There are two primary ways to use FAMIS, the Self Service system and traditional FAMIS Forms.

Both systems are web based, but they have separate security. Self Service is designed for the campus user who needs to enter service requests and query for the results of those requests.

FAMIS forms are for users who need access to detailed information and reports from FAMIS, or will be entering data in one or more FAMIS modules. Most Facilities employees will have access to FAMIS forms, if nothing else to enter their timecards.

Self Service

Any campus user can view basic building and room data from the Self Service form, and connect to other applications through links on the form. For full access they need to be assigned one or more Self Service modules, such as service requests or the space survey.

Send a request to the FAMIS Administrator requesting access and training. Supervisor approval may be required.

Forms

There are three main groups using FAMIS forms. Campus users who need to be checking FAMIS data and running reports can request an Overview role, which allows them to query or report on a broad range of data but not update or enter anything. These roles are freely granted with a request to the FAMIS administrator

All full-time Facilities employees enter their time using a FAMIS timecard. On employment their supervisor will arrange for FERPA security training which will result in granting a database user id and password. If they will only need to enter timecards, no additional training is required.

Update or enter access to other forms requires a request from the user's supervisor. If the job requires working with materials, work orders, invoices, projects, space or anything else in FAMIS, the supervisor and FAMIS Administrator will work together to determine which FAMIS security roles provide the level of access needed.

After approval, those roles will be granted to the user. If there are changes in the job, additional roles may be granted and those no longer needed revoked.

Change History

Date	Description	Changed By
16 April 12	Initial Creation	MikeF