

# FAMIS



For Assistance Contact Us at [worqs@austin.utexas.edu](mailto:worqs@austin.utexas.edu) or at 512-232-5020

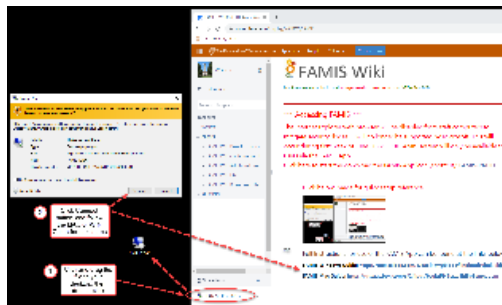


## \*\*\* Accessing FAMIS \*\*\*

The Internet Explorer web browser will be disabled from staff computers to mitigate security risk as IE will no longer be supported by Microsoft. This will occur during first week of June 2022. Our FAMIS system will only be available to users via the FAMIS App.

\*\*\* Click here to start the download to the FAMIS App icon (shortcut): [FAMIS-PROD](#)

Click below image for quick setup reference:



Full Instructions for use of the FAMIS App can be found at the links below:

FAMIS Windows Guide: <https://utexas.box.com/s/6a5ix7wpbi0d5fllnokmdcvjmkixkj3p>

FAMIS Mac Guide: <https://utexas.box.com/s/2i4pqtfbsukt59i2cxw8id5p9vmcubem>

**New FAMIS users will still need to go through the same authorization process as before. Please fill out a [FAMIS\\_Role\\_Authorization](#), have it signed, and send to [worqs@austin.utexas.edu](mailto:worqs@austin.utexas.edu)**

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## FAMIS Documentation

FAMIS, Facilities Services' work order and project management system, is extensively integrated with the university's mainframe applications. This comprehensive program has allowed us to improve our business processes, resulting in work orders and capital projects completed correctly, more efficiently and with higher customer satisfaction.

## Desk Instructions (DIs)

Step-by-step, screen-by-screen guides show how to perform common tasks in FAMIS. We have recently begun compiling and publishing departmental DIs in addition to the generic FAMIS DIs. All DI documents are in PDF format and can be viewed through a web browser or downloaded to your computer.

## Configuration Tables

Most FAMIS forms use lookup tables for the List of Values (LOV) buttons in FAMIS. This section provides details on frequently used picklists.

## Additional Resources

The most current building lists for main campus and [J.J. Pickle Research Campus \( PRC\)](#) can be found here, along with workflow diagrams.

## Frequently Asked Questions (FAQs)

This section provides detailed directions for some of the more challenging FAMIS tasks, along with solutions for commonly encountered problems; it includes links to a number of how-to guides in PDF format. If you would like to see a topic added, please share your thoughts with us at [worqs@austin.utexas.edu](mailto:worqs@austin.utexas.edu).



## The University of Texas at Austin Financial and Administrative Services



# FAMIS Wiki

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## The University of Texas at Austin Facilities Services

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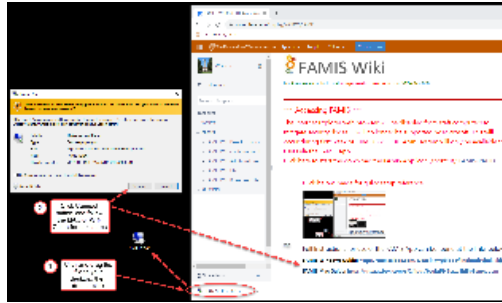
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