



## Work Instruction

### Setting up an Asset List

The Asset List in the left-hand pane can be setup to display only those assets a User requires. Once a specific list is setup, FAMIS will record this detail and only display this list of assets in the Asset List pane upon User login.

The Asset List tab opens with the current active profile.

**To set up an Asset List, complete the following steps:**

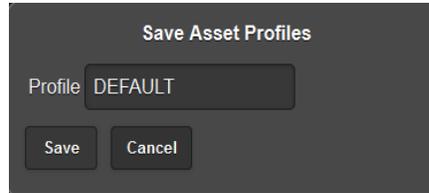
1. Select the Asset List tab from the Work Tabs pane.
2. Click the Clear All button.
3. Place a tick in the box next to each asset required.
4. Click the Submit button

The screenshot shows the FAMIS interface with the 'Asset List' tab selected. The table below lists assets with their details and selection checkboxes.

|                                     | Client Reg. | Cust No. | Asset         | Description                                     | Agency |
|-------------------------------------|-------------|----------|---------------|---|--------|
| <input checked="" type="checkbox"/> |             |          | TRA0000 20699 | DTEI RESIDENTIAL - 96 DAVID TCE KILKENNY        | B      |
| <input checked="" type="checkbox"/> |             |          | TRA0000 20700 | DTEI RESIDENTIAL - 86 DAVID TCE KILKENNY        | B      |
| <input checked="" type="checkbox"/> |             |          | TRA0000 20701 | DTEI RESIDENTIAL - 65 DAVID TCE WOODVILLE PARK  | B      |
| <input checked="" type="checkbox"/> |             |          | TRA0000 20702 | DTEI RESIDENTIAL - 103 DAVID TCE WOODVILLE PARK | B      |
| <input checked="" type="checkbox"/> |             |          | TRA0000 20703 | DTEI RESIDENTIAL - 107 DAVID TCE WOODVILLE PARK | B      |
| <input checked="" type="checkbox"/> |             |          | TRA0000 20704 | DTEI RESIDENTIAL - 109 DAVID TCE WOODVILLE PARK | B      |
| <input checked="" type="checkbox"/> |             |          | TRA0000 20705 | DTEI RESIDENTIAL - 55 DAVID TCE WOODVILLE PK    | B      |
| <input checked="" type="checkbox"/> |             |          | TRA0000 20709 | DTEI RESIDENTIAL - 1 DEVONPORT TCE OVVINGHAM    | B      |
| <input checked="" type="checkbox"/> |             |          | TRA0000 20710 | DTEI RESIDENTIAL - 20 ELGIN ST WOODVILLE PK     | D      |
| <input checked="" type="checkbox"/> |             |          | TRA0000 20711 | DTEI RESIDENTIAL - 7 ELGIN ST WOODVILLE PARK    | B      |
| <input checked="" type="checkbox"/> |             |          | TRA0000 20712 | DTEI RESIDENTIAL - 11 ELGIN ST WOODVILLE PARK   | B      |
| <input checked="" type="checkbox"/> |             |          | TRA0000 20713 | DTEI RESIDENTIAL - 18 ELGIN ST WOODVILLE PARK   | D      |
| <input checked="" type="checkbox"/> |             |          | TRA0000 20714 | DTEI RESIDENTIAL - 5 ELGIN ST WOODVILLE PARK    | B      |
| <input checked="" type="checkbox"/> |             |          | TRA0000 20715 | DTEI RESIDENTIAL - 9 ELGIN ST WOODVILLE PARK    | B      |

## Setting up an Asset List

**Note:** The Save Asset Profiles window appears

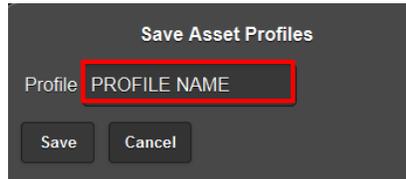


Save Asset Profiles

Profile: DEFAULT

Save Cancel

5. Type a new *Profile Name* in the Profile field and click the Save button.



Save Asset Profiles

Profile: PROFILE NAME

Save Cancel

(**Note:** The next time the User exits and re-enters FAMIS, the new *Profile* will be used and the Asset List pane will display only those Assets included in the new Profile. The Asset List tab is not available to all users).

### Display another Profile

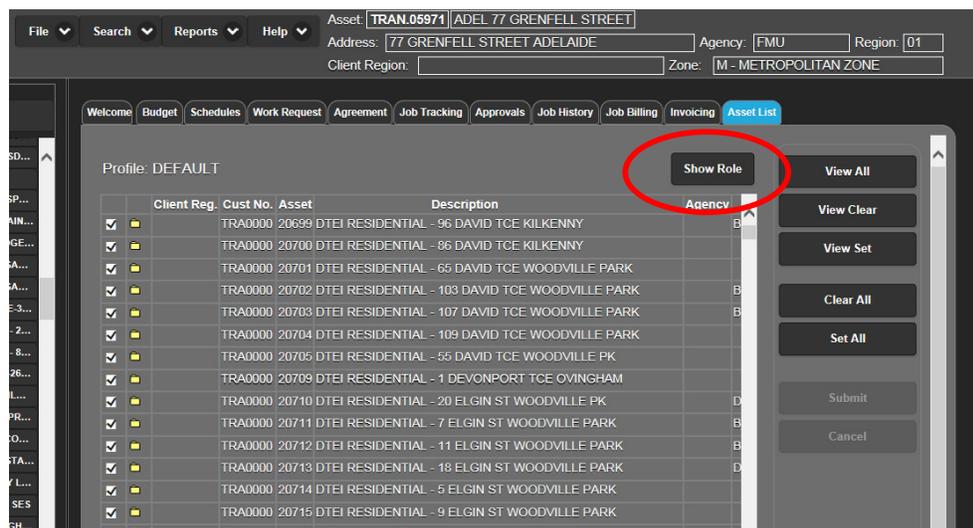
FAMIS allows Users to set up more than one profile. Once set-up, Users can alternate between profiles as necessary.

From the Asset List tab, complete the following steps:

1. Click the Profiles button.
2. Select another Profile and click the Apply button.  
(**Note:** The *Asset List* pane closes down and the new Profile list is displayed).

### The Show Role button

The Show Role button has been designed for Agencies with a large number of Assets being looked after by several people. It displays all Assets for that User as a crosscheck that each Asset has been assigned and ticked.



Asset: TRAN.06971 ADEL 77 GRENFELL STREET  
Address: 77 GRENFELL STREET ADELAIDE Agency: FMU Region: 01  
Client Region: Zone: M - METROPOLITAN ZONE

Welcome Budget Schedules Work Request Agreement Job Tracking Approvals Job History Job Billing Invoicing **Asset List**

Profile: DEFAULT

**Show Role** View All  
View Clear  
View Set  
Clear All  
Set All  
Submit  
Cancel

| Client Reg. | Cust No. | Asset   | Description | Agency |
|-------------|----------|---|-------------|--------|
| ✓           |          | TRA0000 20699 DTEI RESIDENTIAL - 96 DAVID TCE KILKENNY        |             | B      |
| ✓           |          | TRA0000 20700 DTEI RESIDENTIAL - 86 DAVID TCE KILKENNY        |             | B      |
| ✓           |          | TRA0000 20701 DTEI RESIDENTIAL - 65 DAVID TCE WOODVILLE PARK  |             | B      |
| ✓           |          | TRA0000 20702 DTEI RESIDENTIAL - 103 DAVID TCE WOODVILLE PARK |             | B      |
| ✓           |          | TRA0000 20703 DTEI RESIDENTIAL - 107 DAVID TCE WOODVILLE PARK |             | B      |
| ✓           |          | TRA0000 20704 DTEI RESIDENTIAL - 109 DAVID TCE WOODVILLE PARK |             | B      |
| ✓           |          | TRA0000 20705 DTEI RESIDENTIAL - 55 DAVID TCE WOODVILLE PK    |             | B      |
| ✓           |          | TRA0000 20709 DTEI RESIDENTIAL - 1 DEVONPORT TCE OVVINGHAM    |             | D      |
| ✓           |          | TRA0000 20710 DTEI RESIDENTIAL - 20 ELGIN ST WOODVILLE PK     |             | D      |
| ✓           |          | TRA0000 20711 DTEI RESIDENTIAL - 7 ELGIN ST WOODVILLE PARK    |             | B      |
| ✓           |          | TRA0000 20712 DTEI RESIDENTIAL - 11 ELGIN ST WOODVILLE PARK   |             | B      |
| ✓           |          | TRA0000 20713 DTEI RESIDENTIAL - 18 ELGIN ST WOODVILLE PARK   |             | D      |
| ✓           |          | TRA0000 20714 DTEI RESIDENTIAL - 5 ELGIN ST WOODVILLE PARK    |             | B      |
| ✓           |          | TRA0000 20715 DTEI RESIDENTIAL - 9 ELGIN ST WOODVILLE PARK    |             | D      |