

Finding a Request in FAMIS



1. The **Find Request** tab allows you to search for requests by a variety of criteria.

2. Enter the **Request ID** and click *FIND*

Or

3. You can enter more search criteria, such as Work type, Sub Type, Priority and Status.

4. The **Date Requested** defaults to a range of the last 7 days; you can change this date range.

5. The **Search Text** field allows you to search work order comments for specific words. Enter the words exactly as they would appear in the work order.

6. **Advanced Search Criteria** displays listboxes that allow you to search for multiple values of Type, Status, Asset Class and/or Priority. To use this feature, click *Advanced Search Criteria*, and then select multiple values by holding down the SHIFT key while selecting values that are adjacent to each other, or holding down the CTRL key while selecting multiple individual values.
7. Click *FIND* to display the search results, then scroll down to view the work order you are searching for.
8. Clicking the link to the name of the **Requestor** will activate your email client and allows you to send a quick email.
9. Clicking *Request ID* will display the **Request Details** page.
10. Right-clicking the **Request ID** will display the Request Details page in a new window, thus allowing you to quickly return to the original search requests.
11. Click *Print WOs* to print work orders for all requests listed in the search results.
12. Click *Print Search Results* to print a quick list of the requests listed in the search results.

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