

FAMIS FM & PATS Staff Account Setup/Change Request

Edit User

Department: _____ (Global Dept. Name)

User Name (Net ID): _____

U Number: _____ **Employee ID:** _____

First Name: _____ **Last Name:** _____

Title: _____ **E-Mail Address:** _____

Phone: _____ **Alt. Phone:** _____
(Users office phone number) (Alternate Phone/Cell Number)

Address 1: _____
(Address of the building user will work in)

Address 2: _____ **Add User to Crew:** _____
(Users mail drop location. Example: OPM - 100) (If more than 1, indicate in comments section below)

Requestor Location: _____ (Example: OPM - 105)
(The building and room user will work in)

My Requests Page (Future Days set to 0): Yes
(Click Yes, if user is a Technician and will be assigned preventative maintenance work orders. Leave this unchecked if the user will only be submitting work requests)

TimeCard Settings - Primary Approver: _____
(Name of Manager/Supervisor that will approve the users TimeCard)

Approval Level WO (Dept. Approval): Yes **Email WO Confirmation: Yes**
(Click Yes, if user will be approving paying work orders) (User receives an Email when submitting a WO)

User Security

Region Settings: _____
(Select the primary region (group of properties) that the user will require access to)

Default Property: _____
(Default building for work requests, use: *USF- **Select a Property*** to require a selection)

Security Profile: _____
(Select the name of the security profile for the user)

PATS Employees

Add Region (PATS - Field Work Orders): Yes
(PATS - PMI Activity): Yes
(Only used for Tampa - Parking & Transportation Services employees)

Comments:

(Please indicate users job function and any additional information that may help with account setup)

Name of Manager Making Request: _____

Department Approver Signature: _____ **Date:** _____