FAQ

FAMIS can be accessed from several the UI web pages. From the Administrative Application page –

Unive										
номе	BANNER	FAMIS	тіо	OTHER APPS	TRAINI					
Administrative Applications Welcome to the University of Idaho Administrative Applications hc application please contact the ITS Help Desk at helpdesk@uidahc										
	links on									
FAMIS: Facilities Administration Management Information System										
I	FIO: Trust and Inv	estment Of	fice							
C	Other Ap	S, BACN, EV	ISIONS							

Pick the FAMIS link or the FAMIS tab on top. Either will take you to this page -



From here you can select the main FAMIS application or FAMIS Self Service. In both cases there are Production and Preproduction (Test) versions. Be sure to choose Production unless you are testing or training.

Select FAMIS Production, which takes you to the Login screen. If you have not connected before, you may have Security windows appear –

2	Do you want to trust the signed applet distributed by "Developer"?					
0	Publisher authenticity verified by: "Oracle"					
	The security certificate was issued by a company that is not trusted.					
	The security certificate has not expired and is still valid.					
	Caution: "Developer" asserts that this content is safe. You should only accept this content if you trust "Developer" to make that assertion.					
	More Details					
	Ves No Aluma					

This will vary depending on which browser you are using. Answer Yes to trusting the application. If there is a checkbox for Always Trust', check that to avoid having the same question come up each time.



< Create document with security details and link from here >

The application may ask to install Java, which is required to run FAMIS. For details see this <u>Java Install document</u>.

When the login window appears, enter your user id and password, (generally the same as your computer login) and prod for the database, unless you are connecting to the test system -

Logon 🗙				
Username: your user id				
Password: ********				
Database: prod or pprd				
(Connect Cancel)				

AMIS Xi Navigator		≚ ×
Security Config.	Menu My Documents	
Employees	PROJECT MANAGER	-
Service Requests	Bulletin Board	
Work Orders	er la Space	
Equip. Workbench	Purchasing P→ Vendors	
FSM Employees	eral Work Orders eral CP Management	
SWOs	end Employees	
WO Ticket	- User Database Profile	
Labor Charges	Land Land Land Land Land Land Land Land	
Timecard Report		
Allocation API	Type All Menu Items	

That should take you to the FAMIS Navigator screen, where your default menu is displayed.

Links to

Access to FAMIS

Work Orders

University of Idaho Facilities Services

Change History

Date	Description	Changed By
12 Apr 12	Initial Draft	MikeF
4 May 12	Adding links, minor changes	MikeF