How to Access Famis:

1. Contact Facility Services to request access to the system at workcon@lsu.edu

2. Sign into Famis at [www.lsu.edu/of]; click on “OFS Employees”; Click on FAMIS Prod SSO on April 16th

3. This will bring you to myLSU. Log in with your LSU username and password

4. Once you have logged in, you will be in the Famis system at the landing page designated for you and your security level. The header will be similar to the one listed below

5. The white arrow in the black circle tells you which module you are currently in. To Change modules, click on the word listed and you will move to that module. Depending on your security access, you will only see those modules you have access to.

How to Create a work order:

1. Click on “Work Orders” then “Create Request”

2. Fill out the Request Page per the instructions below
   a. Find Contact
i. If the requestor is not you, click on this button and find the name of the requestor on the screen that pops up. This is the full name of the requestor, not a nickname. Once you find the name, click on the name to return to the previous screen.

b. Find a Location

Building: Facility Services Annex (... Select)  Floor: General
Space: General

i. By default the building showing up is the building you are located. If you are not requesting work for this building, click on the “Select” button. Type in the name of the building. Click on the name of the building once you find it.

ii. Choose a Floor - Select the dropdown arrow to choose the floor the work is to be done. If the work will take place on multiple floors or on the exterior of the building, choose “General”

iii. Choose a Space - Space is also known as room number. Please assign the correct room number. If work is to be done in multiple rooms, please choose “General”.
   1. Elevators, Corridors, and Stairs all have assigned space numbers in the system. Listed below is the number scheme for these areas. Each area will begin with a specific letter where as a room will begin with a number. (Exception Howe Russell)
      a. E – Elevators
      b. S – Stairs
c. C – Corridor

c. Type of Work and Subtype

| Type: | Work Request | Sub Type: | Select... |

i. If you are not sure as to what type of work, please choose “Maintenance” for repairs, or “New Work” any work requested for the area.

ii. Once a type has been assigned, a list of sub types will be available, please choose they type that best represents your work.

d. Choose a Priority

i. Default is Low

ii. Emergency is life threatening or damage to property.

e. Describe your request - Type a detailed description of the work to be done.

a. Internal Information

i. Not all access will have this

ii. Crews: Leave this blank

iii. Assigned to: Leave this blank

iv. Send Notifications - default Yes

v. Follow-up Alert – default Automatic

vi. Complete By: Assign the day and the time the work is to be completed by

vii. Asset: If working on an asset, chose the “Select” to search for an asset number.

b. Add an Account

viii. Click on Add another account Group

ix. Add Billing Type

1. Labor & Materials : the account listed will be billed for all labor and Materials for the work to be done

2. No Charge : This is to track the cost of a work order OFS would normally charge a department for but has made an agreement not to charge for the work

3. Fixed Cost : This is to bill only the estimated amount for the project.

4. Material & Other Cost –No Lab : Labor will be tracked on the work order but the account listed will only be charged for materials used.

5. Maintenance (Material Only) – Labor will be tracked against this work order and materials purchased will be billed to Facility Services.

x. Accounting Hold : Default is No.
xi. Adding an account to the work order.

<table>
<thead>
<tr>
<th>Account String</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Accounts are configured.</td>
<td></td>
</tr>
</tbody>
</table>

1. Click on Add New
2. Type in the account number you are looking for in the Account number cell.
   Click “ADD” to add it to the work order
3. Object code is always 3380
4. If multiple accounts will be used for the work, continue to add account numbers. Once all account numbers have been added, Fill out the Percentage of each account. The percentages must add to 100

<table>
<thead>
<tr>
<th>Account String</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>189210600</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Other Options

c. Other Options
xii. External WO: this is can be used for Res Life, Athletics, and Vet Med to reference their work order numbers
xiii. Originated From: This is to be changed when putting in a work order on behave of someone else. It will default to the information set up about the user.

3. Click “OK” to submit the work order to Facility Services.

My Request:

CREATED BY ME: All request put into the system by you
ASSIGNED TO ME: Ignore – this is for Facility Services
IN MY REGIONS: All request in the system for the regions you have access to

Find Request:

Gives you the ability to search on work orders with in the system. Date request is defaulted in and you will need to adjust the dates as needed.

Advanced search Criteria – Allows you to choose multiple types, status, asset classes and Priorities.

Save As – gives you the ability to save a search you have created. Name cannot be already used in the system.