FAMIS Parts Look-Up Options

This job aid describes the options for looking up FAMIS part numbers. FAMIS part numbers can be found by searching in Cognos or by searching in FAMIS Forms.

IMPORTANT NOTE
Access to Cognos requires security authorization. If your NetID has not been authorized, you will be unable to log in to Cognos. Security access forms and instructions are located at http://ffra.northwestern.edu/security/

Part Look-up in Cognos

Access Parts Alias Look-Up Report (in Cognos)
• Log in to NUPortal* https://nuportal.northwestern.edu
• Click Facilities tab
• Click Parts Alias Look-Up Report link under Facilities Management Resources

Or navigate in Cognos: My home → Project Café Reports → Central → Facilities → FM017 Parts Alias Search
Search Tips in Cognos
- Use **Options** to expand search options
- % is the wildcard in Cognos (ex. %a1% will return part aliases with the characters ‘a1’ at the beginning, middle, or end
- Use either upper or lower case letters
- **Remember:** FAMIS part numbers start with a P; part aliases can have numbers and/or letters
**Part Look-Up in FAMIS Forms**

In FAMIS forms, use the **Material Catalog** to search by part number, description, commodity type.

![Material Catalog](image)

There are tabs for **By Part**, **By Category**, **By Manufacturer**, and **By Vendor**. All have drop-down menus for selecting Warehouse and Status and then other look up options to further filter search. If you leave the Warehouse field blank while searching, FAMIS will return parts that exist in other warehouses.

**By Part tab**

![By Part tab](image)

Initiate query function and enter criteria in Description, Part Number or Commodity fields

Click Find
By Category tab

Drill through category menu to filter a search By Category and double click on bottom level of menu tree node for results.

By Manufacturer tab

Select Manufacturer and enter Mfr's P/N, as applicable.

By Vendor tab

Select Vendor and enter Vdr P/N, as applicable.
Review: How to Perform a Query or Search
FAMIS has several different methods for searching for records or data. Not all methods work in all forms and fields.

Use Query Icons

- Click Enter Query icon,
- If appropriate, enter partial data using %wildcard symbol (ex. %ACME%)
- Click Execute Query icon,
- Use Find button on some forms

Other Query Functions:

- To stop a query, click
- To count how many records a query will produce, click Enter Query, click Count Hits. Look in gray message bar for number of records, click Execute Query to complete query or click Cancel to stop query.

NEED HELP?
Contact the Help Desk at 847-491-HELP (4357) or email consultant@northwestern.edu