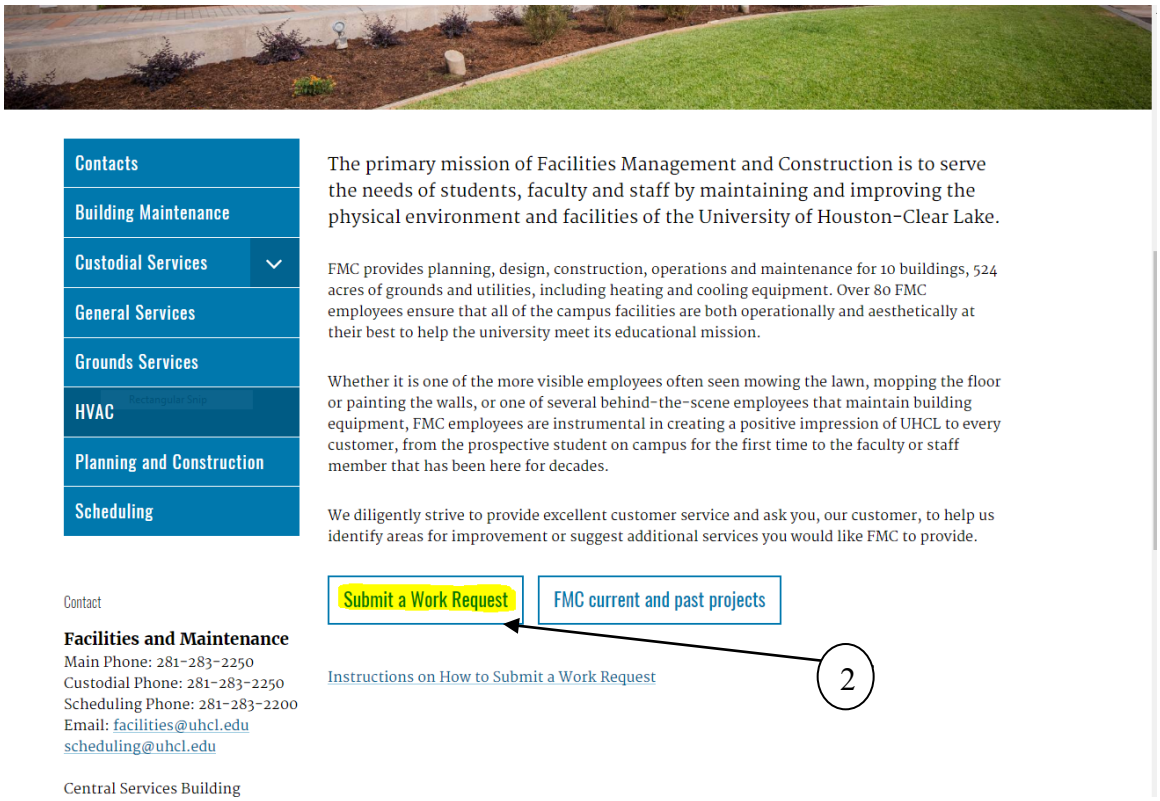
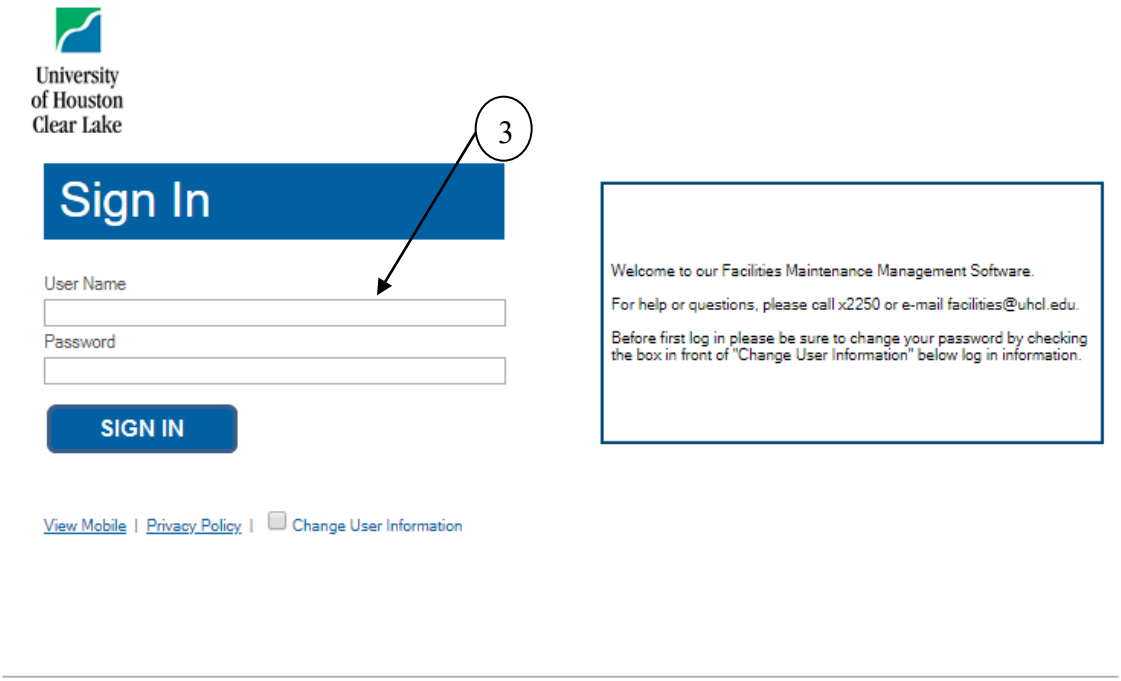
FMC WORK REQUEST ENTRY
FAMIS4

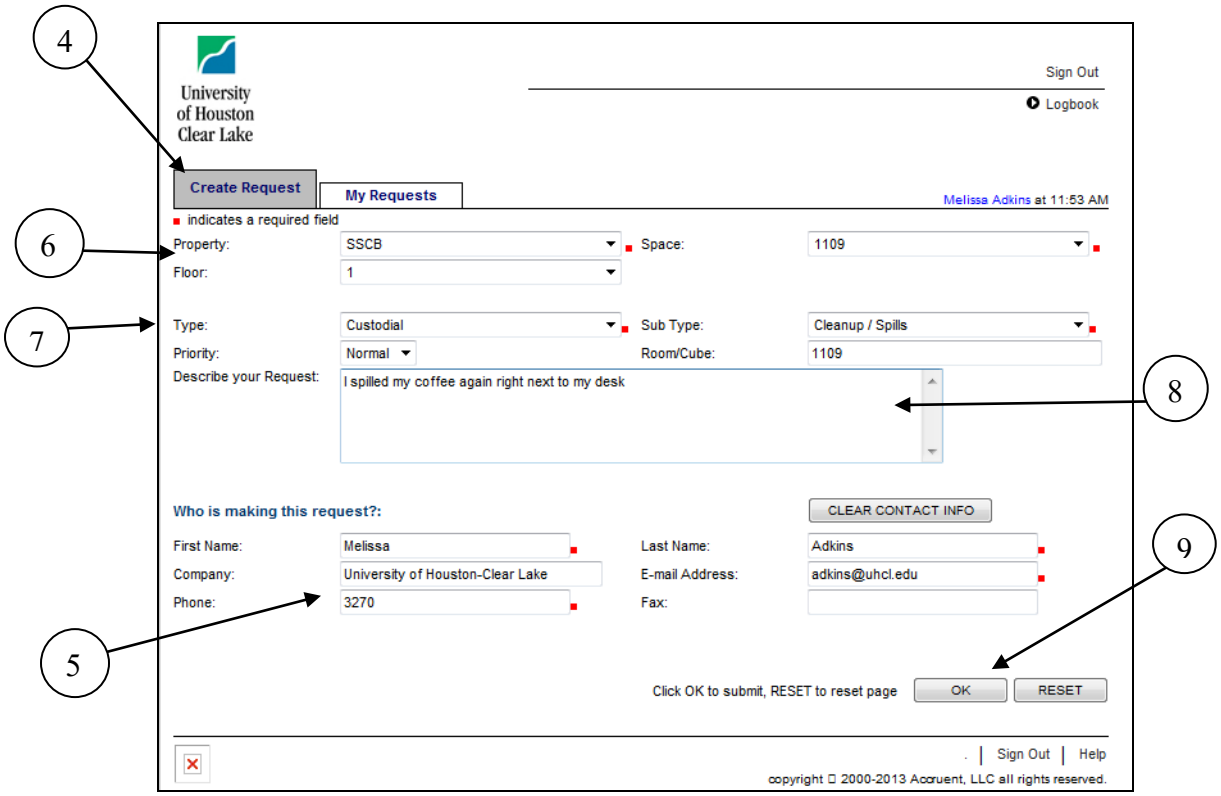
1. Go to the FMC web page at http://www.uhcl.edu/fmc
2. Click on the button "Submit Work Request"



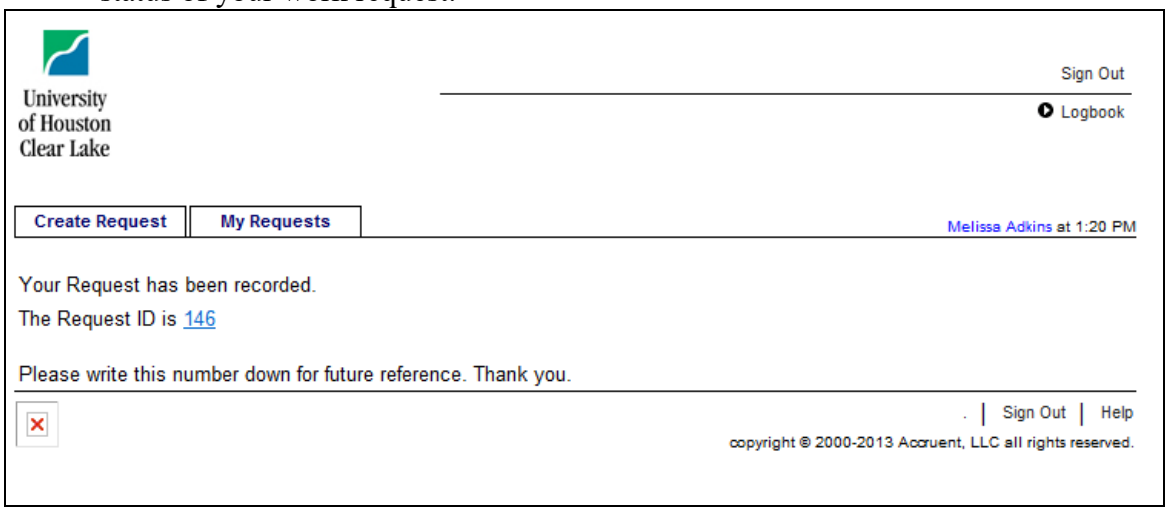
3. Enter your User Name and Password, and then click the "Sign In" button. If you want to change your password, and we recommend you do, click the Change user Information box before you click the "Sign In" button the first time. Your User Name is the same as your e-mail address, without the "@uhcl.edu", or login to your computer. Your initial password is: 1234



4. Make sure you are on the tab that says “Create Request”
5. Your contact information should already be populated.
6. All items that have a red box by them must be filled out. Choose a Property (building), choose the Floor of the Building, then the Space (Room Number) from the drop down lists.
7. Then choose the work request Type and Sub Type, if applicable, from drop down lists.
8. Enter a full description of the problem or work to be done.
9. Click “OK” to submit your request



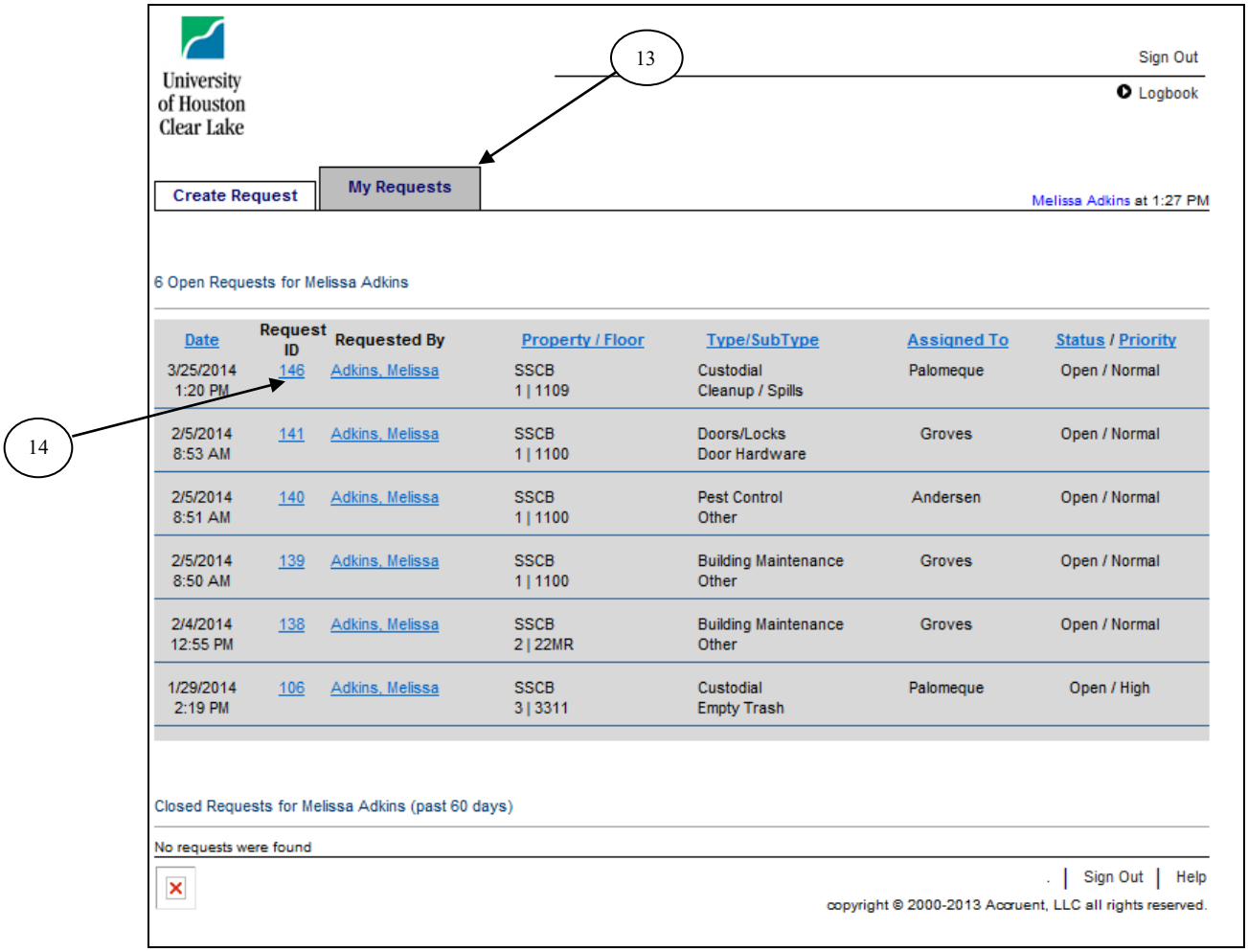
10. After it processes, you will get a page that tells you your request has been recorded and shows your request ID number. You might need this to check the status of your work request.



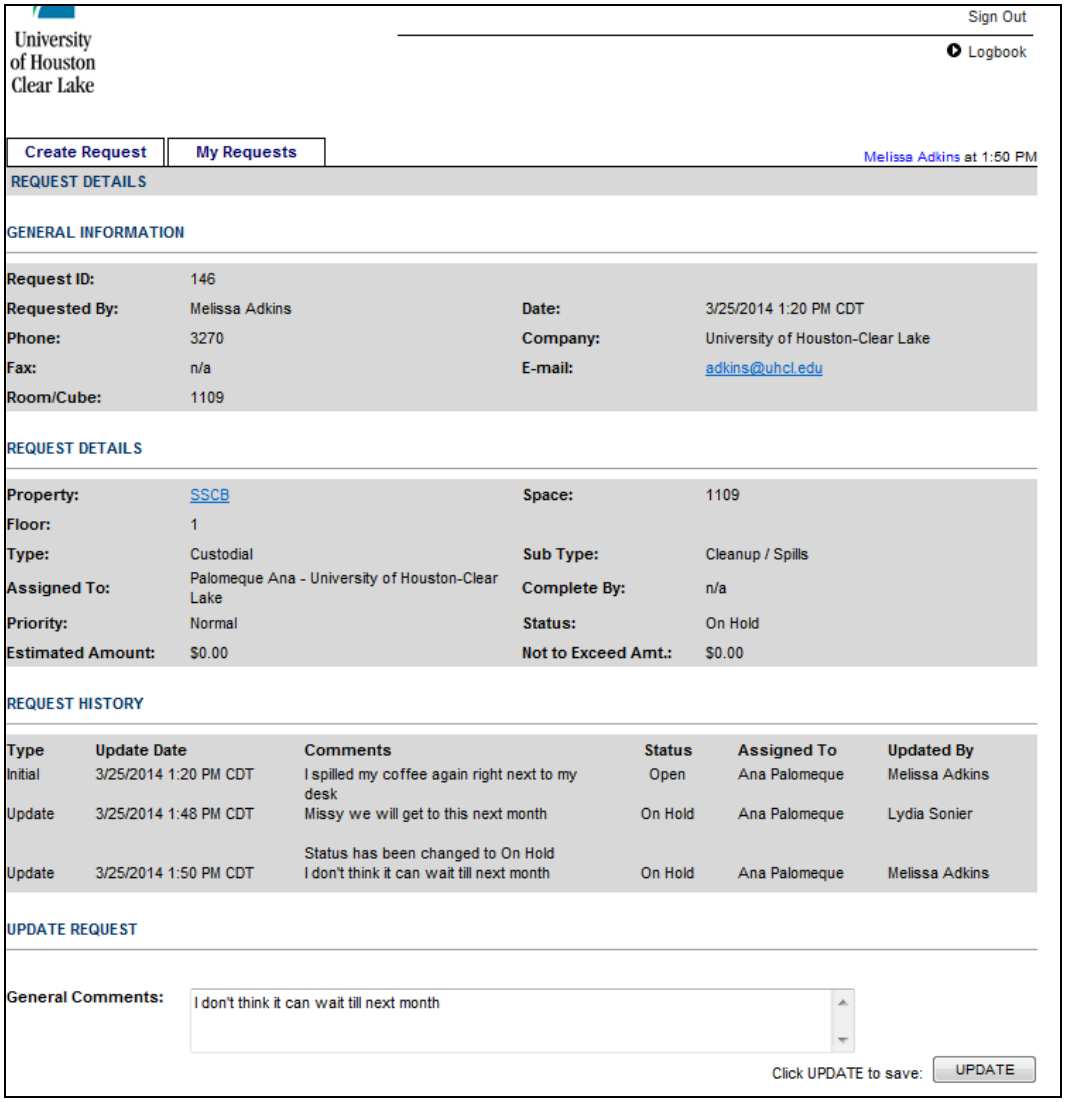
11. You will also receive a confirmation e-mail telling you we received your work request. This e-mail will also contain your request ID number.

To check the status of your work request

12. Follow steps 1 & 2 above to log back in.
13. After you log back in, click the tab that says "My Requests" and it shows you a list of requests you have entered. There the right hand column shows the status Open, closed, etc.



14. Click on the Request ID number and you will get a summary page with the status and any notes we may have for you.



University of Houston Clear Lake

Sign Out

Logbook

Create Request | My Requests

Melissa Adkins at 1:50 PM

REQUEST DETAILS

GENERAL INFORMATION

Request ID:	146		
Requested By:	Melissa Adkins	**Date:**	3/25/2014 1:20 PM CDT
Phone:	3270	**Company:**	University of Houston-Clear Lake
Fax:	n/a	**E-mail:**	adkins@uhcl.edu
Room/Cube:	1109		

REQUEST DETAILS

Property:	SSCB	**Space:**	1109
Floor:	1		
Type:	Custodial	**Sub Type:**	Cleanup / Spills
Assigned To:	Palomeque Ana - University of Houston-Clear Lake	**Complete By:**	n/a
Priority:	Normal	**Status:**	On Hold
Estimated Amount:	$0.00	**Not to Exceed Amt.:**	$0.00

REQUEST HISTORY

Type	Update Date	Comments	Status	Assigned To	Updated By
Initial	3/25/2014 1:20 PM CDT	I spilled my coffee again right next to my desk	Open	Ana Palomeque	Melissa Adkins
Update	3/25/2014 1:48 PM CDT	Missy we will get to this next month	On Hold	Ana Palomeque	Lydia Sonier
Update	3/25/2014 1:50 PM CDT	Status has been changed to On Hold I don't think it can wait till next month	On Hold	Ana Palomeque	Melissa Adkins

UPDATE REQUEST

General Comments: I don't think it can wait till next month

Click UPDATE to save: UPDATE