



TEXAS

The University of Texas at Austin
Facilities Services

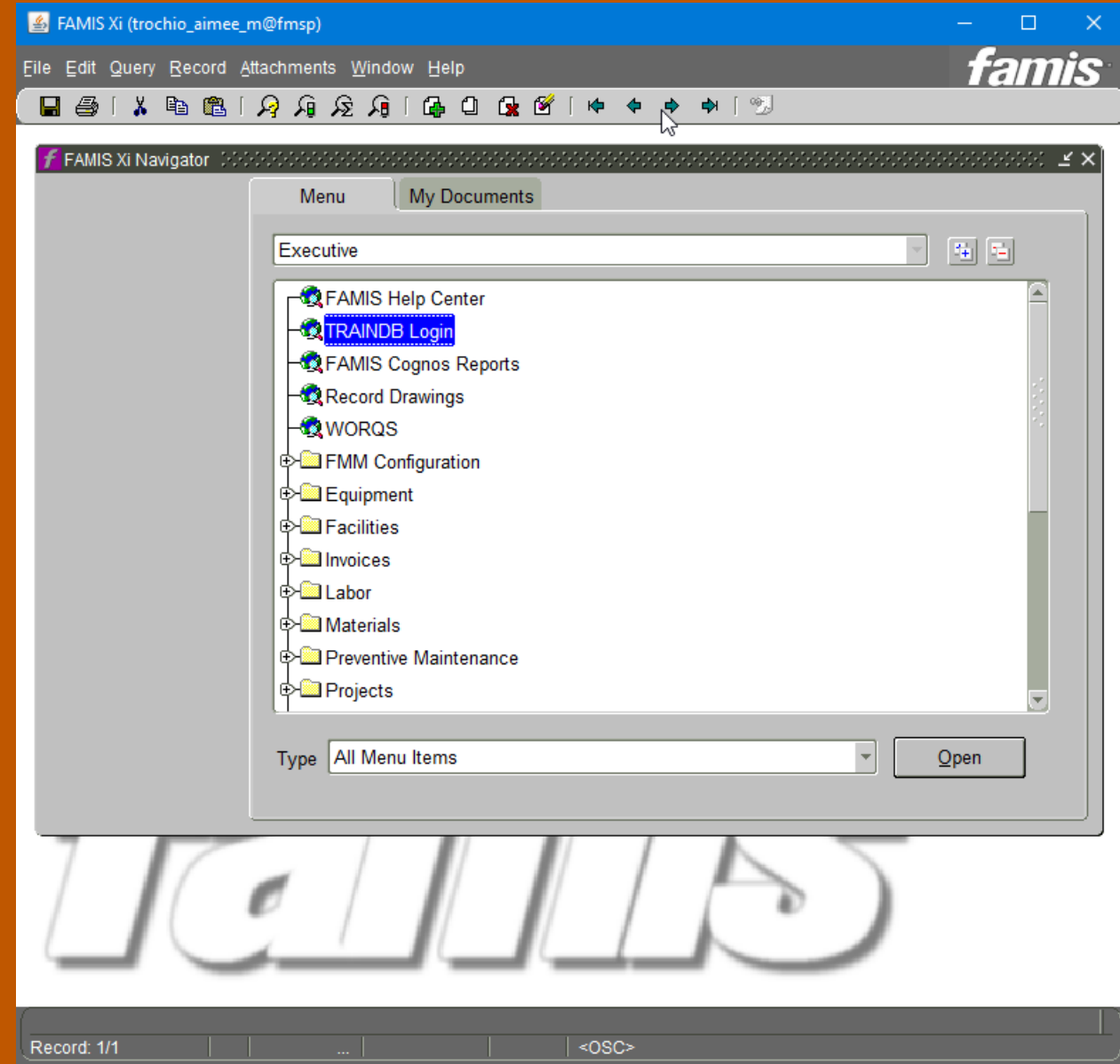
FAMIS ADMIN BASICS: PART 2

PRESENTER OR SPEAKER NAME

The University of Texas at Austin

DURATION: TBD

CREATED: December 2019





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



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



FAMIS QUESTIONS AND NEXT STEPS
