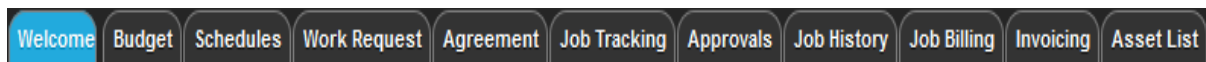**building** management

Desktop Aid

FAMIS Work Tabs

The *Work Tab* window displays twelve work tabs displaying various levels of information. Tabs available are applicable to a User's access level.

The Work Tabs provide access to the following functions:

| Welcome | Budget | Schedules | Work Request | Agreement | Job Tracking | Approvals | Job History | Job Billing | Invoicing | Asset List |

1	*Welcome*	Displays topical information and notices upon login.
2	*Budget*	Used to view and edit monthly budgets for Preventative Maintenance and other works.
3	*Schedules*	Displays the maintenance schedule and Technical Data Sheet (TDS) number for Preventative Maintenance and Property Services. Displays by work disciplines.
4	*Work Request*	Used to enter required data for planned and unplanned work.
4a	*Health*	*Restricted to SA Health only*
5	*Agreement*	Used to view a list of planned replacement/refurbishment and planned minor works jobs still awaiting authorisation.
6	*Job Tracking*	Displays the status of jobs that are currently in progress, and allows for variations, reworks and costs to be added.
7	*Approvals*	Displays a list of tasks awaiting authorisation for payment, and allows for approval or dispute of each job.
8	*Job History*	Displays the status of completed jobs.
9	*Job Billing*	Similar to *Job History* tab but displays all billing details of jobs for an asset.
10	*Invoicing*	Used by the Facilities Manager to allocate invoice numbers.
11	*Asset List*	Allows the selection of user specific assets to be displayed in the Asset List next time the user logs on.
12	*Tax Invoice*	Used by the Facilities Manager to authorise payment of job costs, fees and GST for the current period.