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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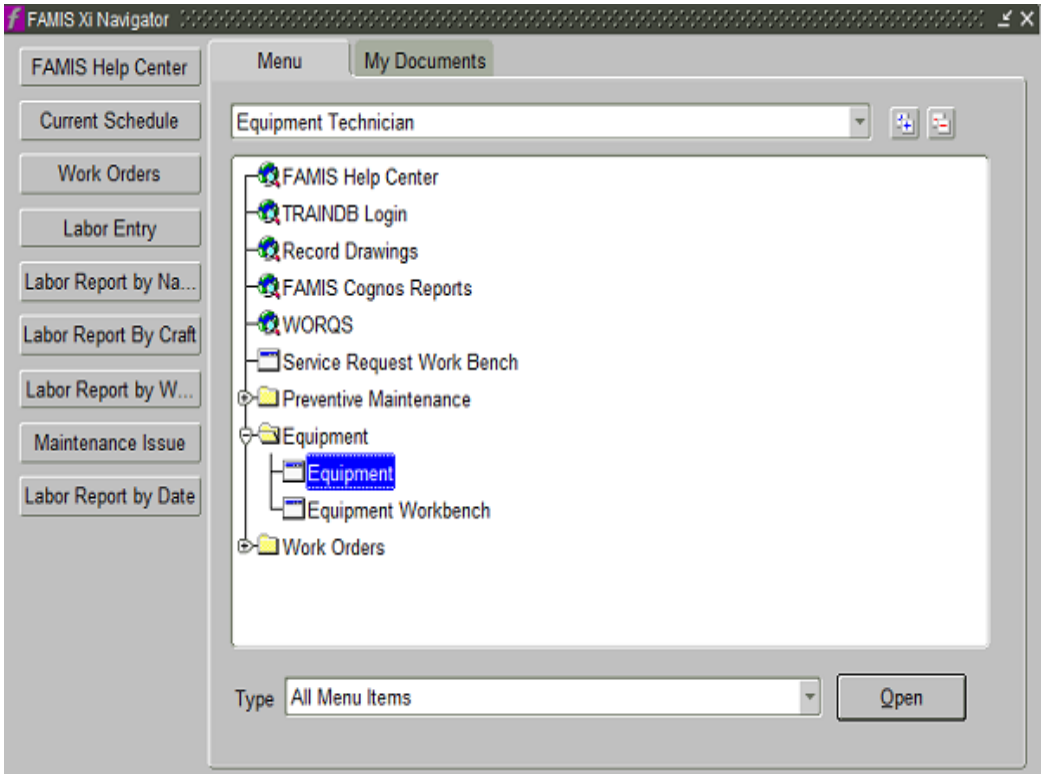
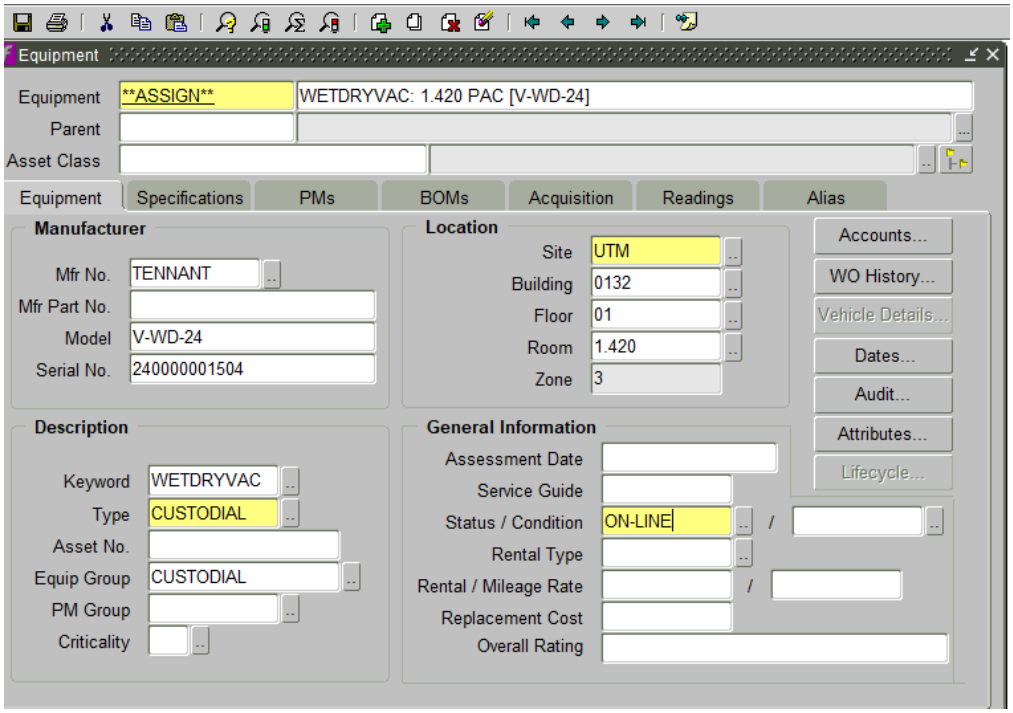
1. Enter new equipment into FAMIS:

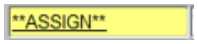
A. Equipment Tab

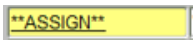
Open Equipment window from FAMIS XI Navigator.



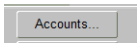
Window will open blank . Use the image below as an example to fill in the necessary fields.



Tab past  FAMIS will assign the Equipment ID#

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

In this example it is

Click on the  **button**

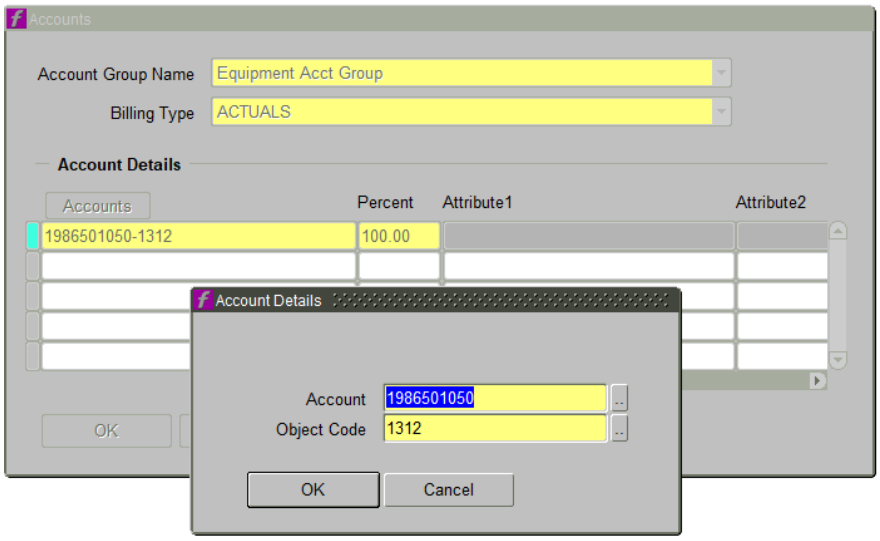
Use the example below to fill out the account information. Keep in mind there are three different account variations. They are as follows:

1986501050-1312 All buildings except, DMS, and LBJ

1986502253-1312 DMS (HLB, HTB)

1986501050-1312 DMS (HDB)

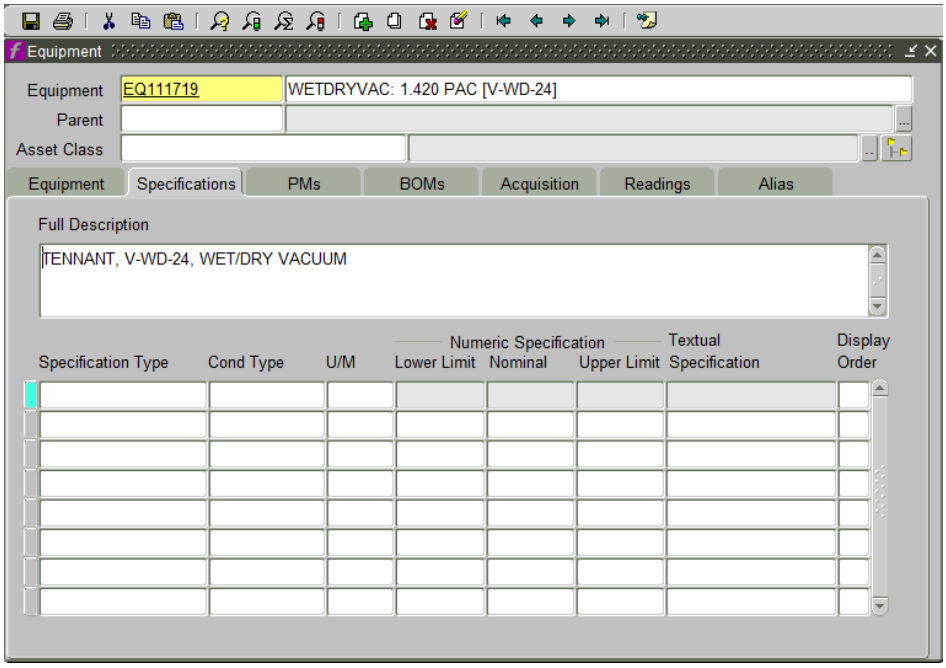
1986403050-1312 LBJ



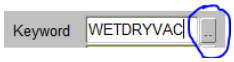
To close and save click on the Account Details pop-up, then again on the Accounts pop-up.

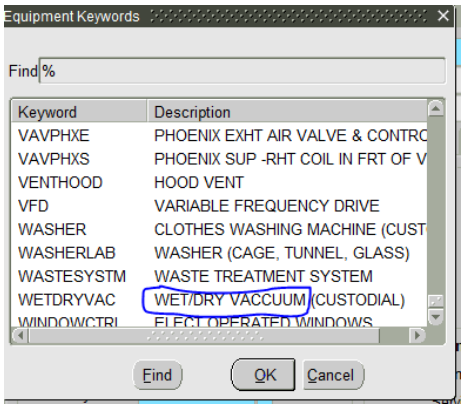
B. Specifications Tab

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

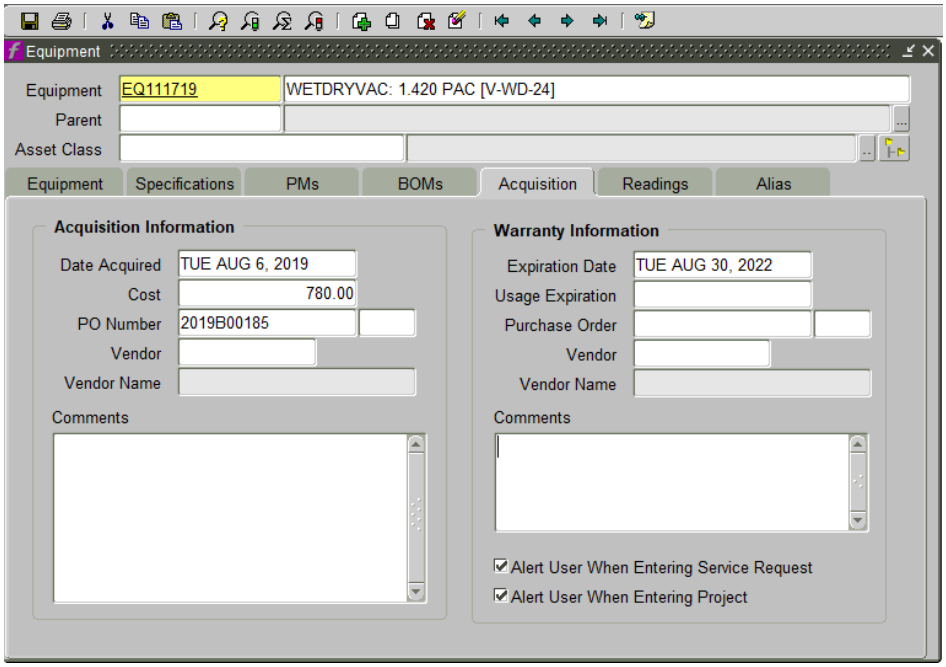




C. Acquisition tab

Click on the Acquisition Tab.

Fill in the fields with the available information.



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

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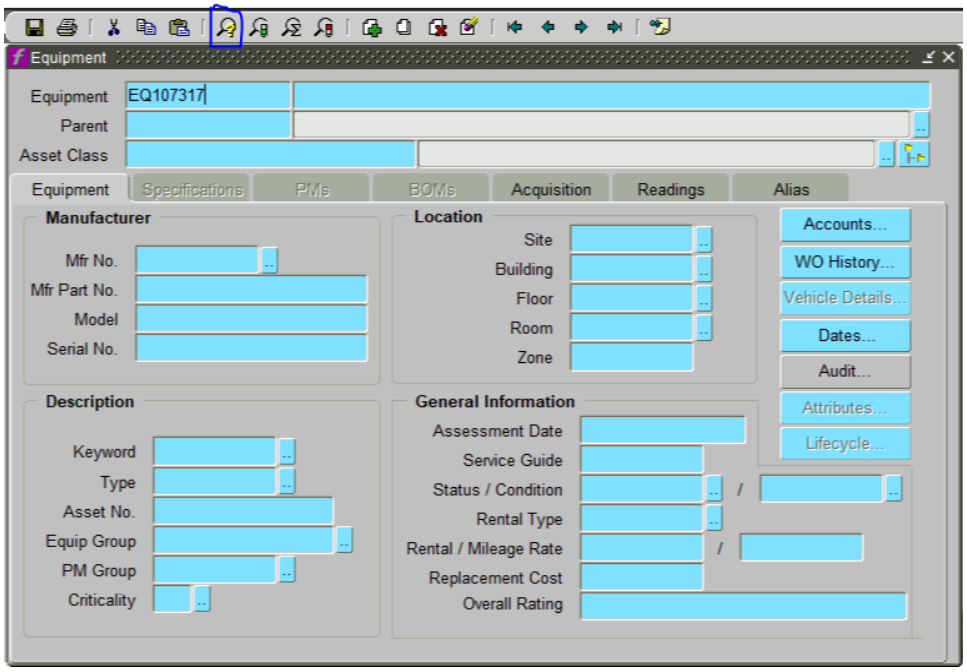
2. Transfer equipment to another building:

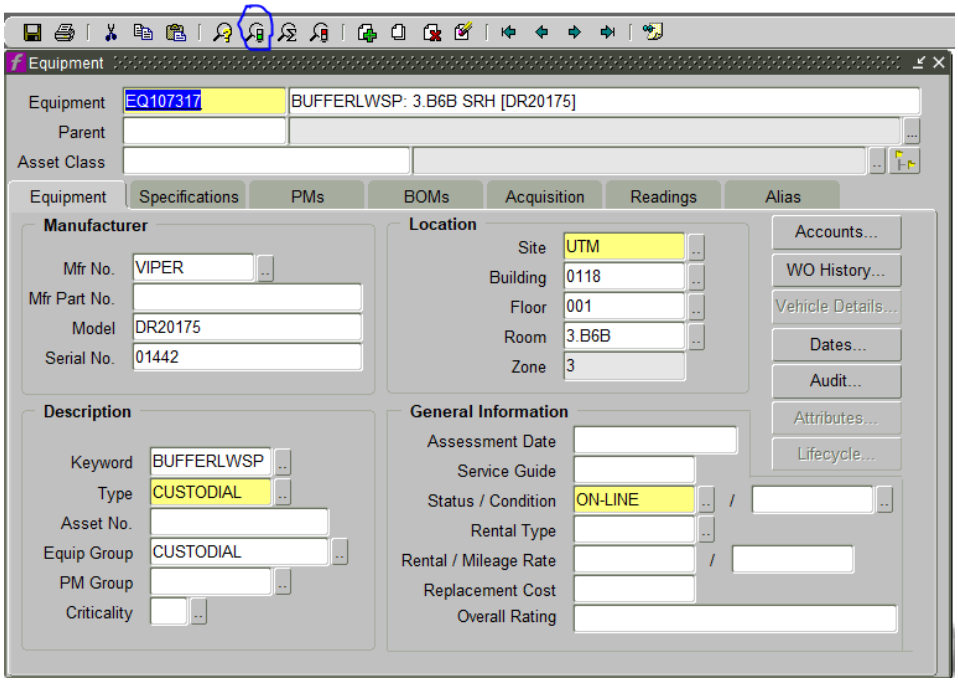
In the Equipment window, click the Enter Query button near the top of the screen on the menu bar.

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



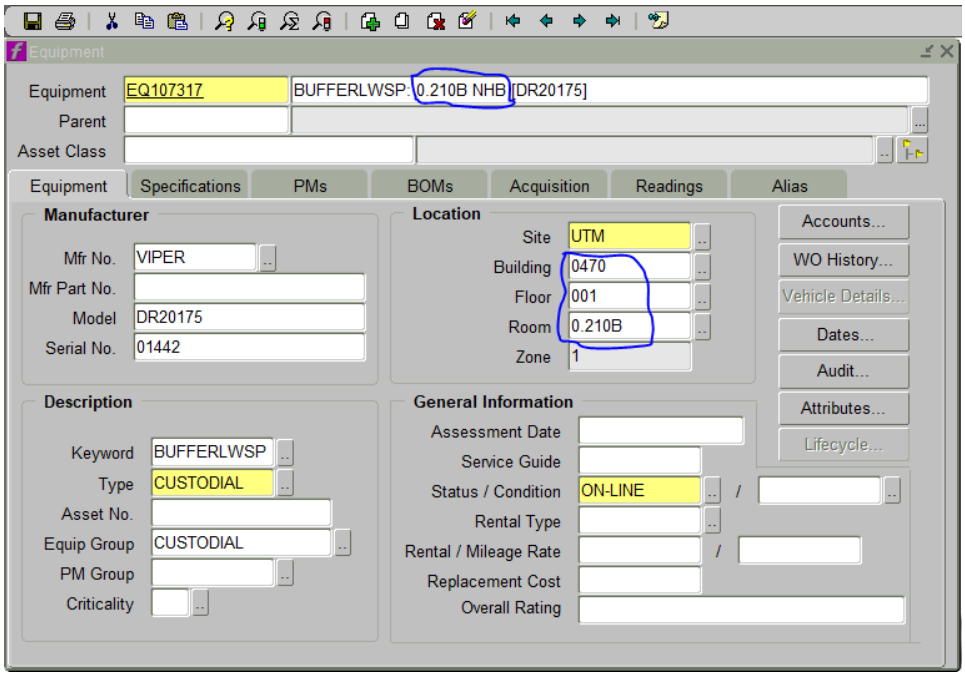
Click the Execute Query button near the top of the screen on the menu bar.

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



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.



out of the window. Changes will be saved.

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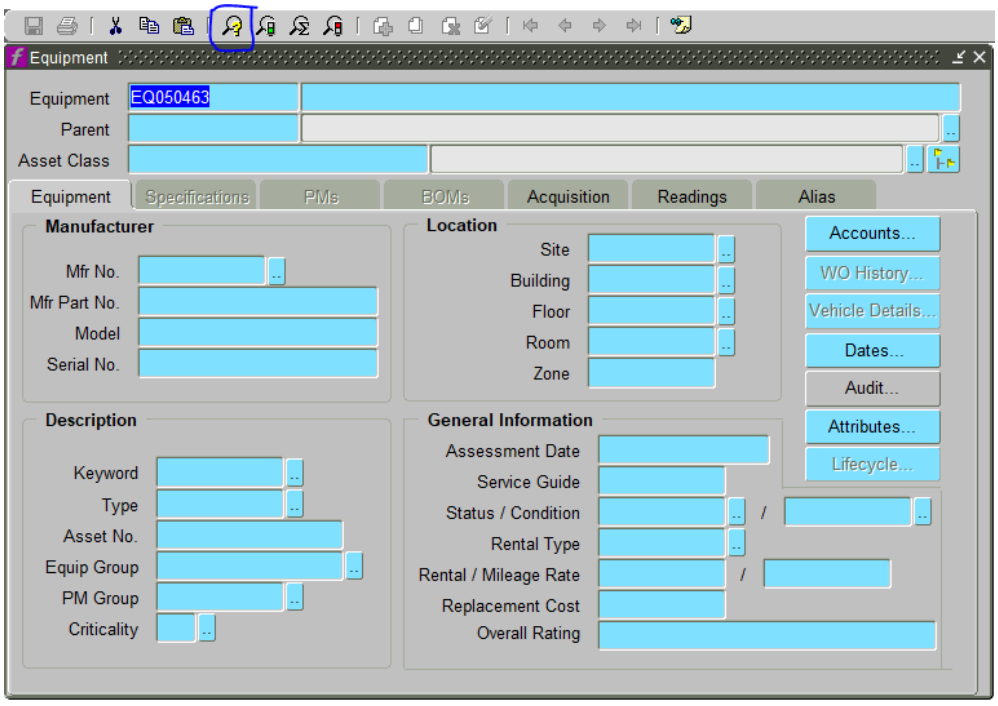
3. Transfer equipment to surplus.

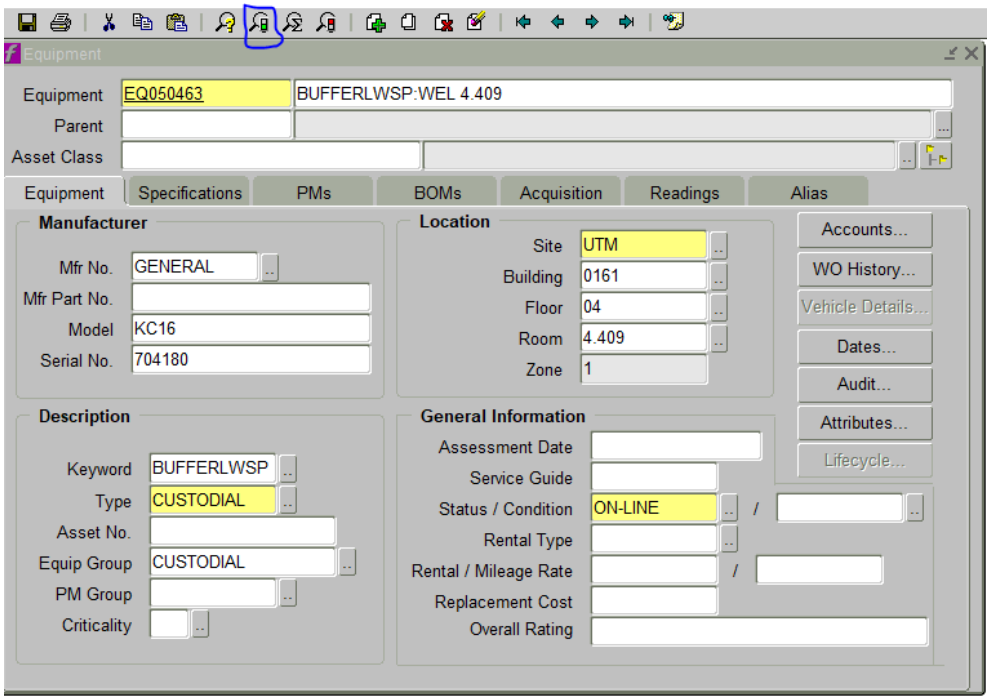
In the Equipment window hit the Enter Query button near the top of the screen on the menu bar.

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

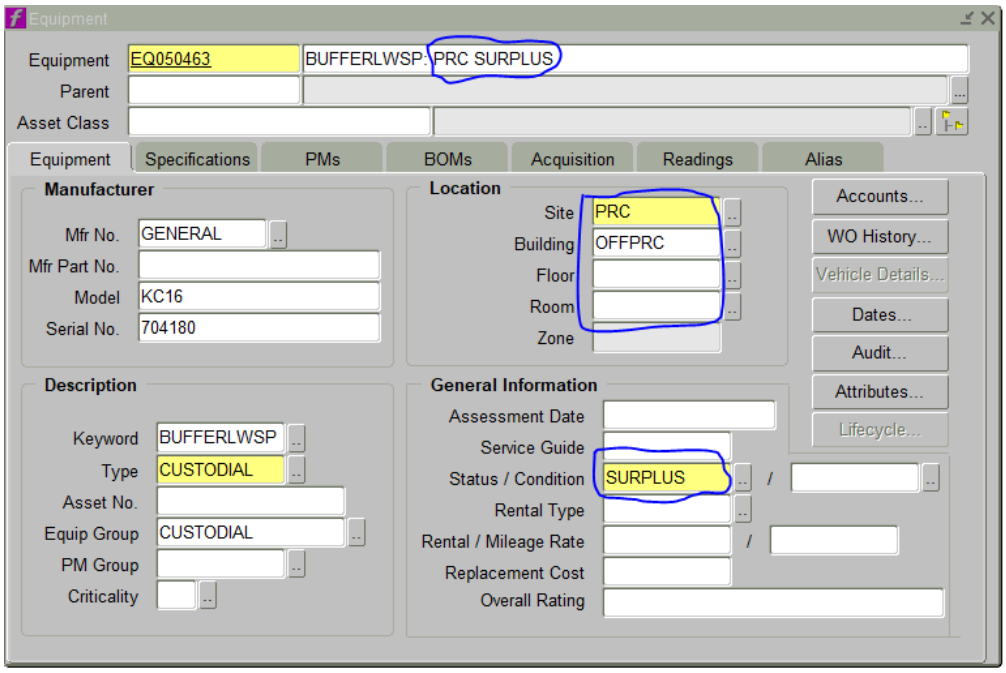


Hit the Execute Query button near the top of the screen on the menu bar.

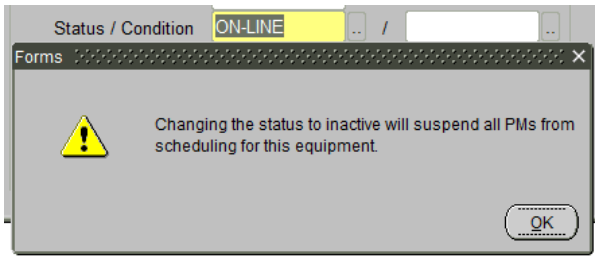
After hitting Execute Query button the fields will be filled in.



Change the fields as demonstrated in the image below.



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



out of the window. Changes will be saved.