

## What you need to know:

a. To document Standard Operating Procedures (SOPs) for running reports in the FAMIS application. (These are often called "canned" or "out of box" reports; they are not the same as Cognos reports.)

## PROCEDURE

1. Open the Navigator folder that contains the report you wish to run.

FAMIS Navigator Window – Work Orders - Reports Folder – Supervisor Labor Exception Report by Crew

| Service Request  | Menu My Documents                              |   |      |
|--|--|---|------|
| Work Orders  | CUSTOMER SERVICE                               | - |      |
| Enter Labour   | Employee Labor Detail Report by Employee Name  |   |      |
| Nork Order Closing   | - Employee Labor Detail Report by Labor Class  |   |      |
| in the state of th | - Employee Labor Detail Report by Work Date    |   |      |
| tanding Work Order   | - Employee Labor Summary Report Employee Name  |   |      |
| Capital Project  | - Reports - Labor                              |   |      |
|  | - Employee Labor Summary Report by Account     |   |      |
| Employees  | - Employee Labor Summary Report by Craft       |   |      |
| Security   | - Employee Labor Summary Report by Crew        |   |      |
|  | - Employee Labor Summary Report by Employee ID |   |      |
| Building   | Employee Labor Summary Report by Labor Class   |   |      |
| Part   | Supervisor Labor Exception Report by Crew      |   |      |
|  | Materiale                                      |   |      |
| Crew   | Preventive Maintenance                         |   | -    |
|  |  |   |      |
|  | Type All Menu Items                            |   | Open |
|  |  |   |      |

2. Double-click the report you wish to run, or select it and press the **Open** button. This will open a new browser window with a form containing the report fields.

**Oracle Reports Window** 



## **Running Reports in FAMIS**

| http://rasorite.austin.utexas  | .edu/reports/rwservlet/setauth | - Microsoft Internet Explorer | _ID×            |  |  |  |
|--|--------------------------------|-------------------------------|-----------------|--|--|--|
| <u>File Edit View Favorites ]</u>  | ools <u>H</u> elp              |                               |                 |  |  |  |
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| Address 🗟 http://rasorite.austin.utexas.edu/reports/rwservlet/setauth 🔄 🔁 Gr |                                |                               |                 |  |  |  |
|  | Submit Query                   | Reset                         | ×               |  |  |  |
| Parameter Value Input Form   |                                |                               |                 |  |  |  |
| Enter the parameter values   |                                |                               |                 |  |  |  |
|  |                                |                               |                 |  |  |  |
|  | Crew                           |                               |                 |  |  |  |
| 1  | Beginning Work Date            |                               |                 |  |  |  |
| 1  | Ending Work Date               |                               |                 |  |  |  |
| 1  | Desname                        |                               |                 |  |  |  |
| 1  | Destype                        | Cache                         |                 |  |  |  |
|  | Orientation                    | Landscape                     |                 |  |  |  |
| 😂 Done   |                                |                               | Sintemet        |  |  |  |

- i) **Crew** Enter the Crew number to report on. Example: 031
- ii) Beginning Work Date DD-MON-YYYY Enter the begin date for the report. Example: 09-FEB-2007
- iii) Ending Work Date DD-MON-YYYY Enter the end date for the report. Example: 09-FEB-2007
- iv) Desname Leave as default.
- v) **Destype** Leave as default.
- vi) Orientation Leave as default.
  - (1) Depending on the report you are running, you may have different values to enter.
- vii) Press the Submit Query button at the top of the form to run the report. The File Download page will open when the report is finished running.



## File Download

| File Download   |  | × |  |  |
|---|--|---|--|--|
| Do you want to  | o open or save this file?  |   |  |  |
| Na<br>Ty<br>Fr  | me: rwservlet.pdf<br>vpe: Adobe Acrobat Control for ActiveX, 31.4 KB<br>om: starlite.austin.utexas.edu<br>Open <u>S</u> ave Cancel |   |  |  |
| ✓ Always ask before opening this type of file   |  |   |  |  |
| While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk? |  |   |  |  |

- viii) Click on **Open** to open the report in Adobe Acrobat
- ix) Click on Save to save the report to your local machine or file share.
- x) Click on **Cancel** to cancel the report.

Note: If there is no data for the report, you will not see the above File Download form.