

**This page will demonstrate how to**

- 1. Enter new equipment into FAMIS.**
- 2. Transfer equipment to another building.**
- 3. Transfer equipment to surplus.**

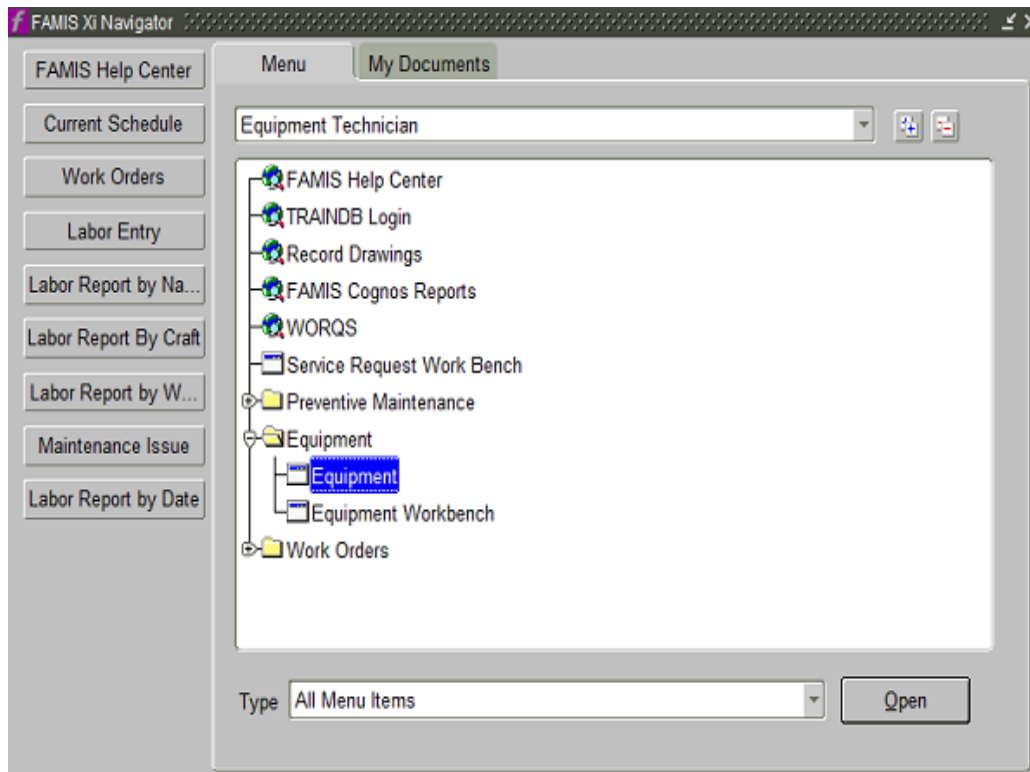
*Before doing the above three tasks it will be necessary that you have FAMIS Roll Authorization for EQUIP\_COOR.*

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## **1. Enter new equipment into FAMIS:**

### **A. Equipment Tab**

Open Equipment window from FAMIS XI Navigator.



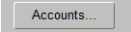
Window will open blank . Use the image below as an example to fill in the necessary fields.

The screenshot shows the 'Equipment' form in the FAMIS system. The 'Equipment' field is highlighted with a yellow background and contains the text '\*\*ASSIGN\*\*'. The 'Parent' field is empty. The 'Asset Class' field is empty. The 'Equipment' tab is selected, and the 'Manufacturer' section is expanded. The 'Manufacturer' section includes fields for Mfr No. (TENNANT), Mfr Part No., Model (V-WD-24), and Serial No. (240000001504). The 'Location' section includes fields for Site (UTM), Building (0132), Floor (01), Room (1.420), and Zone (3). The 'Description' section includes fields for Keyword (WETDRYVAC), Type (CUSTODIAL), Asset No., Equip Group (CUSTODIAL), PM Group, and Criticality. The 'General Information' section includes fields for Assessment Date, Service Guide, Status / Condition (ON-LINE), Rental Type, Rental / Mileage Rate, Replacement Cost, and Overall Rating. The 'Accounts...' button is highlighted with a yellow background.

Tab past **\*\*ASSIGN\*\*** FAMIS will assign the Equipment ID#

In the field next to **\*\*ASSIGN\*\*** type the Keyword: followed by the room number, building initials, and [Model].

In this example it is WETDRYVAC: 1.420 PAC [V-WD-24]

**Click on the**  **button**

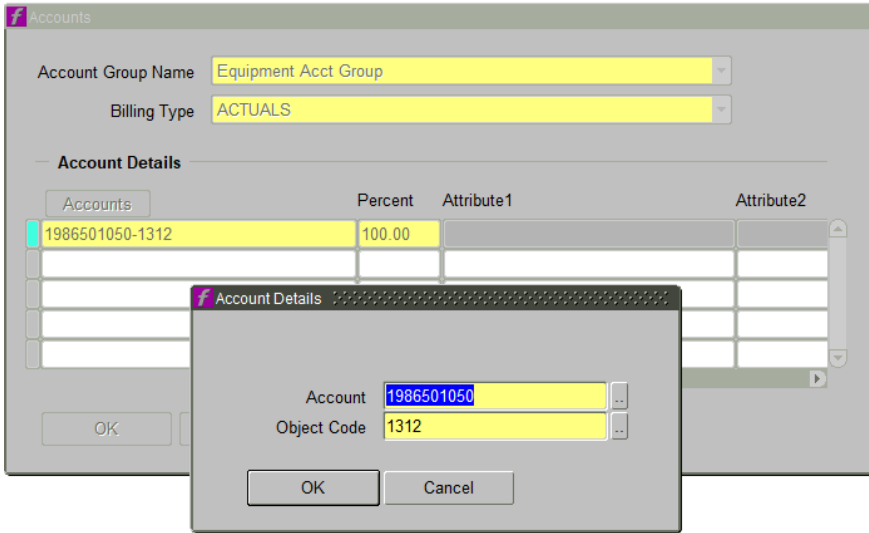
Use the example below to fill out the account information. Keep in mind there are three different account variations. They are as follows:

1986501050-1312 All buildings except, DMS, and LBJ

1986502253-1312 DMS (HLB, HTB)

1986501050-1312 DMS (HDB)

1986403050-1312 LBJ

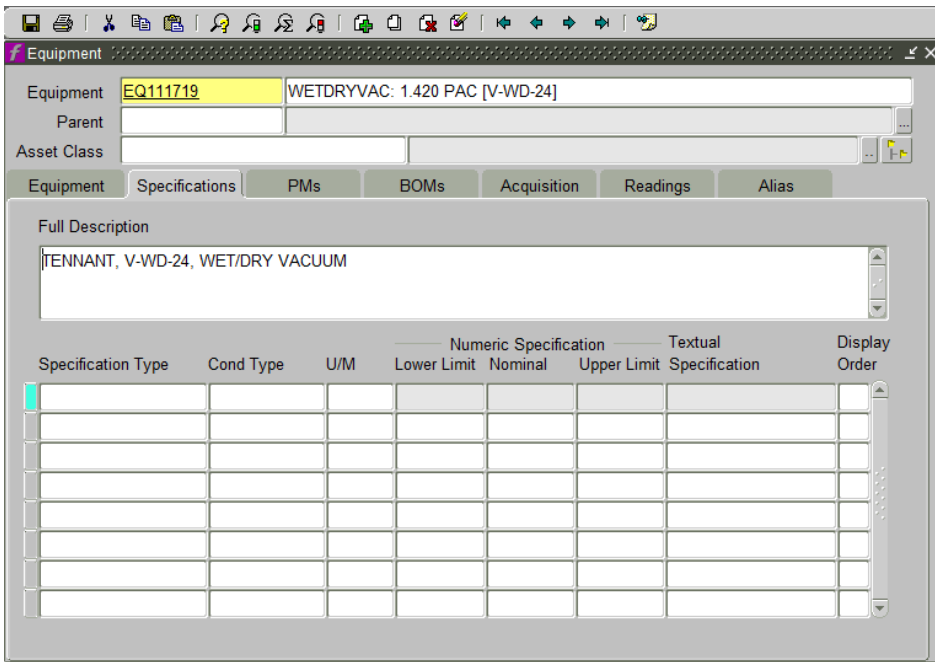


To close and save click  on the Account Details pop-up, then again on the Accounts pop-up.

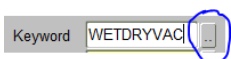
### B. Specifications Tab

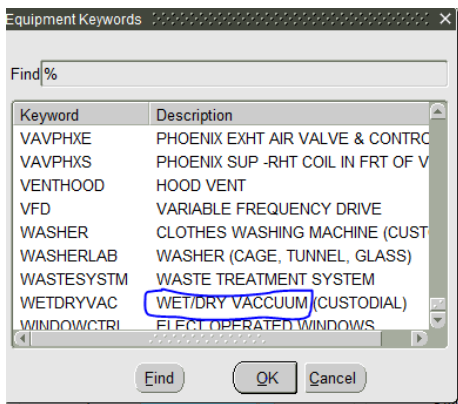
Click on the Specifications Tab.

In the Full Description field enter the Mfr No.(TENNANT), Model (V-WD-24) and the Keyword's Description (WET/DRY VACUUM).



Note: The Keyword's Description can be found in the Keyword Dropdown Menu. See below





## C. Acquisition tab

Click on the Acquisition Tab.

Fill in the fields with the available information.

Field	Value
Equipment	EQ111719
Description	WETDRYVAC: 1.420 PAC [V-WD-24]
Date Acquired	TUE AUG 6, 2019
Cost	780.00
PO Number	2019B00185
Vendor	
Vendor Name	
Expiration Date	TUE AUG 30, 2022
Usage Expiration	
Purchase Order	
Vendor	
Vendor Name	


Write the EQ# on the Report of Transferred Equipment sheet and  out of the window. Changes will be saved.

## 2. Transfer equipment to another building:

In the Equipment window, click the Enter Query button  near the top of the screen on the menu bar.

Fields will turn blue. In the Equipment Field enter equipment's EQ#.

The screenshot shows the 'Equipment' form for asset EQ107317. The form is mostly empty, with only the 'Equipment' field populated with 'EQ107317'. The 'Parent' and 'Asset Class' fields are also empty. The form is divided into several sections: 'Manufacturer' (Mfr No., Mfr Part No., Model, Serial No.), 'Location' (Site, Building, Floor, Room, Zone), 'Description' (Keyword, Type, Asset No., Equip Group, PM Group, Criticality), and 'General Information' (Assessment Date, Service Guide, Status / Condition, Rental Type, Rental / Mileage Rate, Replacement Cost, Overall Rating). There are also buttons for 'Accounts...', 'WO History...', 'Vehicle Details...', 'Dates...', 'Audit...', 'Attributes...', and 'Lifecycle...'.

Click the Execute Query button  near the top of the screen on the menu bar.

After hitting Execute Query button the fields will be filled in.

The screenshot shows the 'Equipment' form for asset EQ107317 after the 'Execute Query' button has been clicked. The fields are now populated with data. The 'Equipment' field is highlighted in yellow and contains 'EQ107317'. The 'Parent' field is empty. The 'Asset Class' field is empty. The 'Manufacturer' section shows Mfr No. 'VIPER', Mfr Part No. (empty), Model 'DR20175', and Serial No. '01442'. The 'Location' section shows Site 'UTM', Building '0118', Floor '001', Room '3.B6B', and Zone '3'. The 'Description' section shows Keyword 'BUFFERLWSP', Type 'CUSTODIAL', Asset No. (empty), Equip Group 'CUSTODIAL', PM Group (empty), and Criticality (empty). The 'General Information' section shows Assessment Date (empty), Service Guide (empty), Status / Condition 'ON-LINE', Rental Type (empty), Rental / Mileage Rate (empty), Replacement Cost (empty), and Overall Rating (empty). The buttons for 'Accounts...', 'WO History...', 'Vehicle Details...', 'Dates...', 'Audit...', 'Attributes...', and 'Lifecycle...' are still present.

Change the building, floor, and room numbers in the fields that are circled in blue.

In this example we have changed SRH 3.B6B TO NHB 0.210B.

Equipment: EQ107317, BUFFERLWSP, 0.210B NHB, DR20175

Parent: [Empty]

Asset Class: [Empty]

Equipment | Specifications | PMs | BOMs | Acquisition | Readings | Alias

**Manufacturer**

Mfr No. VIPER

Mfr Part No. [Empty]

Model DR20175

Serial No. 01442

**Description**

Keyword BUFFERLWSP

Type CUSTODIAL

Asset No. [Empty]

Equip Group CUSTODIAL

PM Group [Empty]

Criticality [Empty]

**Location**

Site UTM

Building 0470

Floor 001

Room 0.210B

Zone 1

**General Information**

Assessment Date [Empty]

Service Guide [Empty]

Status / Condition ON-LINE

Rental Type [Empty]

Rental / Mileage Rate [Empty]

Replacement Cost [Empty]

Overall Rating [Empty]

Accounts...  
WO History...  
Vehicle Details...  
Dates...  
Audit...  
Attributes...  
Lifecycle...

✕ out of the window. Changes will be saved.

### 3. Transfer equipment to surplus.

In the Equipment window hit the Enter Query button  near the top of the screen on the menu bar.

Fields will turn blue. In the Equipment Field type equipment's EQ#.

Equipment: EQ050463

Parent: [Empty]

Asset Class: [Empty]

Equipment | Specifications | PMs | BOMs | Acquisition | Readings | Alias

**Manufacturer**

Mfr No. [Empty]

Mfr Part No. [Empty]

Model [Empty]

Serial No. [Empty]

**Description**

Keyword [Empty]

Type [Empty]

Asset No. [Empty]

Equip Group [Empty]

PM Group [Empty]

Criticality [Empty]

**Location**

Site [Empty]

Building [Empty]

Floor [Empty]

Room [Empty]

Zone [Empty]

**General Information**

Assessment Date [Empty]

Service Guide [Empty]

Status / Condition [Empty]

Rental Type [Empty]

Rental / Mileage Rate [Empty]

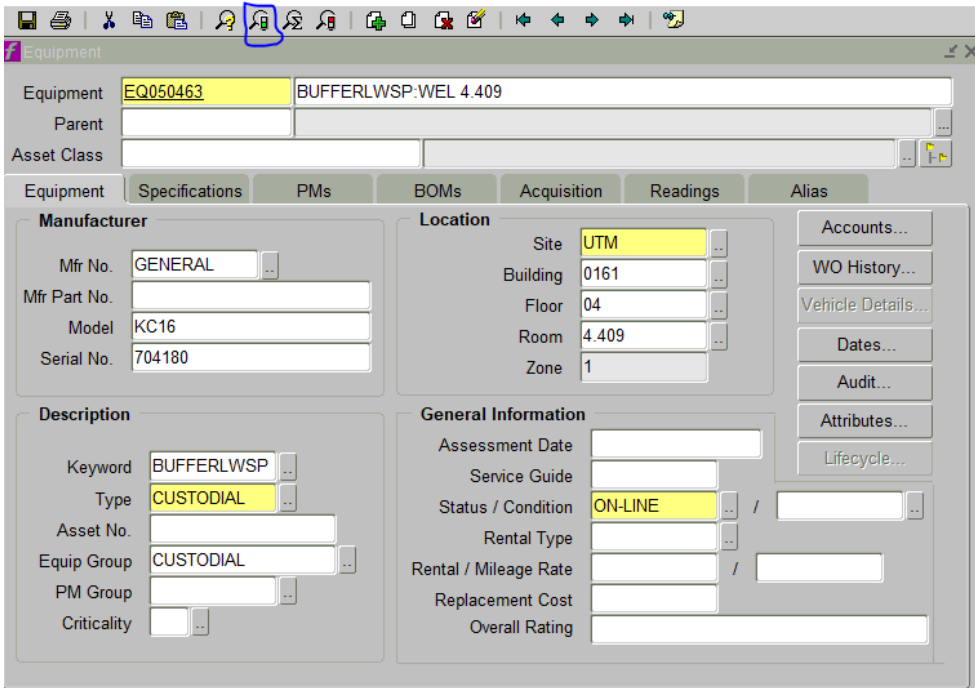
Replacement Cost [Empty]

Overall Rating [Empty]

Accounts...  
WO History...  
Vehicle Details...  
Dates...  
Audit...  
Attributes...  
Lifecycle...

Hit the Execute Query button  near the top of the screen on the menu bar.

After hitting Execute Query button the fields will be filled in.



The screenshot shows the 'Equipment' form with the following data:

Equipment	EQ050463	BUFFERLWSP:WEL 4 409
Parent		
Asset Class		

Manufacturer:

Mfr No.	GENERAL
Mfr Part No.	
Model	KC16
Serial No.	704180

Location:

Site	UTM
Building	0161
Floor	04
Room	4.409
Zone	1

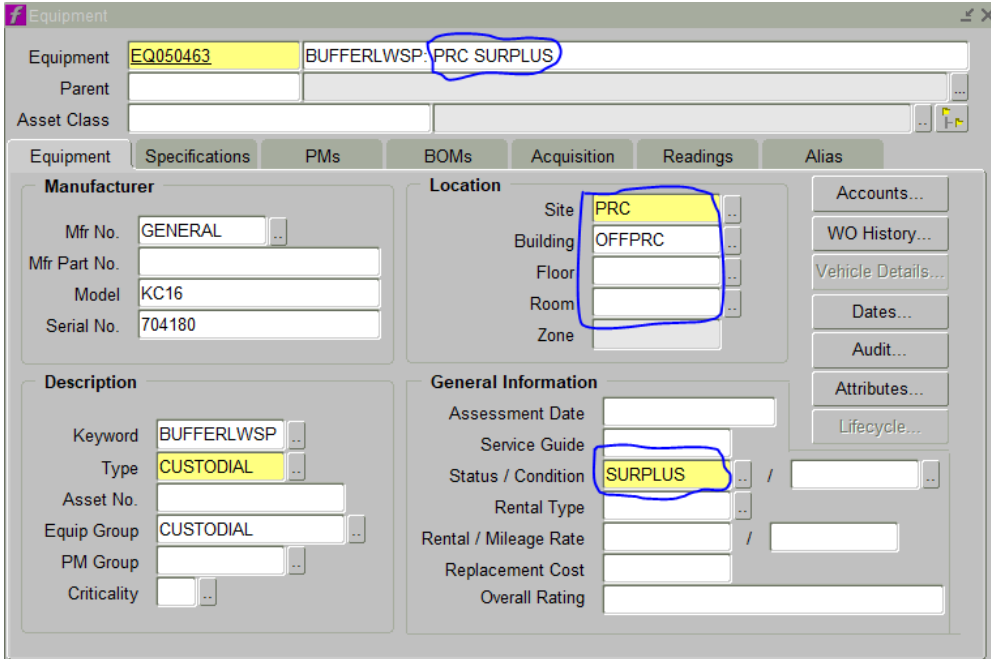
Description:

Keyword	BUFFERLWSP
Type	CUSTODIAL
Asset No.	
Equip Group	CUSTODIAL
PM Group	
Criticality	

General Information:

Assessment Date	
Service Guide	
Status / Condition	ON-LINE
Rental Type	
Rental / Mileage Rate	
Replacement Cost	
Overall Rating	

Change the fields as demonstrated in the image below.



The screenshot shows the 'Equipment' form with the following data:

Equipment	EQ050463	BUFFERLWSP: <b>PRC SURPLUS</b>
Parent		
Asset Class		

Manufacturer:

Mfr No.	GENERAL
Mfr Part No.	
Model	KC16
Serial No.	704180

Location:

Site	<b>PRC</b>
Building	<b>OFFPRC</b>
Floor	
Room	
Zone	

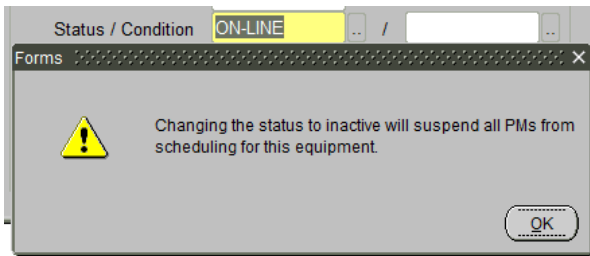
Description:

Keyword	BUFFERLWSP
Type	CUSTODIAL
Asset No.	
Equip Group	CUSTODIAL
PM Group	
Criticality	

General Information:

Assessment Date	
Service Guide	
Status / Condition	<b>SURPLUS</b>
Rental Type	
Rental / Mileage Rate	
Replacement Cost	
Overall Rating	

*Note: When changing Status/Condition from On-Line to Surplus this pop-up appears. Click "Okay".*



✖ out of the window. Changes will be saved.

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