The Facility Administration and Maintenance Information System (FAMIS) is a suite of software systems designed by FAMIS Software, Inc (now owned by Accruent) to manage equipment and facilities. The Self Service module gives users quick access via a web interface to FAMIS data.

Available without a separate Log In

Maps – State and Campus

The state map shows many of the UI sites around the state. On several of the sites, clicking on them will open to show UI buildings. The Moscow area has the most complete information.

Building Search

You can search for buildings either by opening the site maps or entering the name, part of the name or the room number. From the Building form you can select floor and room information. Logging in from the building form gives access to service requests, space survey, etc.

Project Initiation Request

The Project Request Form is a web based form designed to replace the paper Project Initiation Form, also called the "green sheet" used to propose a project. The purpose of the form is to allow users and managers to initiate a project online instead of the project needing to be entered manually from a form by someone in the Fiscal Office.

Utility Budget Reports
The Utility Budget Report allows you to get utility billing information by selecting the billing period and the budget number(s). The report shows information such as the utility meters, buildings, consumption, billed amount, and compares them to the previous year.

FAMIS Documentation
A list of FAQs and documents about all aspects of FAMIS

Self Service Preferences

The Self Service Preferences allow you set preferences for the type of map view (Normal, Satellite, or Hybrid) and the preferred site. By default, the Default Site is blank and the Default Style is set to Hybrid.

Applications Which Require additional setup and Log In

From the Building form, logging in will reveal buttons to other applications

Service Requests –   Self Service Requests

You can create or search for existing service requests. The location defaults to the building you start from but can be changed. SR and Work Order status is shown, WO charges are available.

Space Survey –   Quick Reference Guide

The Space Survey is used to collect data about rooms, such as Room Use, Function, Occupants, and Accounts. The data collected for rooms where research is conducted is used to help determine the F & A Rate (the portion of research grants the University receives).

Other applications are available as links from the Self Service home page

Discoverer Viewer

This reporting tool allows users to select from a list of pre-designed reports. The reports you have access to depend on setup, so check with the FAMIS administrator. Report data is easily exported to Excel for further manipulation. This will require you to log into Discoverer using your FAMIS user id and password.

FAMIS Web Time Entry

The FAMIS Web Time Entry is a web based application that allows users who enter time through FAMIS to enter time in/time out and work order labor data and allow the user to update and view this data a week at a time.

Secure Access Management

This provides access to SAM Online, the key control system which is used by gatekeepers in departments and other individuals around campus to manage keys and locks.

Visual Map

Visual Map is a web based application that allows you to view FAMIS data visually by clicking on rooms on a building map. You can choose a theme to get information about the rooms in a building. For example, if you choose the Research theme, you will see the rooms color coded by the room's function. You can also click on the drawing to get basic information about the room, such as the square footage and the owner group.

Space Survey Resources

Reports and documents for users working on the Space Survey.

Change History

Date	Description	Changed By
15 February, 2012	Created Document	Mike Finkbiner
20 Apr, 12	Updated descriptions and added SAM Online, changed title to FAMIS Self Service Features	MikeF
27 Apr, 12	Added links	Mikef