FAMIS Cloud Training Manual
Mobile App/Web-based App
# Table of Contents

1. Installing the App ............................................................................................................................................................. 2
2. Access/Login .................................................................................................................................................................... 2
3. Employee Role ................................................................................................................................................................. 3
   3.1 my work orders ....................................................................................................................................................... 3
      3.1.1 Enter Time ....................................................................................................................................................... 4
      3.1.2 Request Parts .................................................................................................................................................. 4
      3.1.3 PM Work Requests .......................................................................................................................................... 6
      3.1.4 Crew Work Requests ....................................................................................................................................... 6
      3.1.5 Crew PM Work Requests .................................................................................................................................... 6
      3.1.6 Long Term Work Request ................................................................................................................................ 6
      3.1.7 Standing Work Requests ................................................................................................................................ 6
      3.1.8 Complete Work Requests ................................................................................................................................ 6
      3.2 Create Request ........................................................................................................................................................ 7
      3.3 Find Requests ........................................................................................................................................................ 8
      3.4 Timecard .................................................................................................................................................................. 9
      6. The labor entry will now show up on the main Timecard screen. When all entries are made, tap Approve .......... 9
      3.5 Shopping Carts ...................................................................................................................................................... 10
      3.6 Part Lookup ........................................................................................................................................................... 10
1 **INSTALLING THE APP**

1. Open the App Store (iOS) or Google Play Store (android).
2. Search for FAMIS. Download the FAMIS Apptree Software, Inc. app. The app icon looks like this:

![App Icon](famis-icon.png)

2 **ACCESS/LOGIN**

1. Find the FAMIS Cloud app icon on your device and tap to open.
2. The first time you open the app you will be prompted to enter the App ID. Enter `ndus.famis.com` (you will also be prompted for the App ID any time you completely close out of the app and log back in).
3. Next you will need to login with a username and password. This information is the SAME as your HRMS (or computer/email) login.
4. Once you are logged in, you will automatically be directed to your assigned work orders workbench. **Swipe right** on your device screen to display all menu items.
3 TECHNICIAN ROLE

3.1 MY WORK ORDERS

1. Select My Work Orders – this menu displays the logged in users work orders. The Request ID, Request Type and Subtype, a brief description, priority, submittal date, and status will be displayed.

![Work Order Status](image1.png)

2. You have the ability to search for a specific work order by using the search field at the top of the screen.
   a. A push notification will be sent to the logged in user when a work order is assigned to the individual.

3. Select the work order you would like to view. You will now have additional options:
   a. Timecard, Update Assets, Create Shopping Cart, Add a comment & notify the requestor, Attach a picture, View Work Order Parts, View Other Costs, View Shopping Carts, View Labor Entries, View Child Work Orders, View Procedure & Procedure Description, View Billing Information

![Work Order Details](image2.png)
3.1.1 Enter Time
1. Select Timecard.
2. Select Work Date.
3. Enter Hours and double-check Pay Code for accuracy.
4. Enter Labor Comments, if needed.
5. Select Work Done if the work order is ready to be closed out.
6. Tap Submit at the top of the screen.

3.1.2 Request Parts
1. Expand WO options and Select Create Shopping Cart.
2. Enter Delivery Instructions, if applicable.
3. Enter Requested Delivery Date.
4. Select + to add parts to the shopping cart.
5. Select the desired Warehouse.
6. Select the Material Class, if desired.
7. Select the Material Item. You are also able to search for a specific part number using the Search Bar at the top of the screen.
8. Select the desired part and enter the **Quantity Requested**.
9. Tap **Save**.

10. You will be taken back to the *Create Shopping Cart* page. Add as many parts as you need for the work order following steps 4-9.
11. When all parts have been added, select **Check Out**.
12. On the work order screen, you will see your requested order under the **Shopping Carts** option. Tap the shopping cart to view order details (not shown).
3.1.3 PM Work Requests

Back on the Navigation Menu, tap on My PM Work Requests. You will now have a listing of the Preventive Maintenance work orders, and the same capabilities as the other work orders as outlined above.

3.1.4 Crew Work Requests

Back on the Navigation Menu, tap on Crew Work Requests. You will now have a listing of the work requests that are assigned to your crew, and the same capabilities as the other work orders as outlined above.

3.1.5 Crew PM Work Requests

Back on the Navigation Menu, tap on Crew PM Work Requests. You will now have a listing of the Preventive Maintenance work requests that are assigned to your crew, and the same capabilities as the other work orders as outlined above.

3.1.6 Long Term Work Request

Back on the Navigation Menu, tap on Long Term Work Requests. You will now have a listing of the Long-Term work requests that are assigned to your crew, and the same capabilities as the other work orders as outlined above.

3.1.7 Standing Work Requests

Back on the Navigation Menu, tap on Standing Work Requests. You will now have a listing of the Standing work orders, and the same capabilities as the other work orders as outlined above.

3.1.8 Complete Work Requests

Back on the Navigation Menu, tap on Complete Work Requests. You will now have a listing of the Complete work orders, and the same capabilities as the other work orders as outlined above.
3.2 CREATE REQUEST

1. Select Create Request from main menu.

2. On the Create Request screen, select the desired property, followed by floor and space. NOTE: there is a List of Values (LOV) for each category. You can also search for specific properties, floors, and spaces using the search bar at the top of each LOV screen.

![Create Request Screen](image)

3. Select the Request Type, followed by Request Sub Type. NOTE: there is a List of Values (LOV) for each category. You can also search for a specific type and sub type using the search bar and the top of each LOV screen.

![Request Type Screen](image)

4. Enter a Priority. NOTE: all priorities should be entered as LOW. Work Control will adjust the priority accordingly.

![Priority Screen](image)

5. Skip Assets (VCSU doesn’t use assets).

6. Enter a Description of the work to be done. Tap Save.

![Description Screen](image)

7. A Picture may be attached using the camera icon and device camera.
8. Press **Submit** when all work order details have been entered.

![Create Request Form](image)

### 3.3 Find Requests

1. Select **Find Requests** from main menu.
2. Enter search criteria and tap **Search**.
3. Select desired work order for review/editing.

![Search Requests Form](image)
3.4 Timecard

1. Select Timecard from main menu. The weekly view will appear on screen. Tap the “v” to show the monthly view.

2. Select and highlight the day for which you are entering time.
3. Tap the “+” at the top of the screen to add time for the selected day.
4. On the Create Labor Entry screen. Enter the Request ID (Only work orders assigned to the logged in user will display. To enter hours on a crew work order, select the WO from one of the other workbenches and select “Timecard”), Hours, double-check that the Paycode is correct, Task Code (if required), Labor Comments (if required) and, if the work is complete, check the Work Done box.
5. Tap Submit.

6. The labor entry will now show up on the main Timecard screen. When all entries are made, tap Approve.
3.5 **SHOPPING CARTS**
1. Select **Shopping Carts** on the main menu and you are able to view the shopping carts you have requested.
2. Tap the desired shopping cart to view details.

![Shopping Cart Details](image1)

3.6 **PART LOOKUP**
1. Select **Part Lookup** on the main menu and you are able to search by **Part Number**, **Warehouse**, and **Material Class**.
2. Tap the desired part to view part details.

![Part Lookup](image2)