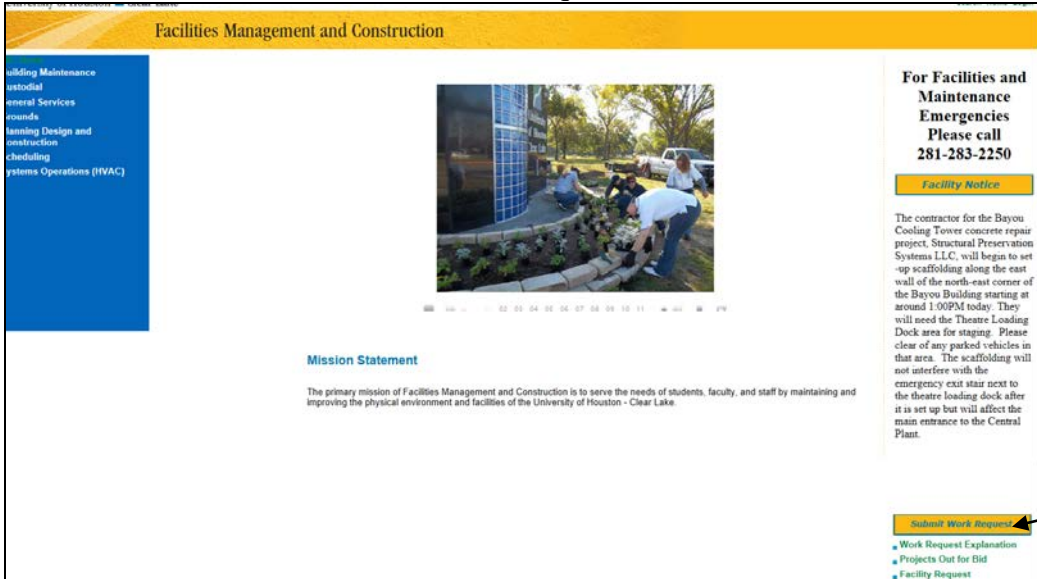
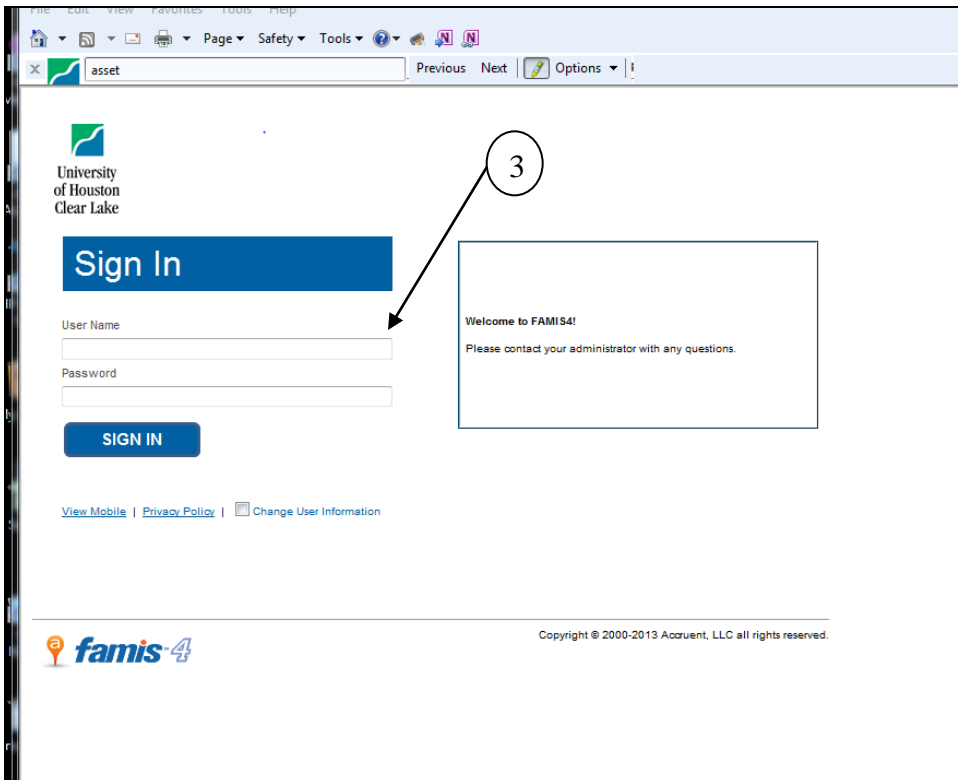


FMC WORK REQUEST ENTRY FAMIS4

1. Go to the FMC web page at <http://www.uhcl.edu/fmc>
2. Click on the link “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

The screenshot shows the 'Create Request' form for the University of Houston Clear Lake. The form is titled 'Create Request' and 'My Requests'. It includes a 'Sign Out' link and a 'Logbook' icon. The form fields are as follows:

- Property:** SSCB (indicated by a red box)
- Space:** 1109 (indicated by a red box)
- Floor:** 1
- Type:** Custodial
- Sub Type:** Cleanup / Spills (indicated by a red box)
- Priority:** Normal
- Room/Cube:** 1109
- Describe your Request:** I spilled my coffee again right next to my desk
- Who is making this request?:**
 - First Name:** Melissa (indicated by a red box)
 - Last Name:** Adkins (indicated by a red box)
 - Company:** University of Houston-Clear Lake
 - E-mail Address:** adkins@uhcl.edu (indicated by a red box)
 - Phone:** 3270 (indicated by a red box)
 - Fax:** (empty)

At the bottom of the form, there are 'OK' and 'RESET' buttons. A 'CLEAR CONTACT INFO' button is also present. The form includes a footer with 'Sign Out' and 'Help' links, and a copyright notice: 'copyright © 2000-2013 Acaquent, LLC all rights reserved.'

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.

The screenshot shows the confirmation page for the 'Create Request' form. It includes a 'Sign Out' link and a 'Logbook' icon. The page is titled 'Create Request' and 'My Requests'. The confirmation message is:

Your Request has been recorded.
The Request ID is [146](#)

Please write this number down for future reference. Thank you.

The page includes a footer with 'Sign Out' and 'Help' links, and a copyright notice: 'copyright © 2000-2013 Acaquent, LLC all rights reserved.'

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.

University of Houston Clear Lake

Sign Out
Logbook

Create Request My Requests Melissa Adkins at 1:27 PM

6 Open Requests for Melissa Adkins

Date	Request ID	Requested By	Property / Floor	Type/SubType	Assigned To	Status / Priority
3/25/2014 1:20 PM	146	Adkins, Melissa	SSCB 1 1109	Custodial Cleanup / Spills	Palomeque	Open / Normal
2/5/2014 8:53 AM	141	Adkins, Melissa	SSCB 1 1100	Doors/Locks Door Hardware	Groves	Open / Normal
2/5/2014 8:51 AM	140	Adkins, Melissa	SSCB 1 1100	Pest Control Other	Andersen	Open / Normal
2/5/2014 8:50 AM	139	Adkins, Melissa	SSCB 1 1100	Building Maintenance Other	Groves	Open / Normal
2/4/2014 12:55 PM	138	Adkins, Melissa	SSCB 2 22MR	Building Maintenance Other	Groves	Open / Normal
1/29/2014 2:19 PM	106	Adkins, Melissa	SSCB 3 3311	Custodial Empty Trash	Palomeque	Open / High

Closed Requests for Melissa Adkins (past 60 days)

No requests were found

Sign Out | Help
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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.

Create Request

My Requests

Melissa Adkins at 1:50 PM

REQUEST DETAILS

GENERAL INFORMATION

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

REQUEST DETAILS

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

Click UPDATE to save:

UPDATE