FAMIS QUICK REFERENCE: ISSUE REQUESTS

1. HOW TO LOGIN TO FAMIS PRODUCTION?
   a. Username (first.last)
   b. Password
   c. Database (NDFAPRD)

2. HOW TO FIND THE SUPPLY/EQUIPMENT WORK ORDER?
   a. Select the work order form button.
   b. Press F7 on your keyboard or select the “query” button:
   c. Type in the work order number that you have been given for your assigned building (i.e. W0******),
   d. Press F8 on your keyboard or select the “enter query” button:
   e. You will now be viewing the long-term work order for {BUILDING} Custodial Supplies/Equipment for your assigned building.
   OR
   f. Go to your workbench by pressing “WO SCHEDULE”. Change your view to “Crew Work Orders”. You are now viewing all work orders that have been assigned to your crew.
   g. You will need to search for the WO that is “{YOUR ASSIGNED BUILDING} Custodial Supplies/Equipment”.
   h. Double-click the work order number and the Work Order Form will open.

3. HOW TO CREATE AN ISSUE REQUEST?
   a. Open the long-term work order for {BUILDING} Custodial Supplies/Equipment.
   b. Select the “PARTS” tab and then select “ISSUE REQUEST” button. This box will appear:

   ![Issue Requests]

   There have been issue requests already submitted for work order W0506962

   “OK”. The Issue Request Form is now opened.
   c. **Notice that most of the information is already auto-filled.** You will need to enter (if applicable) a 1. Delivery Date, 2. Special Instructions.
d. Move down to the Material Detail section of the form. Place your cursor in the “Part Number” box and press F9 on your keyboard or the “Part Search” button. You are now looking at the Find Part Form.

4. HOW TO SEARCH FOR A PART?
   a. There are several different ways to search through the parts catalog. FS MGMT recommends searching by the “By Category” tab. This will enable you to look through the different categories and drill down to the specific part (supply). You can also create a “cheat sheet” for the supplies that you order frequently and then you can just type the number in the “Part Number” field.

5. HOW TO SUBMIT AN ISSUE REQUEST?
   a. Once you have selected the parts you want to order, you will need to enter the quantity of each part in the “Qty” field.
   b. You are now ready to submit your request. Press the “SUBMIT” button. A new screen will open on your internet browser page. You will need to PRINT this page!

6. HOW TO PRINT AN ISSUE REQUEST?
   a. Move to the new screen that was opened in your web browser.
   b. Go to “File” and select “Print”.
   c. You will need to select “__________________________” printer. This will automatically send your issue request to Central Stores to be filled.

7. HOW TO CANCEL AN ISSUE REQUEST?
   a. On the Issue Request screen, select the line item you would like to cancel.
   b. Click the “Cancel Request” button.
   c. When the confirmation box appears, click “Yes”.

8. HOW TO CANCEL A REQUEST (ENTIRE REQUEST)
   a. Click the “Cancel Request” button.
   b. When the confirmation box appears, click “Yes”.

9. HOW TO CHECK IF AN ORDER HAS BEEN FILLED?
   a. Go to the work order.
   b. Click the Parts tab.
   c. Under Issue Requests select your MD number and click the “View” button.
   d. Under Material Detail, click on the arrow to move the scrollbar to the right. There you will find the quantity issued.