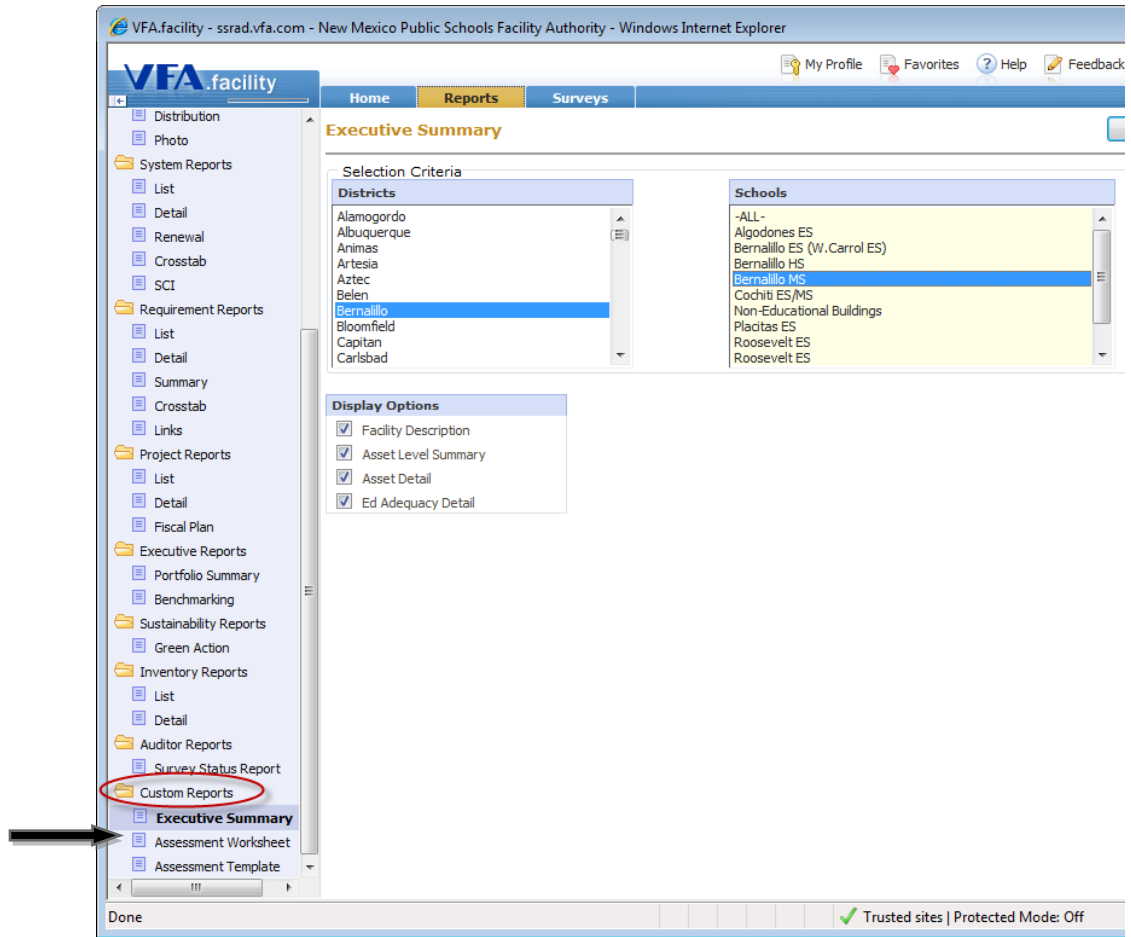
Done Unknown Zone | Protected Mode: Off

At this point you can view the desired information or save the Executive Summary Report by clicking on the  icon.

# Assessments

## Assessment Worksheet

To print the Assessment Worksheets to update FAD data, select the report located directly below Executive Summary item.



*Continued on next page*



## Assessments, Continued

### Assessment Template

To update the FAD data to include a new building, select the Assessment Template item.

