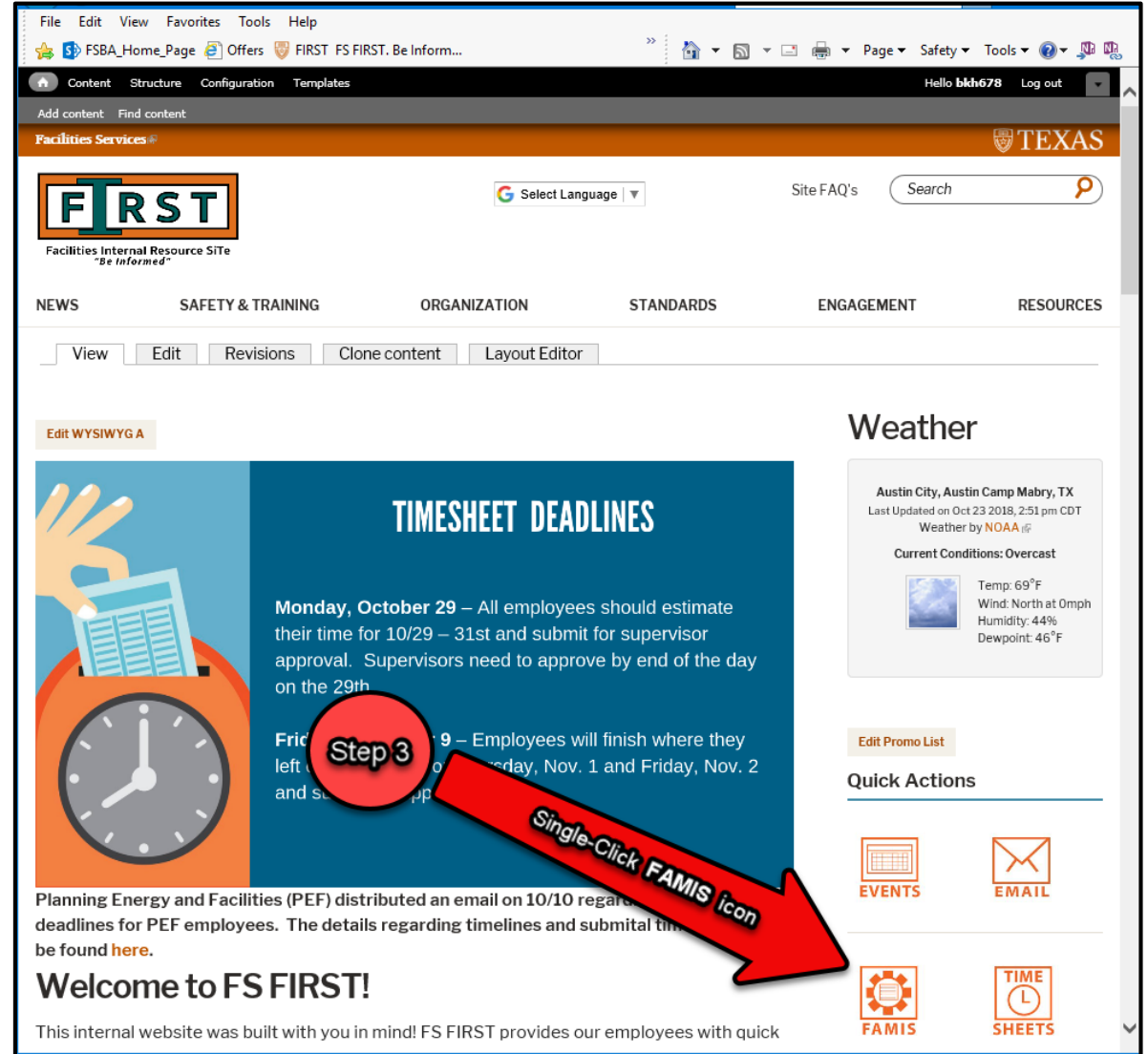
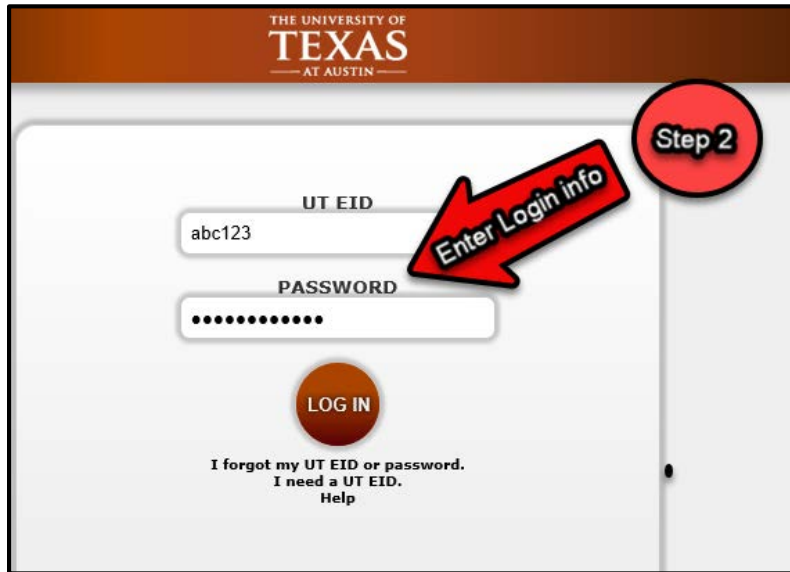


Equipment_Notes_Job_Aid

Access FAMIS



Log into FAMIS

PAGE TREE

- > **FAMIS**
- > REPORTS
- Move Support
- WORQS Updates

WORQS

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 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, we now have a single form for CRIB requests rather than separate forms for an estimate or a request. Another enhancement is that WORQS is now mobile device-friendly!

Helpful tips:

- Remember to use the **TAB** key to move through the forms. The **ENTER** key submits

Facilities Services

- [Facilities Services Home](#)
- [About Us](#)
- [Divisions/Programs](#)
- [Facilities Service Center](#)
- [Building Information](#)

Application Support

- [WORQS](#)
- [FAMIS](#)
- [REPORTS](#)

Quick Links

- [FAMIS](#)
- [TRAIN](#)
- [WORQS](#)

Step 1 → **Single-Click FAMIS link**



THE UNIVERSITY OF
TEXAS
— AT AUSTIN —

Step 2

UT EID
abc123

PASSWORD
.....

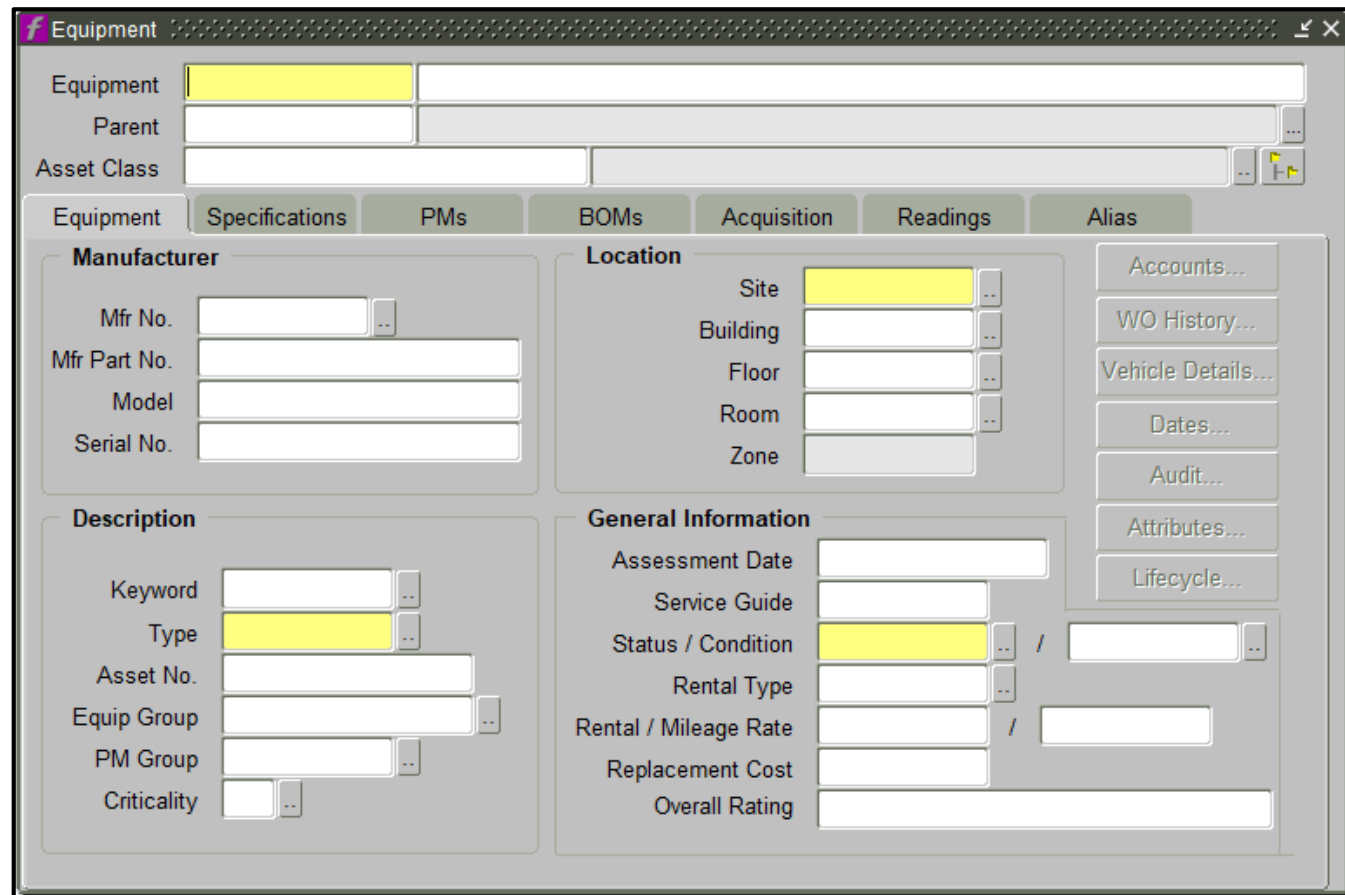
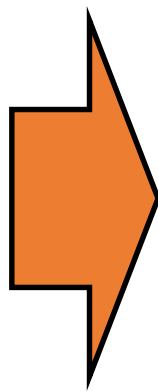
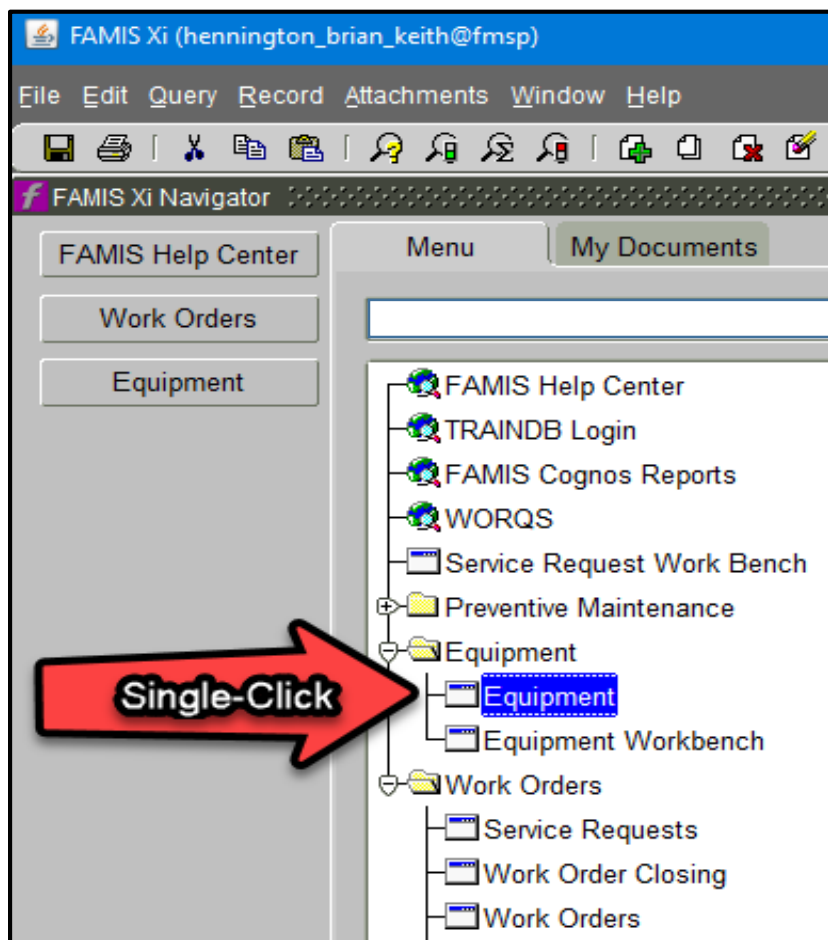
Enter Login info

LOG IN

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

Launch Equipment Form

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



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

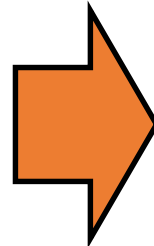
Floor

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

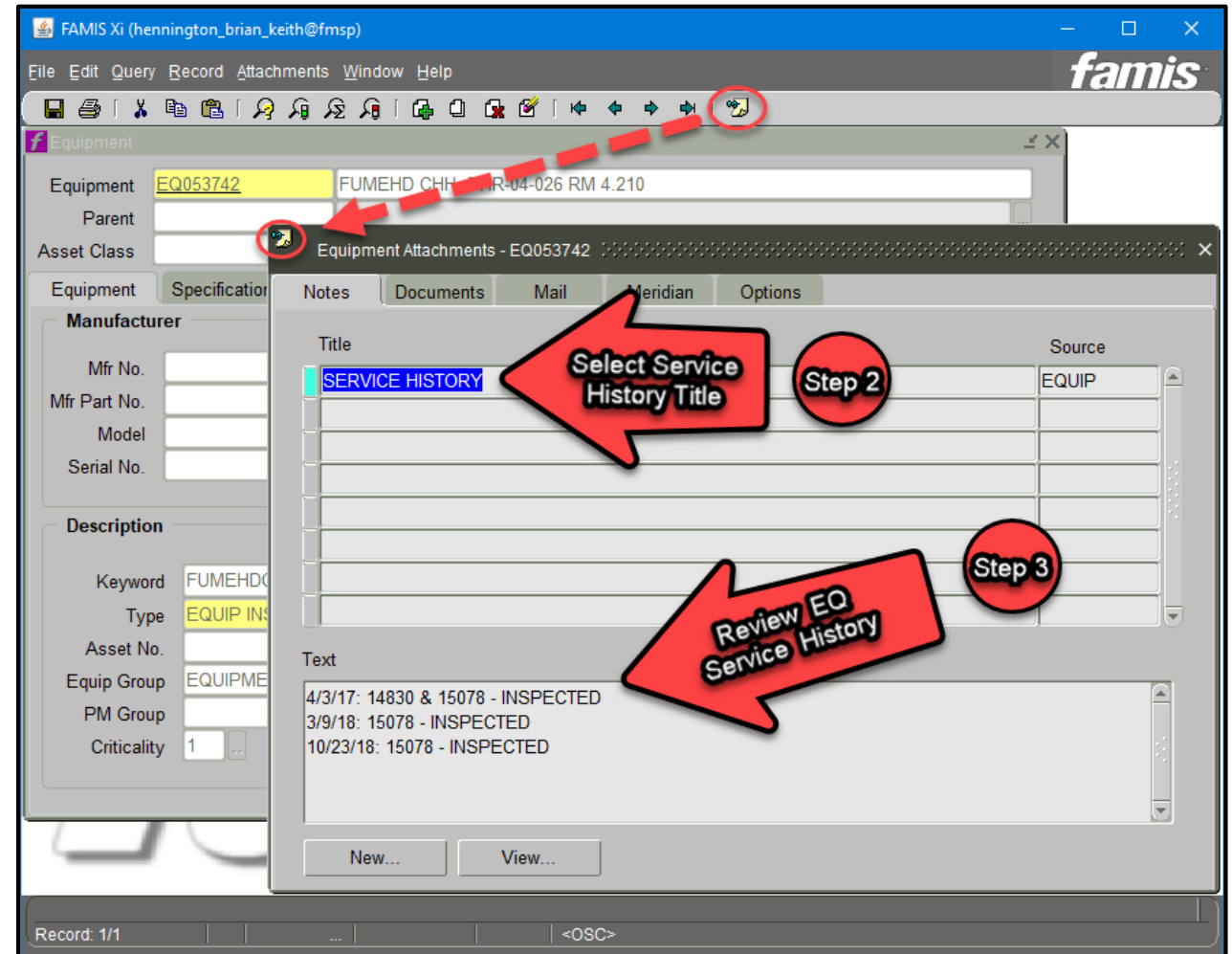
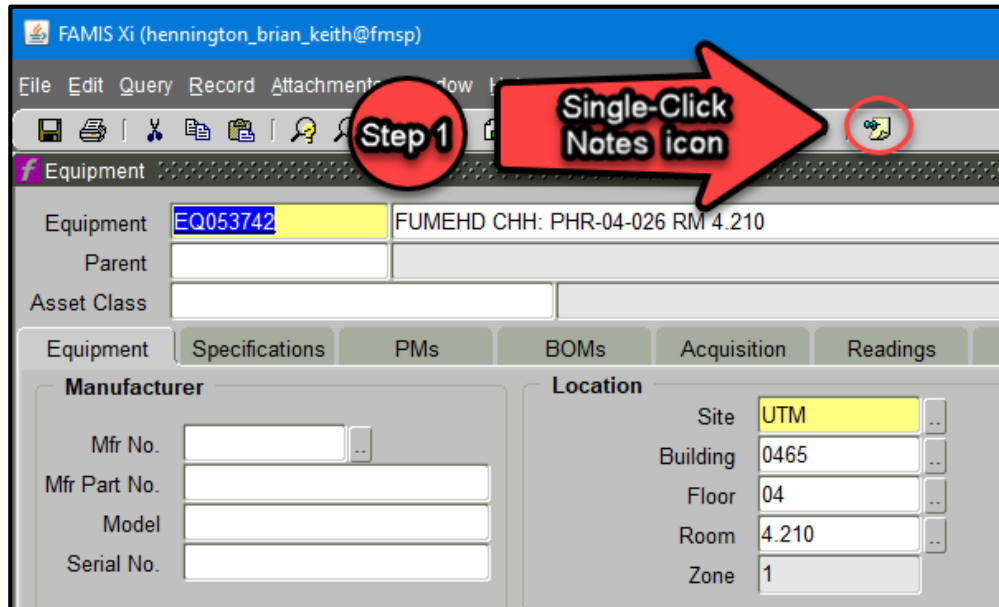
Enter a unique number to identify this equipment.

Record: 1/1

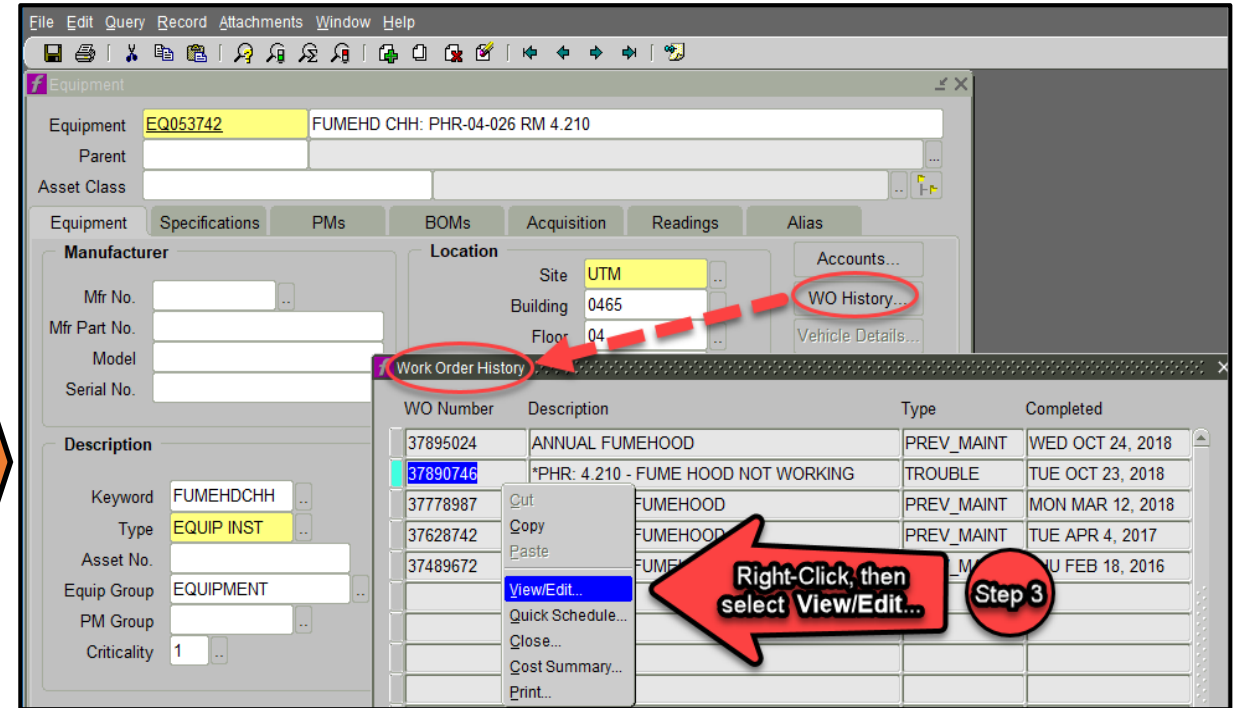
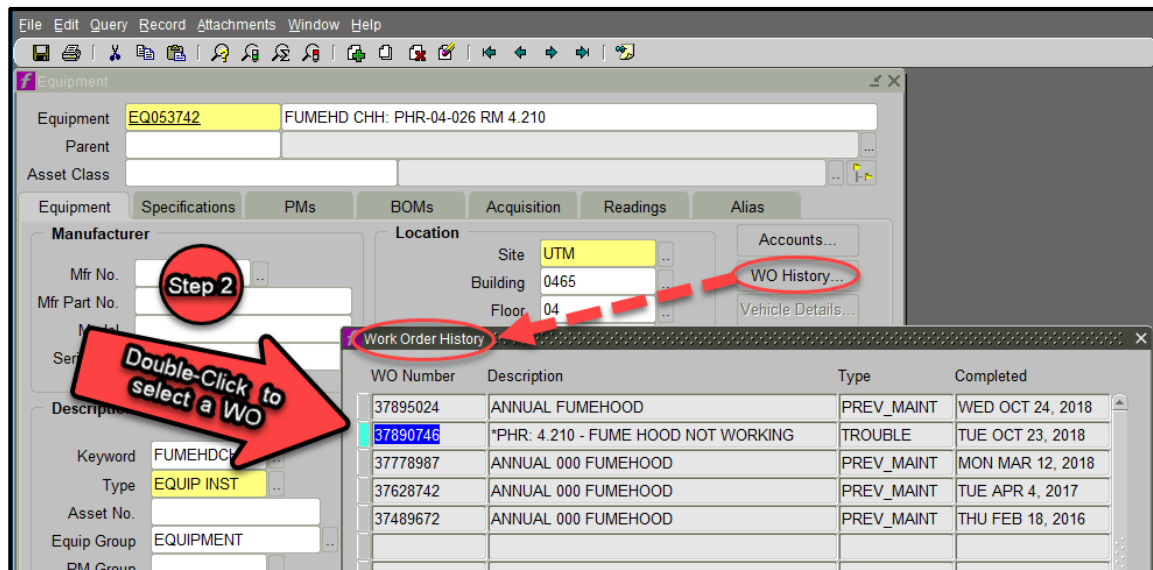
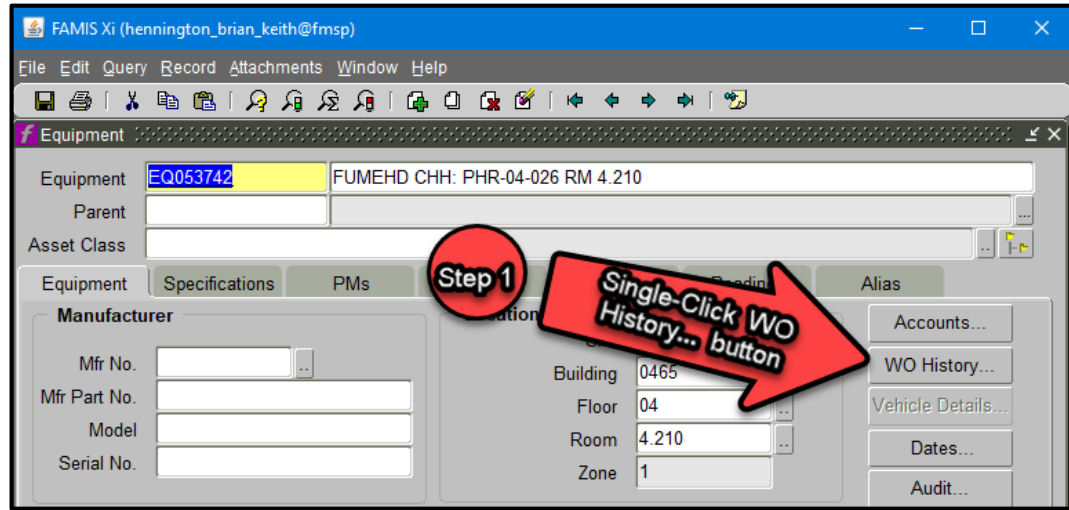
<OSC>

Launch and add EQ# Notes

Review EQ# notes to better understand equipment history



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

Location

Site UTM

Building 0465

Floor 04

Room 4.210

Zone 1

Primary Labor

Crew 091

Craft

Crew Size

Est Hrs/

Current Est Hrs .00

Print

Library

Request

Related WO

Create WO

Billing

Estimates

Dates

Audit...

Conv to Proj...

Print Ticket On Next Batch Run

A brief description of the nature and scope of the work.

Record: 1/1



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

Review Reported Issue

Step 2