

The University of Texas at Austi Facilities Services

FAMIS ADMIN BASICS: PART 2

PRESENTER OR SPEAKER NAME

The University of Texas at Austin

DURATION: TBD

CREATED: December 2019

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FAMIS BASIC ADMIN: TERMINOLOGY AND EXAMPLES



FAMIS Terminology and Examples

Examples of Daily Labor Entry (DLRs)

Types of Work Orders (WOs)

Examples of Work Orders

FAMIS BASIC ADMIN: KEY DAILY PROCESSES



FAMIS Key Daily Processes

Enter Daily Labor

Close Work Orders and enter notes, child work orders.

Monitor Service Request Work Benches

FAMIS BASIC ADMIN: KEY AS-NEEDED PROCESSES



FAMIS Key As-Needed Processes

Create Work Orders, Create child work orders off of PMs or other work orders

Query Equipment

Check for Duplicate Work Orders

Schedule Work Orders

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FAMIS BASIC ADMIN: OTHER KEY PROCESSES



FAMIS Other Key Processes

Close Multiple Work Orders

Use Work Order Statuses

Add a Crew to a Work Order

Associate a Work Order to a Capital Project

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FAMIS QUESTIONS AND NEXT STEPS