

FAMIS Equipment

Assigning Technician to Equipment PMs

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A. Objective

The procedure describes the process of how to assign a technician to Equipment. There are two methods for making the assignments depending on the amount of equipment being affected – individual equipment or a route of equipment.

Method 1: Assigning technician to a piece of Equipment (single EQ number)

Method 2: Assigning technician to a route of equipment (multiple EQ numbers)

In both processes, the overall sequence of changes is the same:

1. Query the equipment
2. Go to the PM and its criteria
3. Assign the technician

B. Method 1: Assigning technician to a piece of Equipment (single EQ number)

1. By your preferred method, pull up the EQ# of the equipment. Your screen will look something like this.

FAMIS Routes: Scheduling and Printing Route PMs

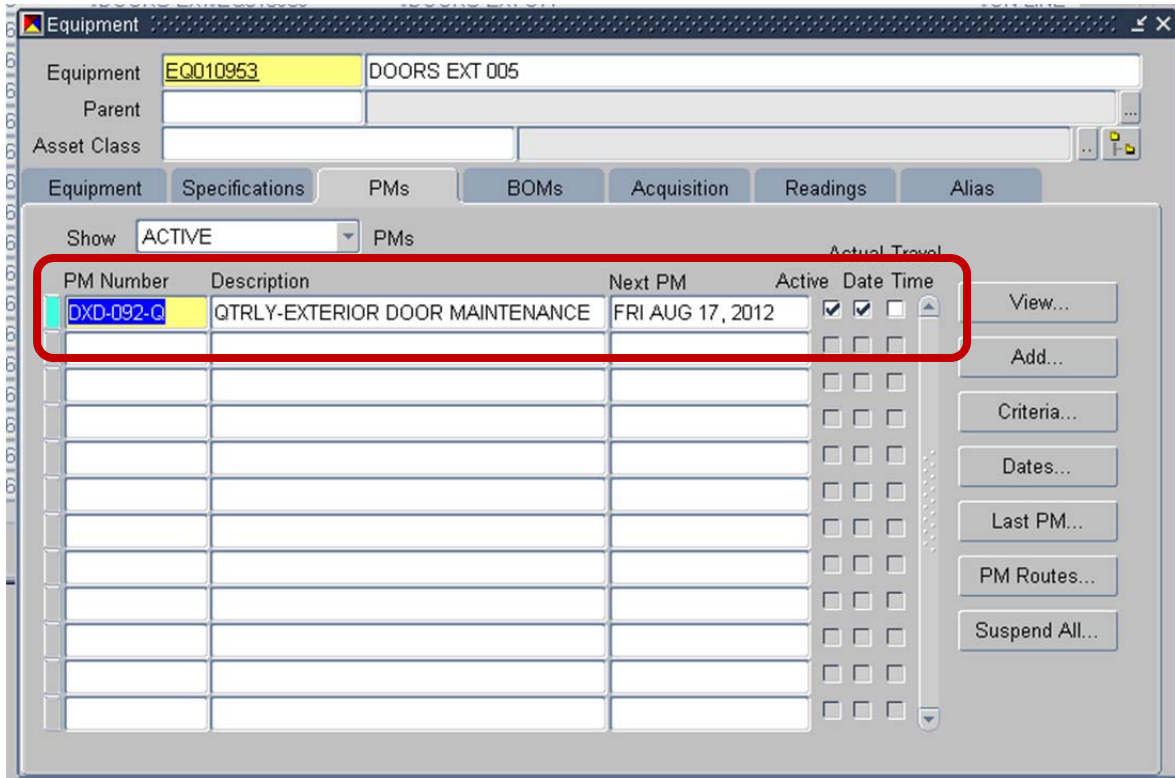
The screenshot shows the 'Equipment' form in FAMIS. The 'Equipment' field contains 'EQ010953' and 'DOORS EXT 005'. The 'Parent' and 'Asset Class' fields are empty. Below the form are several tabs: 'Equipment', 'Specifications', 'PMs', 'BOMs', 'Acquisition', 'Readings', and 'Alias'. The 'PMs' tab is highlighted in yellow. The form is divided into several sections: 'Manufacturer' (Mfr No. ACME ENGR, Mfr Part No., Model, Serial No. RASSWIN), 'Location' (Site UTM, Building 0116, Floor, Room, Zone 2), 'Description' (Keyword DOORS EXT, Type DOORS EXT, Asset No. RLM-DXD-005, Equip Group ENCLOSURE, PM Group, Criticality), and 'General Information' (Assessment Date, Service Guide, Status / Condition ON-LINE, Rental Type, Rental / Mileage Rate, Replacement Cost, Overall Rating). On the right side, there are several buttons: 'Accounts...', 'WO History...', 'Vehicle Details...', 'Dates...', 'Audit...', 'Attributes...', and 'Lifecycle...'.

2. Click on the PM Tab

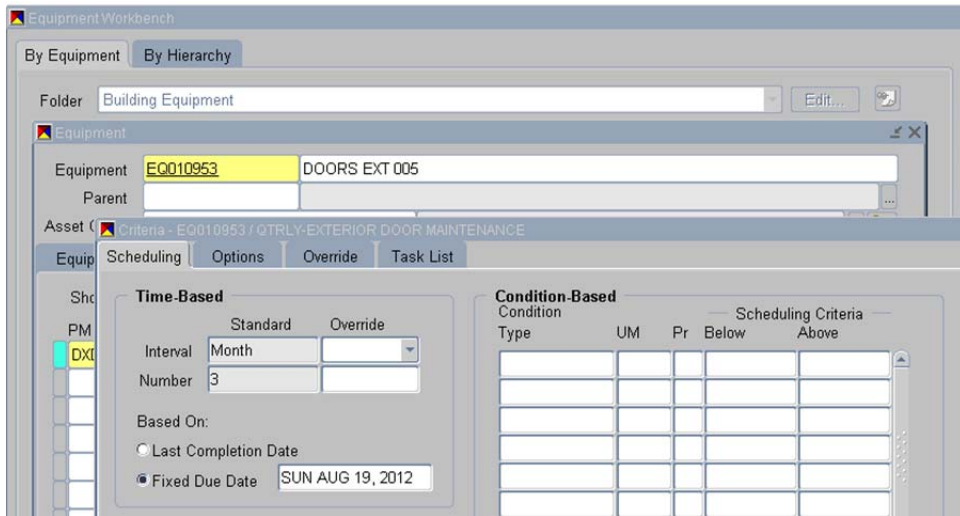
This screenshot is similar to the one above, but the 'PMs' tab is highlighted with a red rectangle. The 'Equipment' field still contains 'EQ010953' and 'DOORS EXT 005'. The 'Parent' and 'Asset Class' fields are empty. The 'PMs' tab is highlighted in yellow and has a red border around it. The rest of the form is partially visible, showing the 'Manufacturer' and 'Location' sections.

a. Your screen should then look like this.

FAMIS Routes: Scheduling and Printing Route PMs



- b. Click on the **Criteria...** button that is on the right side of the screen. It will pull up screen like this:

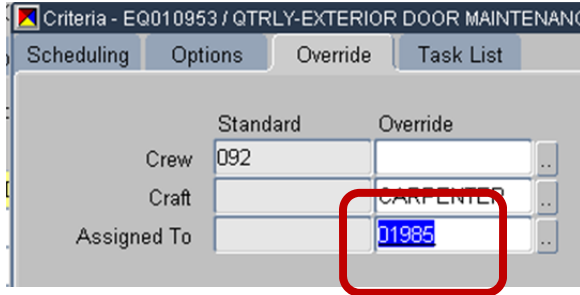


FAMIS Routes: Scheduling and Printing Route PMs

3. Click on the "override" tab



4. Input the employees number in the blank for Override "assigned to" field as per below. Craft is not required, but an option.

A screenshot of the FAMIS software interface, showing the "Override" tab. The interface has a table with two columns: "Standard" and "Override".

	Standard	Override
Crew	092	
Craft		CARPENTER
Assigned To		01985



The "Assigned To" field in the "Override" column is highlighted with a red rectangular box.

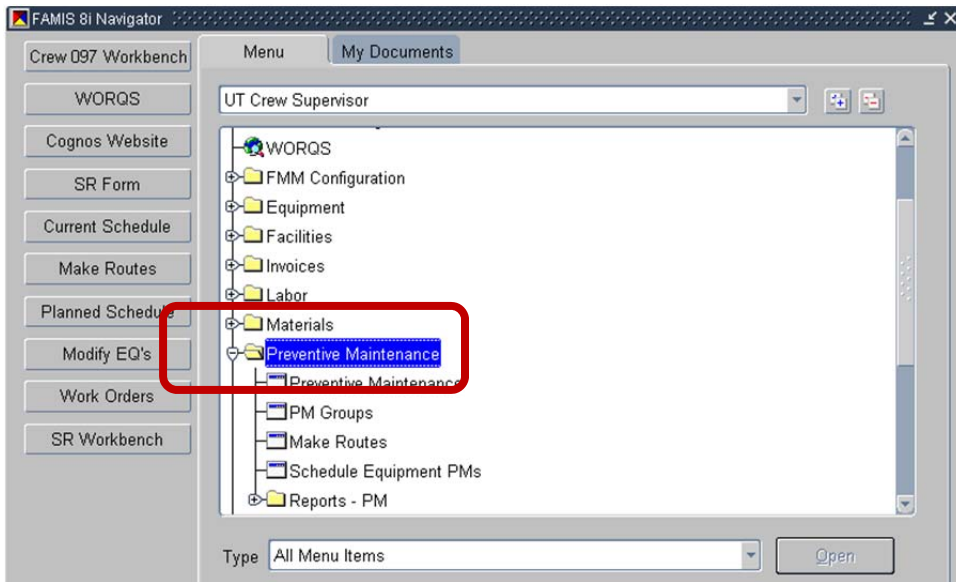
5. Click ok, save the changes and go to next equipment number of your choice.

C. Section 2 – Assigning technician to a route of equipment (multiple EQ numbers)

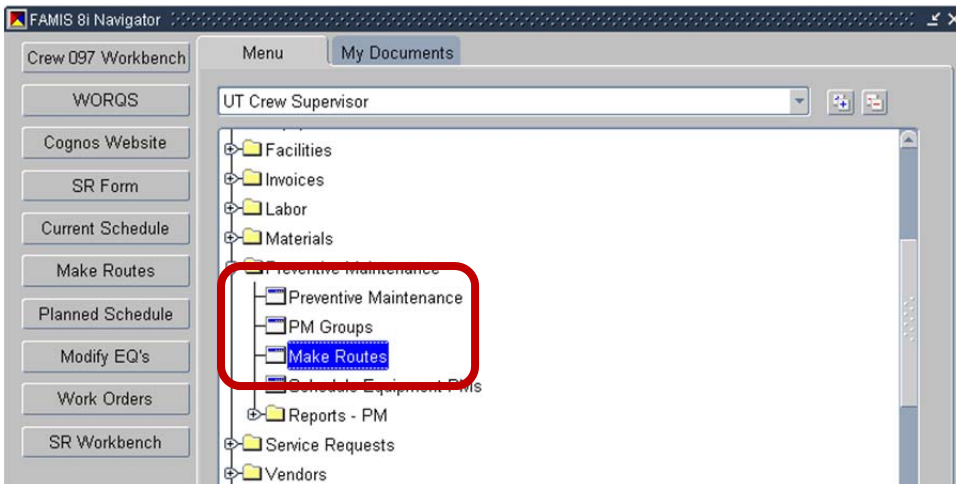
Equipment Routes are a bit different, but only that you change a bunch of Eqs within a single Route. It can be much easier to make major changes like assigning a technician. This Feature requires additional privileges thru FAMIS Tech Support.

1. Query up the Route by the following method:

- a. Double click on “Preventive Maintenance.”  . It will expand the list to show some selections.



- b. Double-click on “make routes”

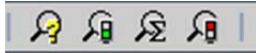


- c. Your screen should look like the following:

FAMIS Routes: Scheduling and Printing Route PMs

The screenshot shows the 'Equipment Route' window. At the top, there are input fields for 'Route', 'Site', and 'Building', each with a dropdown arrow. To the right of these fields is a button labeled 'Accounts...'. Below the input fields are two tabs: 'Equipment' and 'Preventive Maintenance', with 'Preventive Maintenance' being the active tab. Underneath the tabs is a table with the following columns: 'Equipment', 'Nomenclature', 'Site', 'Building', and 'Order'. The first row of the table is highlighted in yellow.

d. Now follow the usual process for making a query. Click on the buttons at the top of the screen.



- i. Click on the question mark
- ii. Type in the route name. You can also use the wild cards, as in all queries using the %.

This screenshot shows the 'Equipment Route' window after a query has been executed. The 'Route' field now contains the text 'LTE%'. The 'Site' and 'Building' fields are empty. The 'Accounts...' button is highlighted in blue. The 'Preventive Maintenance' tab is still active. The table below the tabs is the same as in the previous screenshot, with the first row highlighted in yellow.

FAMIS Routes: Scheduling and Printing Route PMs

- For the example, I queried the route name, "LTE01 ART." After executing the query, the screen looks like the following:

The screenshot shows the 'Equipment Route' window. The 'Route' field is set to 'LTE01 ART' and the description is 'ART: EMERGENCY LIGHTS (1X MONTH)'. The 'Site' is 'UTM' and the 'Building' is '0049'. The 'Preventive Maintenance' tab is selected. Below the tabs is a table of equipment items.

Equipment	Nomenclature	Site	Building	Order
EQ0047303	EMRG LIGHT: BY RM 1.406 IN HALLWAY	UTM	0049	2
EQ0047304	EMRG LIGHT: RM 1.402	UTM	0049	3
EQ0047305	EMRG LIGHT: BY RESTROOMS ON 1ST FL	UTM	0049	4
EQ0047476	LIGHT EMRG: RM 1.226 MENS RR (LEVEL	UTM	0049	4
EQ0047477	LIGHT EMRG: RM 1.228 WOMENS RR (LEV	UTM	0049	4
EQ0047306	EMRG LIGHT: BY RM 1.404	UTM	0049	5
EQ0047307	EMRG LIGHT: BY RM 1.SINKS IN CORRIDO	UTM	0049	6
EQ0047478	LIGHT EMRG: STAIRWELL #2 LEVEL 1	UTM	0049	6
EQ0047308	EMRG LIGHT: RM 1.302E	UTM	0049	7
EQ0047309	EMRG LIGHT: BY RM 1.302J IN HALLWAY	UTM	0049	20

- Click on the Preventive Maintenance Tab.

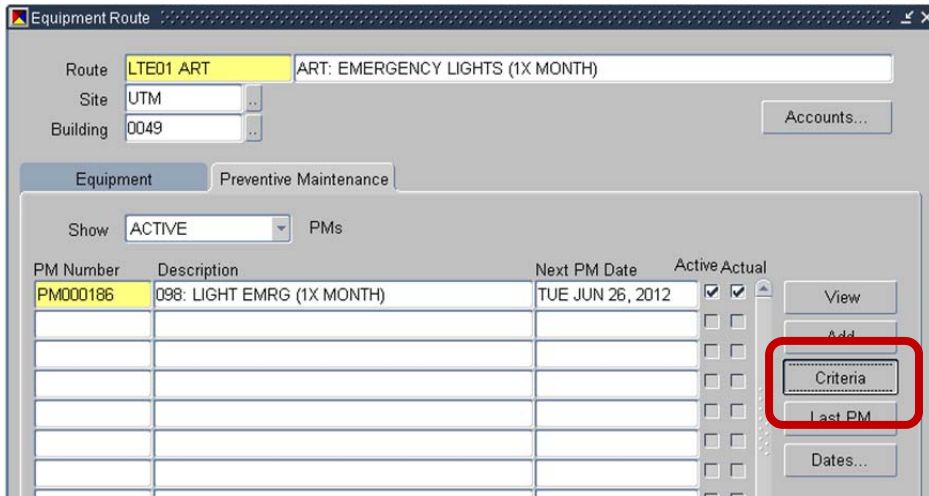
The screenshot shows the 'Equipment Route' window with the 'Preventive Maintenance' tab highlighted by a red rectangle. The 'Route' field is 'LTE01 ART' and the description is 'ART: EMERGENCY LIGHTS (1X MONTH)'. The 'Site' is 'UTM' and the 'Building' is '0049'.

- Screen should look like this

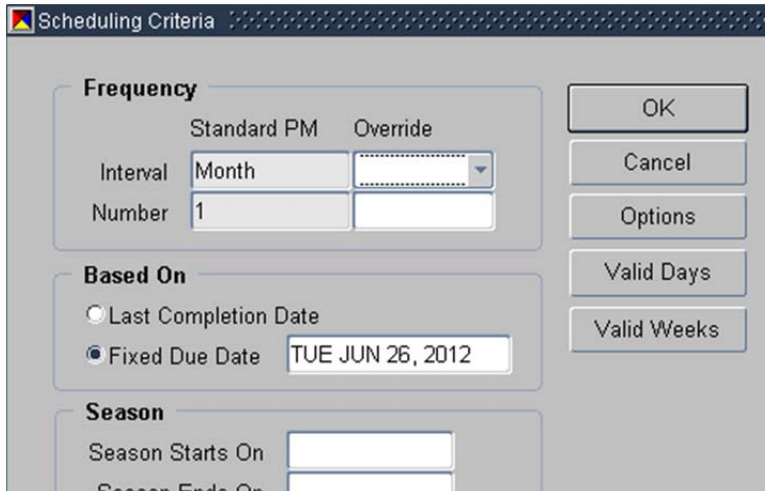
The screenshot shows the 'Equipment Route' window with the 'Preventive Maintenance' tab selected. The 'Show' dropdown is set to 'ACTIVE'. The table below shows the schedule for the route.

PM Number	Description	Next PM Date	Active	Actual
PM000186	098: LIGHT EMRG (1X MONTH)	TUE JUN 26, 2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

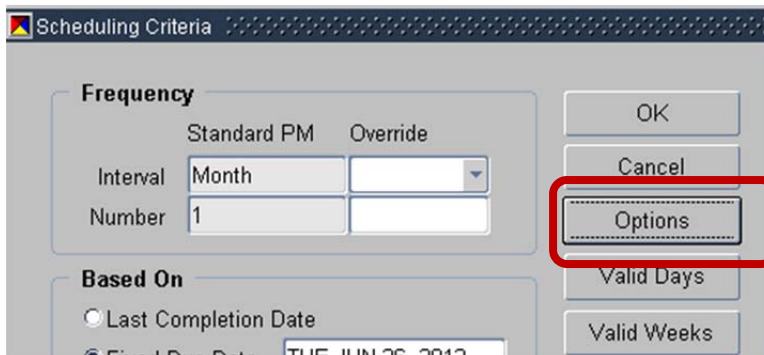
4. Click on "criteria" on the button to the right of the screen.



- f. Screen will look like the following:



5. Click on Options



g. Screen should look like this:

Scheduling Options

Route Account Group
PM Acct Group (PM)

Equipment Acct Group
Equipment Acct Group (EQUIPMENT)

Additional Task List

Use Holiday Calendar

OK Cancel Accounts...

Override Options

	Standard PM	Override
Estimated Hours	.08	
Assigned		
Craft	WD98-05	
Crew	098	
Crew Size	1	

Freeze Estimate?

Secondary Labor

6. Click into the Override section, and add the Technician's employee number.

Scheduling Options

Route Account Group
PM Acct Group (PM)

Equipment Acct Group
Equipment Acct Group (EQUIPMENT)

Additional Task List

Use Holiday Calendar

OK Cancel Accounts...

Override Options

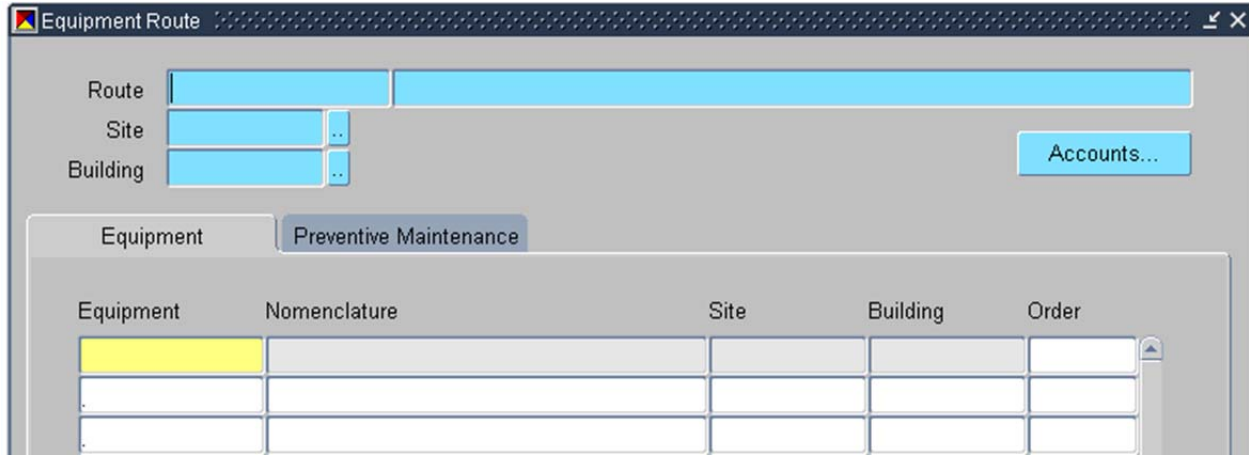
	Standard PM	Override
Estimated Hours	.08	
Assigned		01331
Craft	WD98-05	
Crew	098	
Crew Size	1	

Freeze Estimate?

Secondary Labor

7. Click OK out of the screens and save the changes as with any other FAMIS changes.

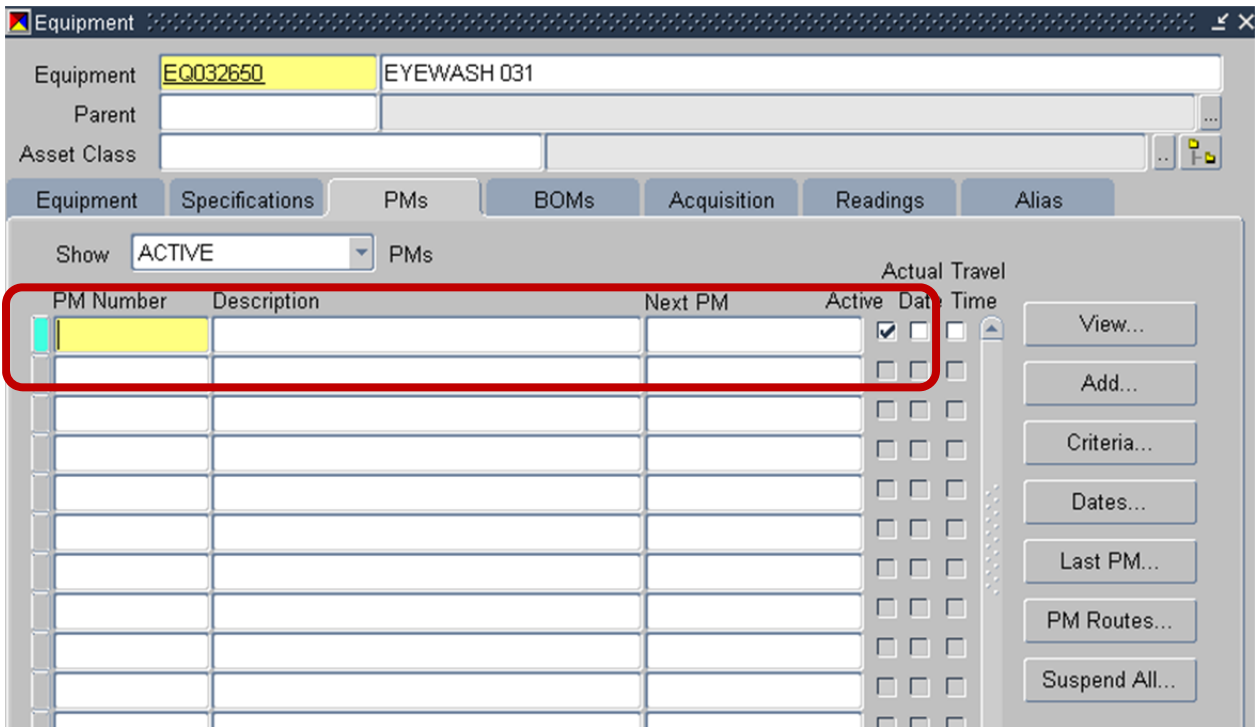
- When you get back to the "Equipment Route" screen, query the next route by hitting the query buttons.



D. Frequently Asked Questions

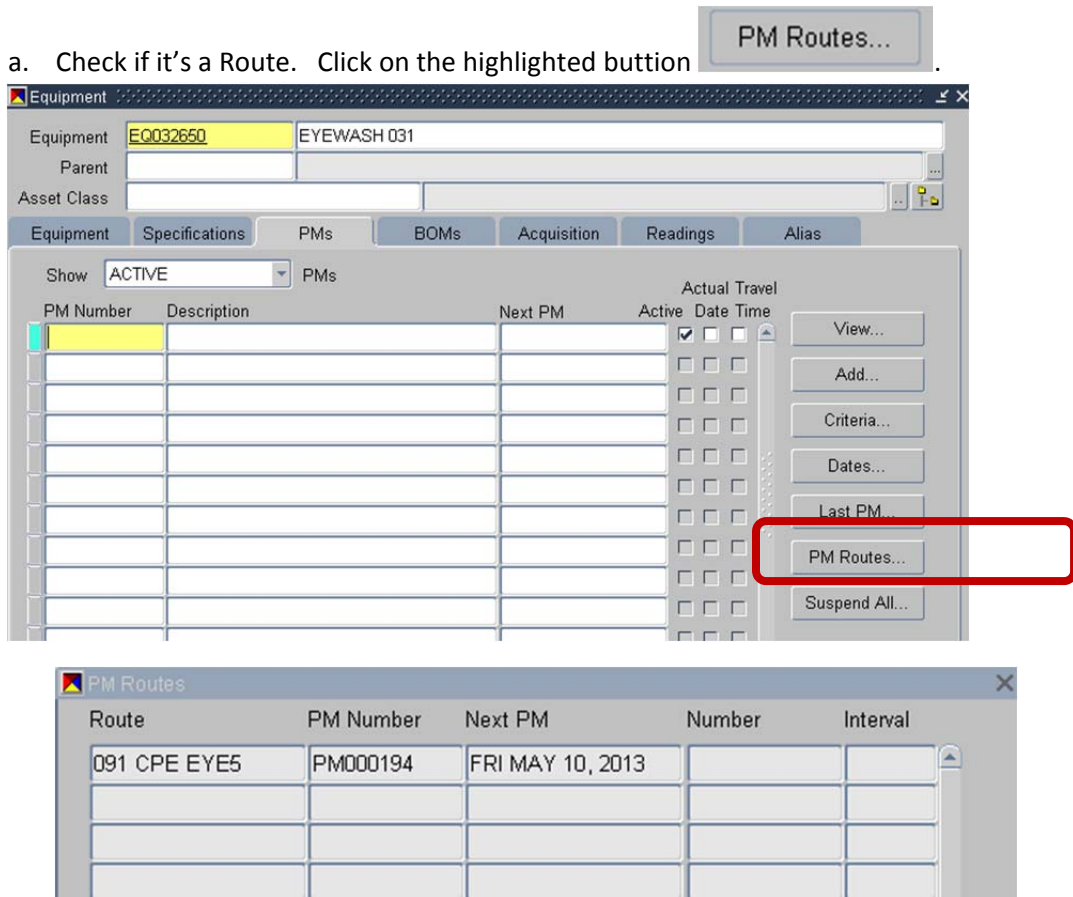
- What if there is no PM listed on this equipment?

Typically, this means two things: a) this equipment is on a Route, or b) that no PM has been assigned to this equipment.



FAMIS Routes: Scheduling and Printing Route PMs

a. Check if it's a Route. Click on the highlighted button



The screen will look like this for a route. Easy, click your way out and go to the next EQ#.

However, this is also a clue for another issue and another discussion. This could be a straggler – a piece of equipment that has not had a PM assigned to it yet. It might be worth a conversation with the supervisor or technician.

2. What if the “next due date” is blank?

It could be a clue for additional issues:

- This could be a straggler – a piece of equipment that has not had a PM assigned to it yet. It might be worth a conversation with the supervisor or technician.
- Or, this could be a retired piece of equipment that was “retired” incorrectly. Check the status in the “equipment” tab; check the attachments for any notes where it was retired, off-line or otherwise.

