FMS 920 How to Update a WO to Complete

This Training Guide will show how to mark a work order as complete.

Before you begin . . .

Upon completion of this guide you will be able to:
- Sign in to FAMIS
- Mark a work order as complete

Who has access?
All FM Customer Service.

What does it affect?
This process will allow Customer Service to change the work order status to complete.

When is this used/not used?
This process will allow customer service to change the work order status to complete when all labor and materials have been completed, entered and billed.

How to log in?
Contact the Help Desk for security access to FAMIS.
http://famis.northwestern.edu
See Page 2 in this document.

Additional Resources
http://cafe.northwestern.edu/training/

Where to get help? For assistance, contact NUIT Support Center at 847-491-HELP (4357), or email consultant@northwestern.edu
Getting Started: Signing on to FAMIS

Go to Sign On Page at http://famis.northwestern.edu

Enter NetID

Enter FAMIS Password

Enter famxprd as the database

Click Connect
Getting Started: Navigating to a Work Order

Before a work can be closed, it must be marked as complete first.

Create QuickPick button for yourself! (right click in left margin, choose add a QuickPick button, choose Form, select Current Schedule application and label button, click Finish.)
Step 1: Marking a Work Order Complete

Change the status from an active status such as Open, In Prog, or Assigned to Complete.

Save and close Work Order.