

# FAMIS Data Entry Techniques, Tips & New Features

FAMIS data entry can be completed using the mouse or the keyboard to access data entry fields.

# Using the Keyboard

Use the following keys to move around fields in data entry fields:

<TAB>

Move to the next field.

*<SHIFT><TAB>* Move to the previous field.

## **Using the Mouse**

There are a variety of techniques users can use when selecting fields with the mouse:

• Pick List Fields

Some fields will consist of pick lists (e.g. select from a pre-defined list of options). Click the down arrow to access the list then click to highlight the required entry.



Free Text Fields

Click in the data entry field with the mouse and type in the required text.





#### • Date Fields

Date fields will display monthly calendars where users can click on the required day to enter the date. Use the left or right arrows to scroll through the months and/or years.

Click the calendar arrows to scroll: by Month v Year	May 2014 ▼								
	Su	Мо	Tu	We	Th	Fr	Sa		
					1	2	3		
	4	5	6	7	8	9	10		
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		

## <u>Text Tips</u>

FAMIS navigation is enhanced by helpful *text tips*. Text tips will appear as users hover the mouse over certain fields and locations.

#### For example:

• Hover the mouse over an incomplete *Asset Name*.



Note: A text tip displays the full name from the Asset List.

• Hover the mouse over a *data entry field*.

Job Details		
Job Type	BREAKDOWN MAINTENANCE	•
Work Description		
Cost Category	Please select an item in the list.	•
Required Trade		~

Note: A text tip also displays the full description of the data entry field.

#### **New Features**

Custom Settings:

• Customise FAMIS colour scheme to dark or light





#### Long Left-Click

• Long left-click to bring up the Quick Menu



#### Session Timeout:

Session timeout is set for 2 hours after non-activity



Help Menu:

• allows users to locate FAMIS video tutorials and training materials within the URL

Help 💙	Infrastructure Tempor - Floring - Infrances DPTI Home About 1		Publications & Notices   Latest 1	Consection         Consection           Consection         Social Model Well         Social	
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You	A 🖪	7	Welcome Screen	00m20s 11Mb	
<b>6</b>			Badadh Schedules	00m428 11Mb 00m556 15Mb	

#### Advanced Search

• Advanced search feature now available on multiple columns where there is a lot of data.

Asset Zone Job Ident F	Remote Request Note ID	Job Type	Job Description	Est Fixed Fixed Class Cost Price Price	ldent P	Plan Plan Start Finish	Priority Vandal Ind	
								•
•		III						F

#### Schedules Tab

• The summary screen below the "tree" is a new feature in new FAMIS



# Exporting to Excel

• Data will download first and then be saved by the user via Excel.

Welcome Budget Schedules Work Request Agreement Job Tracking Approvals Job History Job Billing Involcing	Asset Lis	-	-	-	_	-	-	
Reject	A	В	C	D	E	F	G	Н
Job Number 90/82974 REPLACE LIGHT IN FAMILY DAY CARE WORKING AREA	Asset Zon	Job Ident	Remote R	Note	Job Type	Job [	Est Cost	Fixed Pric
Asset Job Request Note Job Type Job Description	e U	90\62974			BREAKDO	REPLACE	LIGHT IN FA	MILY DAY
U 90/929/4 BREAKDOWN MAINTENANCE REPLACE LIGHT IN FAMILY DAY CARE WORK	U	90\62530			BREAKDO	SOFTWAR	E ON COM	PUTER FOR
U 90/62530 BREAKDOWN MAINTENANCE SOFTWARE ON COMPUTER FOR ALARM SYS U 90/62276 BREAKDOWN MAINTENANCE URINAL LEAKING IN MENS TLT	U	90\62276			BREAKDO	URINAL LE	AKING IN	MENS TLT
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Job Ident I Ident Type Job Description Est Fixed Class Ident Plan Plan Plan Priority Val In Description I Descript	ndal c							
pen or save JobTracking.csv (122 KB) from famissa.gov.au? Open Save 💌 Canc	el ×							
Do you want to open or save NewJobsReport7Days.csv (1.05 KB) from dpti	(	Dpen	Save 🗖	Cano	el ×			

#### Zoom In/Out

A new global CTRL + mouse scroll zoom in and out feature is now available via the web
browser



<u>Paging</u>

• Page numbers now appear where there is a large amount of data/list of assets.

