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 <u>Asset List</u> tab from the <u>Work Tabs</u> pane.
- 2. Click the Clear All button.
- 3. Place a tick in the box next to each asset required.
- 4. Click the Submit button

E11-	-	e					Asset: TR	AN.059	971 ADEL 77 GRI	ENFELL STREET			
File	<u> </u>	Searc		Reports	· • •	eib 🔹	Address:	77 GR	ENFELL STREET	ADELAIDE	Agency: Fl	MU Region: 01	
							Client Reg	ion:			Zone: M - MET	ROPOLITAN ZONE	
		Welcon	ne E	Budget Sched	lules Wor	k Reques	t Agreement	Job Ti	racking Approvals	Job History Job Bill	ing Invoicin( Asset Li	st	
SD 🔨			Ĵ		<u> </u>			<u></u>		<u> </u>			
		Pro	ofile	DEFAULT							Show Role	View All	
SP				Client Reg.	Cust No.	Asset			Description		Agency	View Clear	
AIN					TRA0000	20699	DTEI RESIDI	INTIAL	- 96 DAVID TCE K	ILKENNY	в	View Clear	
GE		~	0		TRA0000	20700	DTEI RESIDI	INTIAL	- 86 DAVID TCE K	ILKENNY		View Set	
A		~			TRA0000	20701	DTEI RESIDI	INTIAL	- 65 DAVID TCE W	OODVILLE PARK			
A					TRA0000	20702	DTEI RESIDI	NTIAL	- 103 DAVID TCE	WOODVILLE PARK	В	Clear All	
5-3					TRA0000	20703	DTEI RESIDI	INTIAL	- 107 DAVID TCE	WOODVILLE PARK	В		
- 2		✓			TRA0000	20704	DTEI RESIDI	INTIAL	- 109 DAVID TCE	WOODVILLE PARK		Set All	
- 8		~			TRA0000	20705	DTEI RESIDI	INTIAL	- 55 DAVID TCE W	OODVILLE PK			
		<ul> <li>✓</li> </ul>			TRA0000	20709	DTEI RESIDI	INTIAL	- 1 DEVONPORT	TCE OVINGHAM			
L		✓			TRA0000	20710	DTEI RESIDI	INTIAL	- 20 ELGIN ST WO	ODVILLE PK	D	Submit	
PR		~			TRA0000	20711	DTEI RESIDI	INTIAL	- 7 ELGIN ST WO	DDVILLE PARK	В	Cancel	
 ТА		~			TRA0000	20712	DTEI RESIDI	INTIAL	- 11 ELGIN ST WO	ODVILLE PARK	В	Curreer	
// ·		<ul> <li>✓</li> </ul>			TRA0000	20713	DTEI RESIDI	INTIAL	- 18 ELGIN ST WO	ODVILLE PARK	D		
SES		~			TRA0000	20714	DTEI RESIDI	INTIAL	- 5 ELGIN ST WO	DDVILLE PARK			
		~			TRA0000	20715	DTEI RESIDI	INTIAL	- 9 ELGIN ST WO	DDVILLE PARK			



Note: The <u>Save Asset Profiles</u> window appears



5. Type a new *Profile Name* in the <u>Profile</u> field and click the <u>Save</u> 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 <u>Asset List</u> 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 <u>Profiles</u> button.
- Select another Profile and click the <u>Apply</u> button.
   (Note: The Asset List pane closes down and the new Profile list is displayed).

## The Show Role button

The <u>Show Role</u> 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.

File 🗸	Searc	:h 👻	Reports	✔ He	lp 💙	Asset: TRA Address: 7 Client Regio	N.05971 7 GREN	ADEL 77 GR	Renfell Sti Fadelaide	REET	Agency: Zone: M - M	[FMU 1ETROPOL	Region: [ ITAN ZONE	01
	Welcon	ne Bi	ıdget Schedul	les Work	Request	t Agreement	Job Track	ing Approvals	Job History	Job Billing	Invoicing Ass	et List		
iD	Pro	ofile:	DEFAULT							$\left( \right)$	Show Role		View All	
sp			Client Reg. C	ust No.	Asset		De	scription			Agency		View Clear	
AIN	<b>∠</b>	•		RA0000	20699 E	DTEI RESIDE	NTIAL - 9	5 DAVID TCE F	KILKENNY		В			
0L	<b>∽</b>	-		RAUUUU	20700 L	JTELRESIDE	NTIAL - 8	5 DAVID TCE F	KILKENNY				View Set	
A		•		RA0000	20701 E	DTEI RESIDE	NTIAL - 6	5 DAVID TCE \	WOODVILLE	PARK				
A	~			RA0000	20702 E	DTEI RESIDE	NTIAL - 1	03 DAVID TCE	WOODVILLE	PARK	В		Clear All	
-3	~			RA0000	20703 E	DTEI RESIDE	NTIAL - 1	07 DAVID TCE	WOODVILLE	PARK	В			
- 2				RA0000	20704 E	DTEI RESIDE	NTIAL - 1	09 DAVID TCE	WOODVILLE	PARK			Set All	
8				RA0000	20705 C	DTEI RESIDE	NTIAL - 5	5 DAVID TCE \	WOODVILLE	PK				
26				RA0000	20709 C	DTEI RESIDE	NTIAL - 1	DEVONPORT	TCE OVING	HAM				
L				RA0000	20710 E		NTIAL - 2	DELGIN ST W	OODVILLE PI		D			
PR				RA0000	20711 E	DTEI RESIDE	NTIAL - 7	ELGIN ST WO	ODVILLE PA	RK	В			
:0	<b>V</b>			RA0000	20712 C	DTEI RESIDE	NTIAL - 1	1 ELGIN ST W	OODVILLE P	ARK	В			
ТА	<b>V</b>			RA0000	20713 E	DTEI RESIDE	NTIAL - 1	8 ELGIN ST W	OODVILLE P	ARK	D			
(L	<b>V</b>	0		RA0000	20714 E	DTEI RESIDE	NTIAL - 5	ELGIN ST WO	ODVILLE PA	RK				
SES	<b>V</b>			RA0000	20715 E		NTIAL - 9	ELGIN ST WO	ODVILLE PA	RK				
GH		-												