Frequently Asked Questions in TRIRIGA

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How to change your password

1. Log in to TRIRIGA at https://pps.ecifm.net like you usually would.
   a. If you can't log in to TRIRIGA please contact your TRIRIGA administrator at tririga-admin@pps.net.
2. In your dashboard, in the lower left section there is a My Links portal section. Click on My Profile to access your personal profile.
3. In the My Profile section, click on the My Profile tab to the right of the General tab. This will take you into the new section where you can enter your New Password. You will have to enter the password in the Confirm Password section so it ensures they are the same.
4. Click Save & Close [Save & Close] and your password will be changed.

How to find a floorplan

1. After logging in to TRIRIGA, on the right side there is the My Real Estate Links portal section. Under this is a link for a report named Space – General Information Space - General Information . Click on this link and it will open the report in its own window.
2. When the report window opens, click on a Parent Building to see a floor plan (keeping in mind which floor you're clicking on). Click on the name of the building and the data for that space will appear.
3. Click on the Graphic [Graphic] tab and you will see the floorplan of the building. In this case, it will show you the basement level of Jackson – Main. The highlighted room reflects the record you selected.

How to find the gross square footage

1. After logging in to TRIRIGA, in the blue tabbed area of the dashboard, click on the My Reports

    tab.

2. In the search box under the Name section, enter the word "gross" and hit enter to search for all reports with that word in the name.

3. In the list click on the icon on the left side of the Building records of Gross, Rentable and Usable Area by Building Primary Use.

4. This will open a new window with the report. This report will present the Gross, Rentable and Usable area of all PPS buildings at any of our sites. If you are seeking a specific building use the search box under Building.

Building	Gross Area	Rentable Area	Usable Area
Contains			
ABERNETHY - ATHL FIELD SOFTBALL	10 square-feet	10 square-feet	10 square-feet

How to find occupancy – Using a Report

1. After logging in to TRIRIGA, on the right side there is the My Real Estate Links

    portal section. Under this is a link for a report named Space – General

   Information Space - General Information 🔲 . Click on this link and it will open the report in its own window.

2. If you are looking for a specific site, building or space use the search boxes under the appropriate category. Once you enter your search term it should pop up the information about your specific search.

Parent Building	Parent Floor	Current Use Space Class
Contains	Contains	Contains

3. Otherwise, each room has its Occupant Load for the room in that column. If you need more information on the specific space, click on the Name number.

Occupant Load
Equals
34
45
33

How to find occupancy – Using the Dashboard Graph

1. After logging into TRIRIGA, in the center of the dashboard is the PPS Space Occupancy Data graph. You need to put in a <mark>Building, Space Class or Parent Floor</mark>. Once you do, click Apply and that will bring up some data.

Enter Query Filter value(s)

Values are case-sensitive

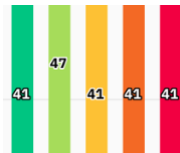Parent Building

Contains Alameda

Space Class

Contains CR

Parent Floor

Contains 01

Apply

2. On the bottom of the graph are the space names. For example, this is showing the Space Class "CR" classrooms on the 1st floor at Alameda.

111 115 134 136 138

Space Name

3. In the center of each classroom's data is the occupant load data information for each space.

47

41   41   41   41

4. If you are needing more information on a specific room at the site, click on that site's data bar and the associated TRIRIGA data will appear below the graph.

Selected Records

Occupant Load	≡	Space Name	≡	Alternate Space Use	≡	Area	≡	Area Units
	≂		≂		≂		≂	
47		115				932.54		square-feet

5. To start a new search, just click on the Refresh ↻ icon in the upper right of the graph to start over.

PPS Space Occupancy Data

ACTIVE FILTERS: