



Work Instruction

Authorise, Dispute or Delete an Agreement

1. Select an Asset from the Asset List pane.
2. Select the Agreement tab.
(**Note:** *Pending* is the default [Display] type).
3. Click the Agreement Type radio button to select the required option. (**Note:** The radio button will be automatically selected when this screen defaults from the *Work Request* screen).
4. Click the Select button to view *Pending* jobs.
5. Select the required *Action* from the Action pick list. (**Note:** *Release* is the default action for the pending display type).
6. Double-click on the job to be actioned in the display window. The system will *insert* the *Action* from the Action pick list.
7. Click the Submit button. This will authorise the work and the job will be available in the Job Tracking tab the following day.

The screenshot shows the FAMIS uatagency software interface. The top navigation bar includes 'File', 'Search', 'Reports', and 'Help'. The main header displays 'Asset: TRAN.05971 | ADEL 77 GRENFELL STREET', 'Address: 77 GRENFELL STREET ADELAIDE', 'Agency: FMU', 'Region: 01', 'Client Region:', and 'Zone: M - METROPOLITAN ZONE'. The left sidebar shows a tree view of 'Closed Assets' with 'ADEL 77 GRENFELL S...' selected. The main content area has tabs for 'Welcome', 'Budget', 'Schedules', 'Work Request', 'Agreement', 'Job Tracking', 'Approvals', 'Job History', 'Job Billing', 'Invoicing', and 'Asset List'. The 'Agreement' tab is active, showing a table with columns: Action, Status, Ident, Asset, Asset Zone, Agreement Type, Work Description, Est. Cost, and Fixed P. A row is highlighted with 'Pending 25 05971 M MIN Minor work 2000'. To the right of the table is an 'Action pick list' with a dropdown menu showing 'RELEASE' selected. Other options in the list include 'Schedules', 'Minor Work', 'Programmed Maint.', 'Property Services', and 'Advice To Client'. Below the list are buttons for 'Select', 'Clear', 'Submit', and 'Cancel'. A red box highlights the 'Action pick list' with an arrow pointing to the 'RELEASE' option.