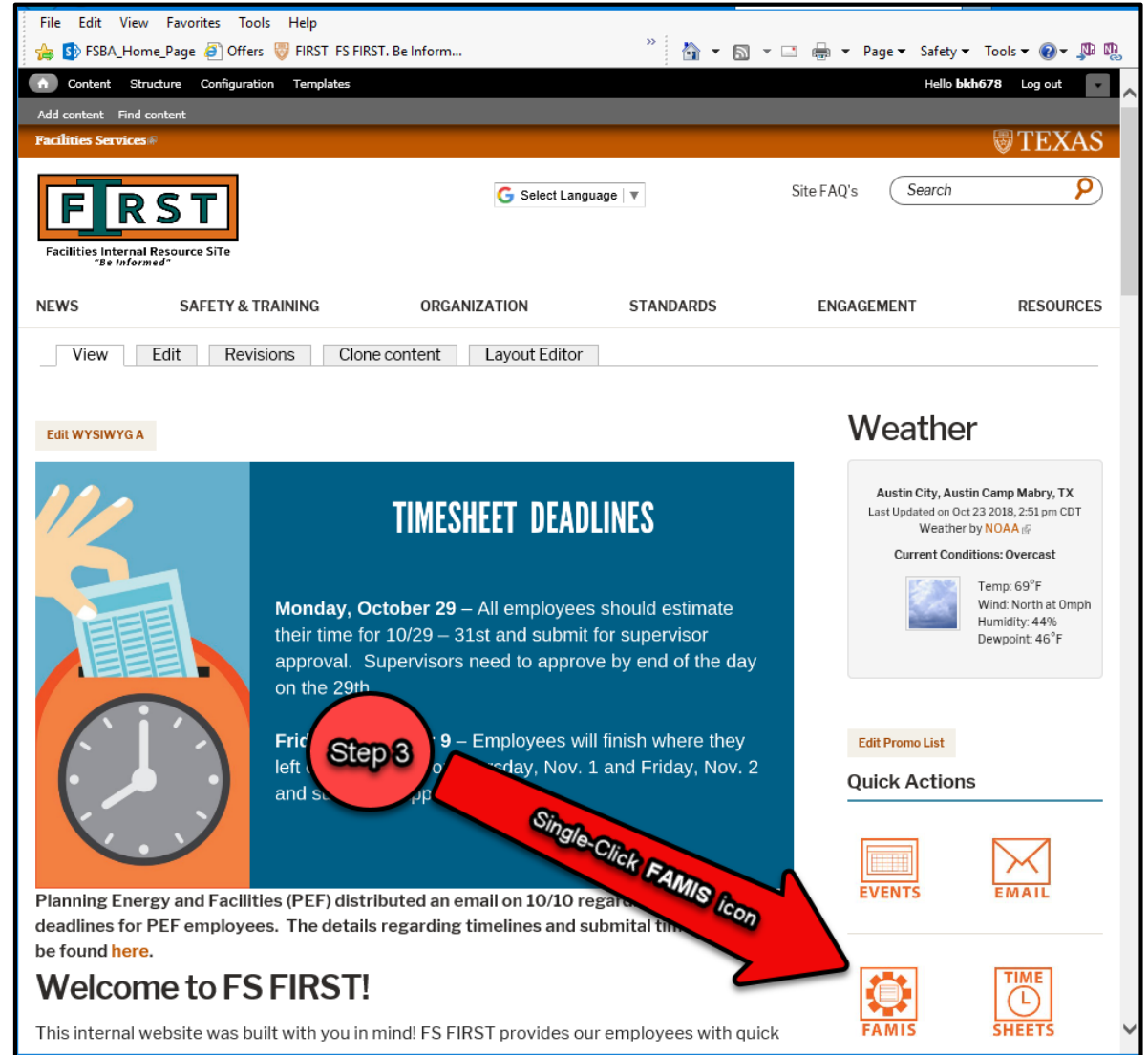
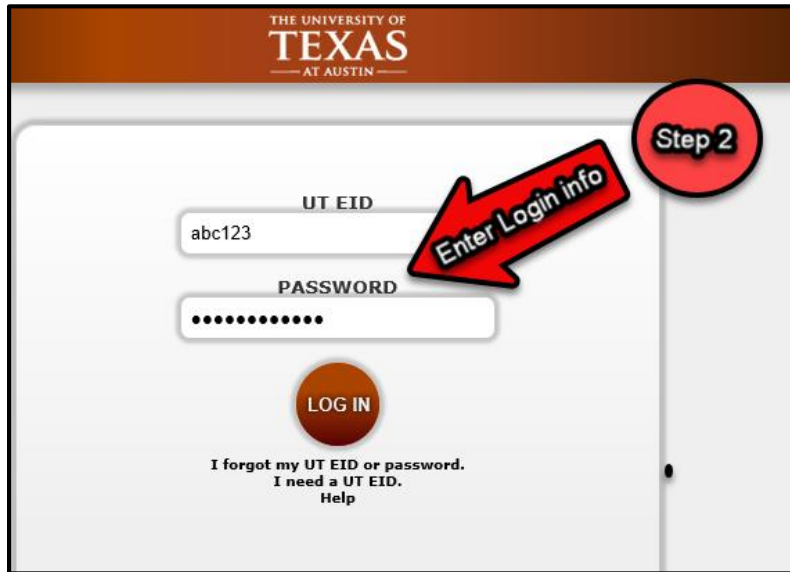


**EQUIP\_TECH**

Job Aid

# Access FAMIS



# Log into FAMIS

**WORQS**  
Facilities Services

WORQS serves as Facilities Services' support unit for the Work Order Request and Query System (WORQS) application. WORQS is our web-based tool for university employees to submit, view, and track the progress of work orders and projects. This is also Facilities Services' billing system where clients can view detailed cost statements and billing histories.

For assistance contact the Facilities Service Center [facilities@austin.utexas.edu](mailto:facilities@austin.utexas.edu) or at 512-471-2020

**About WORQS**  
WORQS is your one-stop shop for requesting and tracking facilities-related work. This is your resource to submit a maintenance request for service, request an installation or renovation, or plan an event.

**New Improved Features starting 7/10/2017**  
WORQS has been redesigned! All forms are streamlined, making them easier and faster to complete—with fewer fields. Each form is accompanied by information that clearly explains service options. For example, a single form for CRIB requests rather than separate forms for an estimate of work. Another enhancement is that WORQS is now mobile device-friendly!

**Application Support**  
• WORQS  
• FAMIS  
• REPORTS

**Quick Links**  
• Facilities Services Home  
• About Us  
• Divisions/Programs  
• Facilities Service Center  
• Building Information

**Helpful tips:**  
• Remember to use the **TAB** key to move through the forms. The **ENTER** key submits

**Step 1** (circled in red) points to a red arrow labeled "Single-Click FAMIS link" which points to the "FAMIS" link in the Quick Links section.

THE UNIVERSITY OF TEXAS  
AT AUSTIN

UT EID  
abc123

PASSWORD  
.....

**LOG IN**

I forgot my UT EID or password.  
I need a UT EID.  
Help

**Step 2** (circled in red) points to a red arrow labeled "Enter Login info" which points to the UT EID and Password input fields.

FAMIS Xi (hennington\_brian\_keith@fmsp)

File Edit Query Record Attachments Window Help

FAMIS Xi Navigator

FAMIS Help Center

Menu My Documents

Equipment Technician

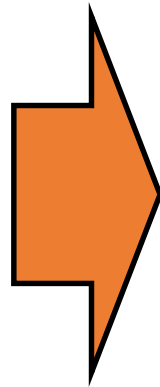
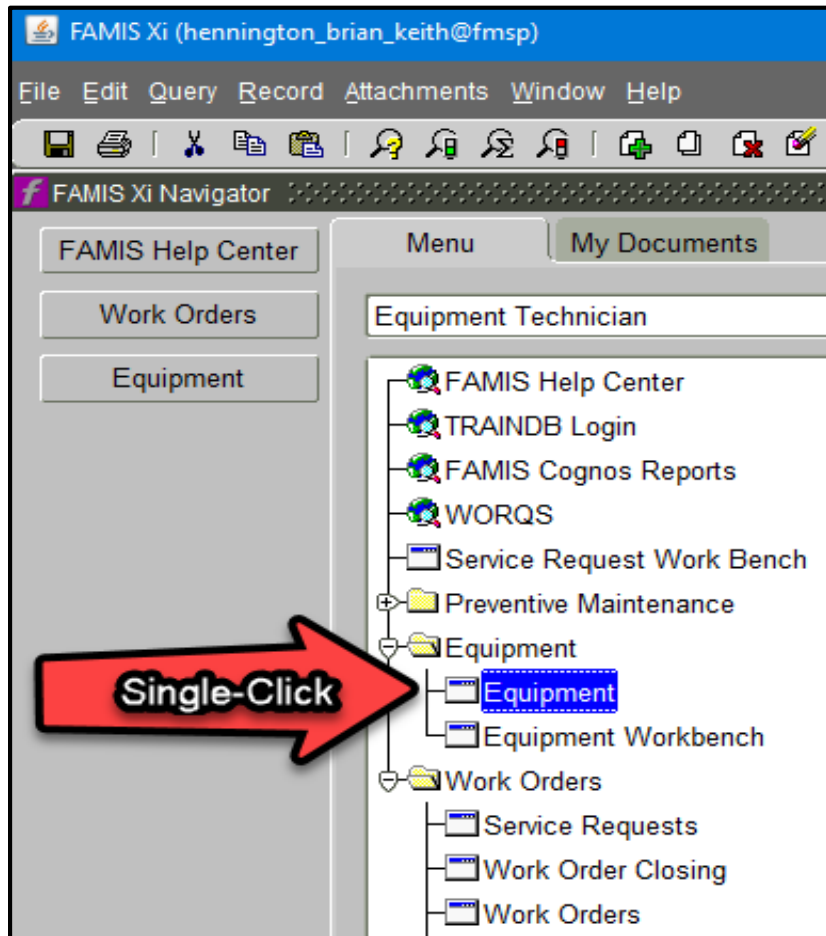
- FAMIS Help Center
- TRAINDB Login
- FAMIS Cognos Reports
- WORQS
- Service Request Work Bench
- Preventive Maintenance
- Equipment
- Work Orders

Type All Menu Items Open

Record: 1/1 <OSC>

# Launch Equipment Form

Single Click the Equipment button or Double Click Equipment link to launch the FAMIS Equipment Form



The screenshot shows the FAMIS Equipment Form. The title bar reads "Equipment". The form is divided into several sections:

- Equipment**: Fields for Equipment, Parent, and Asset Class.
- Equipment**: A tabbed interface with tabs for "Specifications", "PMs", "BOMs", "Acquisition", "Readings", and "Alias".
- Manufacturer**: Fields for Mfr No., Mfr Part No., Model, and Serial No.
- Location**: Fields for Site, Building, Floor, Room, and Zone.
- Description**: Fields for Keyword, Type, Asset No., Equip Group, PM Group, and Criticality.
- General Information**: Fields for Assessment Date, Service Guide, Status / Condition, Rental Type, Rental / Mileage Rate, Replacement Cost, and Overall Rating.

Buttons on the right side of the form include "Accounts...", "WO History...", "Vehicle Details...", "Dates...", "Audit...", "Attributes...", and "Lifecycle...".

# Query Equipment Form

FAMIS Xi (hennington\_brian\_keith@fmosp)

File Edit Query Record Attachments Window Help

Equipment

Equipment

Parent

Asset Class

Equipment Specifications PMs Ms Acquisit

**Manufacturer**

Mfr No.

Mfr Part No.

Model

Serial No.

Site

ilding

Floor

Room

Zone

**Step 1**

FAMIS Xi (hennington\_brian\_keith@fmosp)

File Edit Query Record Attachments Wind

Equipment

Equipment

Parent

Asset Class

Equipment Specifications PMs BOMs Acquisition

**Manufacturer**

Mfr No.

Mfr Part No.

Model

Serial No.

Site

ilding

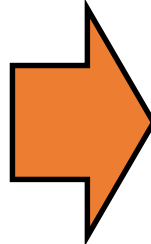
Floor

Room

Zone

**Step 2**

**Step 3**



FAMIS Xi (hennington\_brian\_keith@fmosp)

File Edit Query Record Attachments Window Help

**famis**

Equipment

Equipment  FLTR BANK 008 FOR AHU-1

Parent  AHU ASSEMB 001 (AHU-01, DBL DCT) PARENT

Asset Class

Equipment Specifications PMs BOMs Acquisition Readings Alias

**Manufacturer**

Mfr No.

Mfr Part No.

Model

Serial No.

**Location**

Site

Building

Floor

Room

Zone

Accounts...

WO History...

Vehicle Details...

Dates...

Audit...

Attributes...

Lifecycle...

**Description**

Keyword

Type

Asset No.

Equip Group

PM Group

Criticality

**General Information**

Assessment Date

Service Guide

Status / Condition

Rental Type

Rental / Mileage Rate

Replacement Cost

Overall Rating

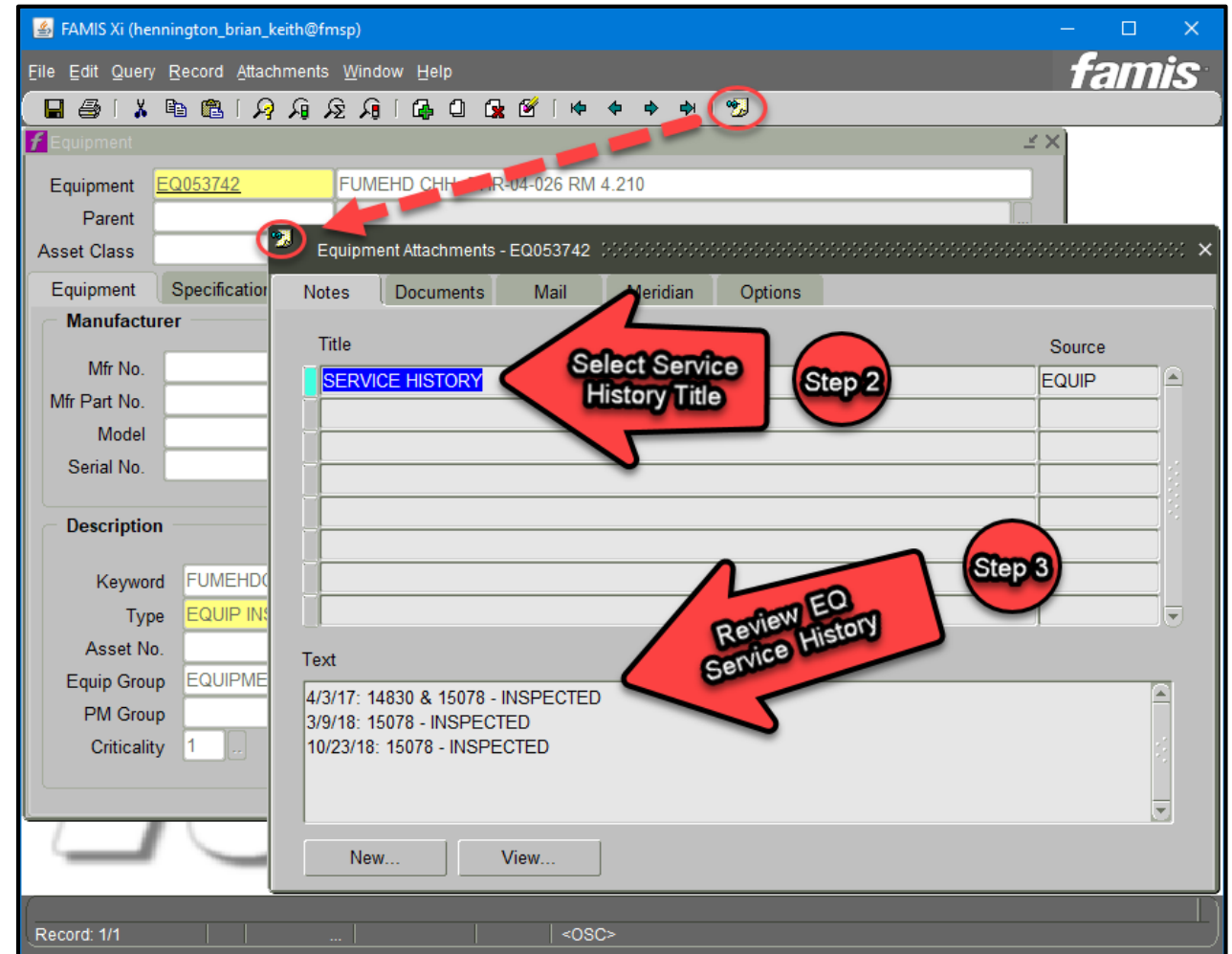
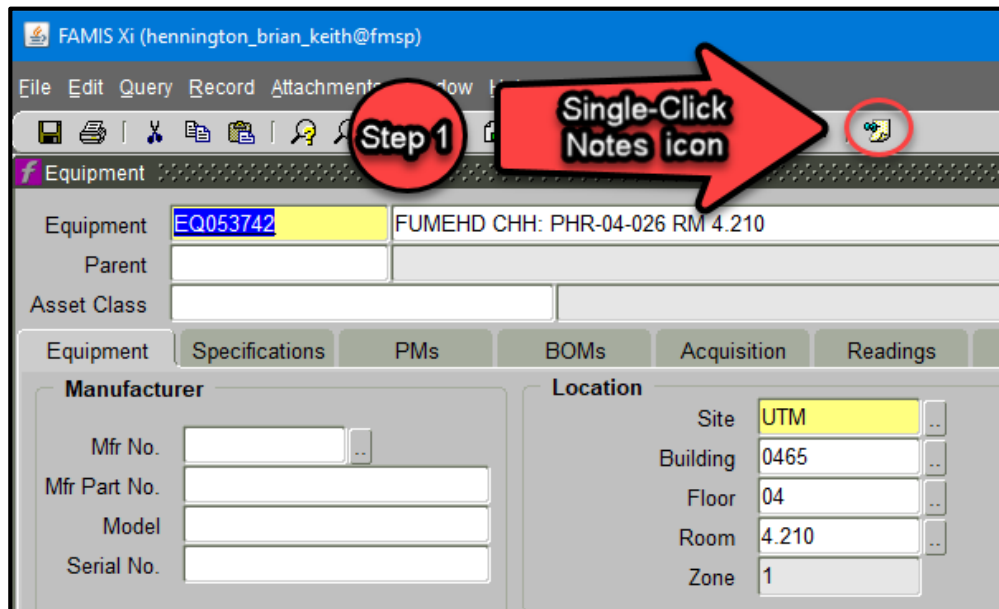
Enter a unique number to identify this equipment.

Record: 1/1

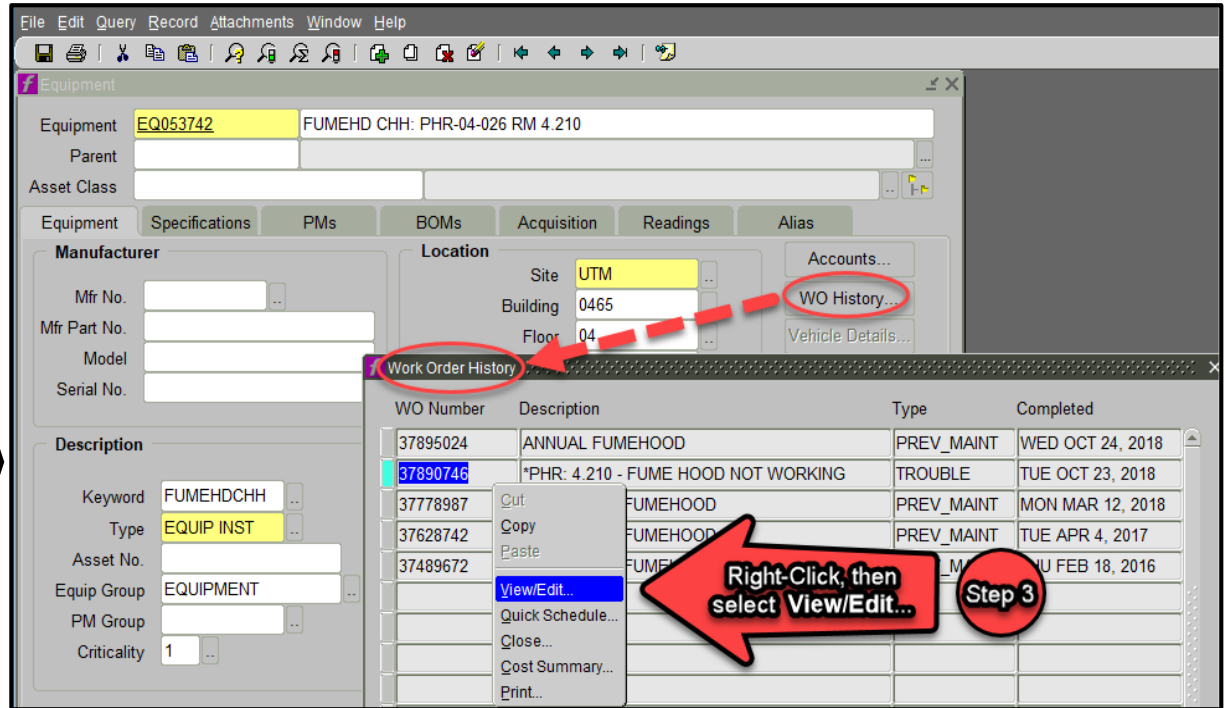
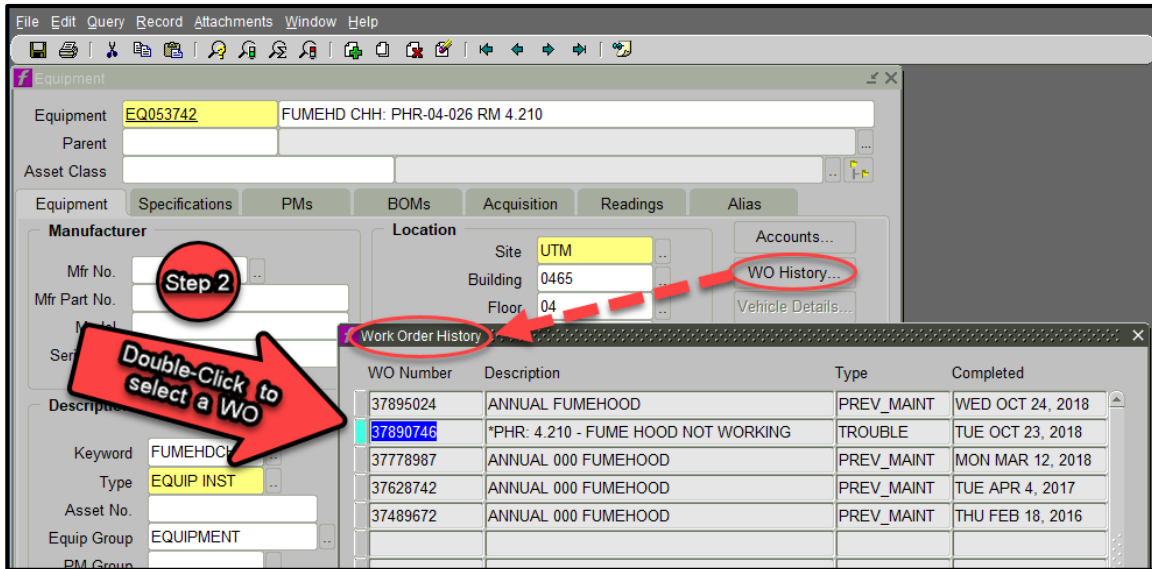
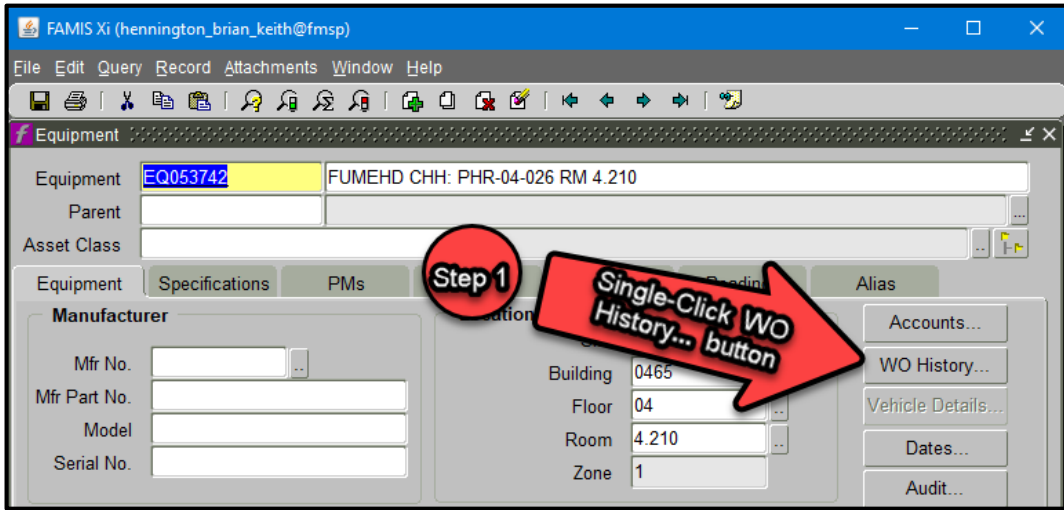
<OSC>

# Launch EQ# Notes

Review EQ# notes to better understand equipment history along w/WO issues reported within the Work Order Tasks



# Launch EQ# Work Order History List and Select Work Order to Review



# Review Work Order and Reported issue in Tasks TAB

Review WO Tasks issues along w/EQ# notes to better understand equipment history

FAMIS Xi (hennington\_brian\_keith@fmsp)

File Edit Query Record Attachments Window Help

Work Order

WO Number 37890746 \*PHR: 4.210 - FUME HOOD NOT WORKING

Parent WO 37401273 PHR: MAINTENANCE, REPAIR & TROUBLE CALLS FOR E&G SPACES

Main Attributes **Tasks** Tools PO's Routing Readings Closing

Asset

Asset Class

Equipment EQ053742 FUMEHOOD

General Information

Type TROUBLE

Priority 2

Method

Assigned To 15078

Outage Class

Current Status / Dates

Status CLOSED

Material Status

Start Date TUE OCT 9, 2018

Due Date WED OCT 10, 2018

Completed TUE OCT 23, 2018

Primary Labor

Crew 091

Craft

Crew Size

Est Hrs/ Current Est Hrs .00

Location

Site UTM

Building 0465

Floor 04

Room 4.210

Zone 1

Print Ticket On Next Batch Run

A brief description of the nature and scope of the work.  
Record: 1/1 <OSC>



FAMIS Xi (hennington\_brian\_keith@fmsp)

File Edit Query Record Attachments Window Help

Work Order

WO Number 37890746 \*PHR: 4.210 - FUME HOOD NOT WORKING

Parent WO 37401273 PHR: MAINTENANCE, REPAIR & TROUBLE CALLS FOR E&G SPACES

Main Attributes **Tasks** Crews Parts Tools PO's Routing Readings Closing

ISSUE: FUME HOOD NOT WORKING

SPACE: LAB

ARE YOU ABLE TO WORK? N

DO WE NEED TO CALL IN ADVANCE TO ENSURE THE TECHNICIAN WILL HAVE ACCESS TO AREA? N

BEST PERSON AND NUMBER FOR TECHNICIAN TO CONTACT: SHAO-AN WANG 471-5592

NOTES

FSC 10/11/2018 KAH: SHAO-AN WANG 512 471-5592  
CALLED TO SAY THAT SOMEONE CAME OUT YESTERDAY, BUT TODAY IT IS NOT WORKING AGAIN.

TECH NOTES: REPLACED BELT COMPLETE