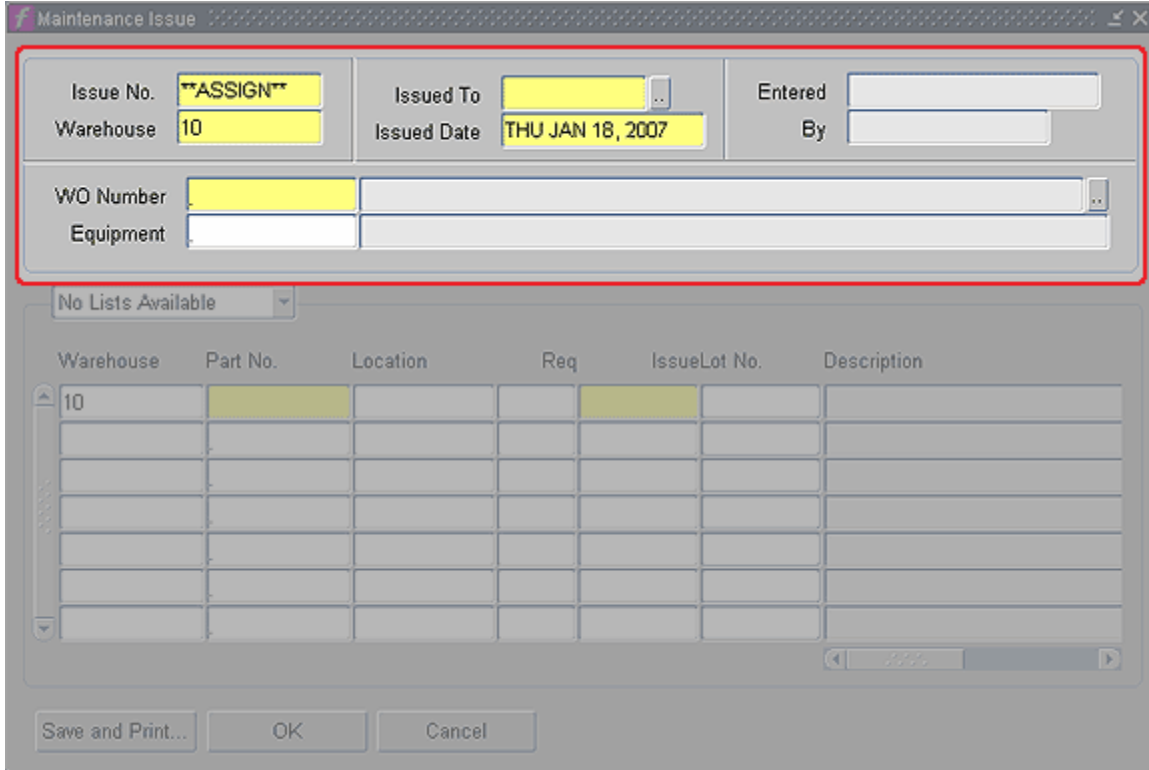


PROCEDURE

1. To Perform Maintenance Issue
 - a. Open the “Maintenance Issue” form from the Navigator window.

Maintenance Issue Form – Header Section



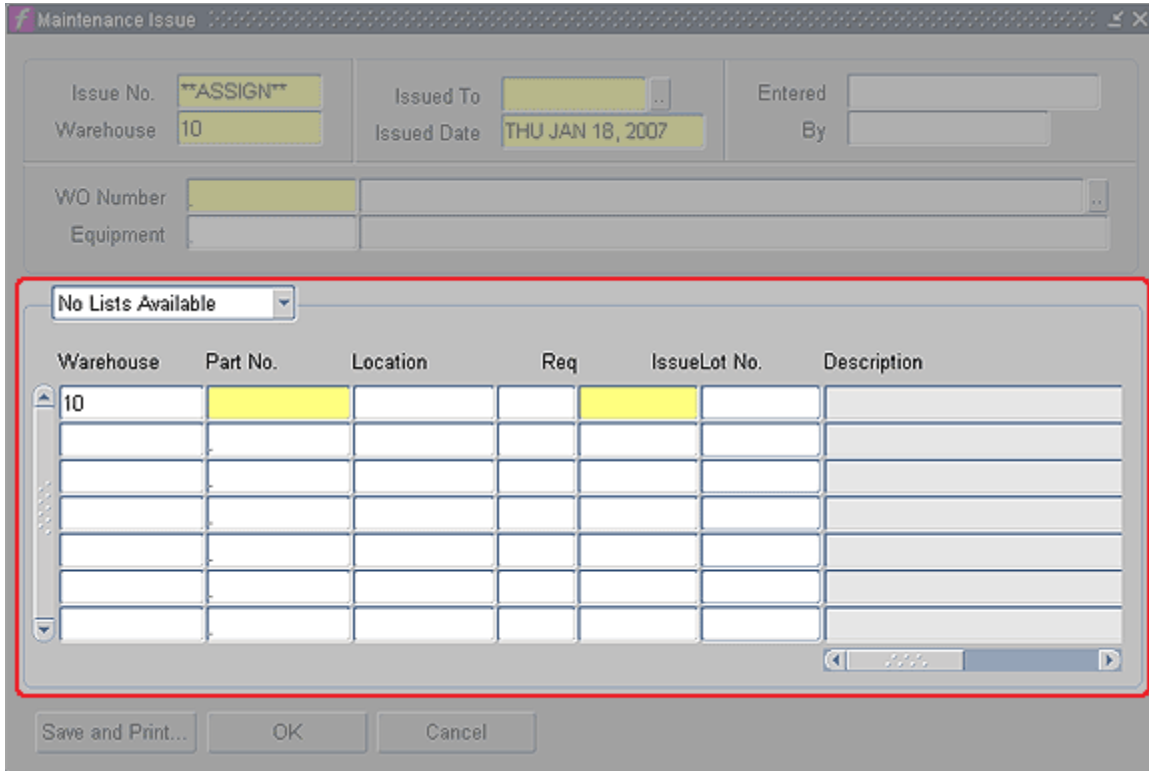
The screenshot shows a software window titled "Maintenance Issue". The header section is highlighted with a red border and contains the following fields:

- Issue No.: **ASSIGN**
- Warehouse: 10
- Issued To: [Employee ID field]
- Issued Date: THU JAN 18, 2007
- Entered By: [Name field]
- WO Number: [Field]
- Equipment: [Field]

Below the header section is a table with the following columns: Warehouse, Part No., Location, Req, IssueLot No., and Description. The first row shows Warehouse: 10. Below the table are buttons for "Save and Print...", "OK", and "Cancel".

- b. In the Header section, complete the following:
 - i) **Issue No.** – FAMIS will assign the Issue No. when the record is saved.
 - ii) **Warehouse** - Defaults to user’s default warehouse; if this needs to be changed, close issue form and update Default Warehouse in User Profile from Navigator window, then start over.
 - iii) **Issued To** – Enter the 5-digit employee ID of the person the materials are issued to. Click the LOV to search for an employee ID.
 - iv) **Issue Date** – Enter date when materials were physically issued; will default to today’s date.
 - v) **WO Number** – Enter Work Order number; use LOV to search for Work Order. Note: Issues can only be made to employees whose crews are on the work order.
 - vi) **WO Description** – (field is unlabeled) Description of Work Order will populate after number is entered.
 - vii) **Equipment** – Will populate if there is an equipment number associated with the WO. Otherwise not used.

Maintenance Issue Form – Maintenance Issue Details Section



Issue No. **ASSIGN** Issued To Entered
 Warehouse **10** Issued Date **THU JAN 18, 2007** By
 WO Number
 Equipment

No Lists Available

Warehouse	Part No.	Location	Req	IssueLot No.	Description
10					

- c. In the Maintenance Issue Details section, complete the following:
 - i) **'No Lists Available'** – (not used)
 - ii) **Warehouse** – (read only) Value will be populated with Warehouse ID from header.
 - iii) **Part No.** – Enter the Part Number for the issue.
 - iv) **Location** – (read only) Bin Location will be populated based on part record.
 - v) **Req** – (not used)
 - vi) **Issue** – Enter the quantity issued.
 - vii) **Lot** – (not Used)
 - viii) **Description** – (read only) Part description will populate based on part record.
 - ix) **Selling Price** – (read only) will populate based on part record. (This field is displayed only if you scroll to right of screen.)
 - x) **UM** – (not used) will populate based on part record. (This field is displayed only if you scroll to right of screen.)
 - xi) Tab to issue another part and repeat steps xiii) through xvi) above.
 - xii) When all parts are recorded, click OK or Ctrl+S to save record. A pop-up window with the Issue No. will be displayed. Click OK and a blank screen will be displayed.

- d. To Perform Maintenance Issue Returns
 - i) Open the “Maintenance Issue” form from the Navigator window.
 - ii) Click the yellow question mark or pres F11 to go into query mode. Enter the issue number (‘IS’ and 6-digit sequence number) in the first field, and click Ctrl+F11 to execute the query.

Maintenance Issue Form – Issue Return

Issue No.	IS118549	Issued To	01532	Entered	WED JUL 26, 2006 9:02AM		
Warehouse	10	Issued Date	SAT JUL 21, 2007	By	CANNON_ALTA_L		
WO Number	36353634	*CTJ INSTALL LIGHTS OVER ANDOVER PANELS					
Equipment							

Part No.	Issued Location	Description	UM	Quantity		ReturningLocation
				Issued	Returned	
002792	1K07C	28523001110 HANGER, CONDU	EACH	12.00	.00	5.00 1K07C
002793	1K07C	28523001120 HANGER, CONDU	EACH	12.00	.00	
003012	1K06F	28523800010 COUPLING, GALV	EACH	12.00	.00	
.						
.						
.						
.						

- iii) **Part No.** – Click on the part number that was returned.
- iv) **Returning Quantity** – Click in correct field for part number and enter the quantity returned. Note: This will be a positive amount, **not** negative.
- v) Repeat steps v) and vi) for other returns.
- vi) When all returns are recorded, click OK or Ctrl+S to save record. A pop-up window with the original Issue No. will be displayed. Click OK and a blank screen will be displayed.