Superintendent - Insert Summary of Work in FAMIS

1. Open up the request to view the Request Details.

2. Scroll down to the UPDATE REQUEST section.

3. Read the REQUEST HISTORY information and summary of work provided by your front line staff.

4. In General Comments, insert a descriptive summary of work completed as well as any additional information that the requestor needs to know as a result of their request.

4. Click Update.

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