

COVID-19 PPE Requests via FAMIS

The following steps will guide you through the process of requesting COVID-19 PPE requests using TCNJ's work order system, FAMIS. You may access FAMIS via TCNJ's Today page using the widget entitled "Work Order System" at the top of the page using your TCNJ log-in credentials. Once logged, please follow these steps:

Step 1: Select Create Request

Step 2: Select Property (building/area where you are located)

Step 3: Select Floor and Space (you must choose a Floor before choosing a Space)

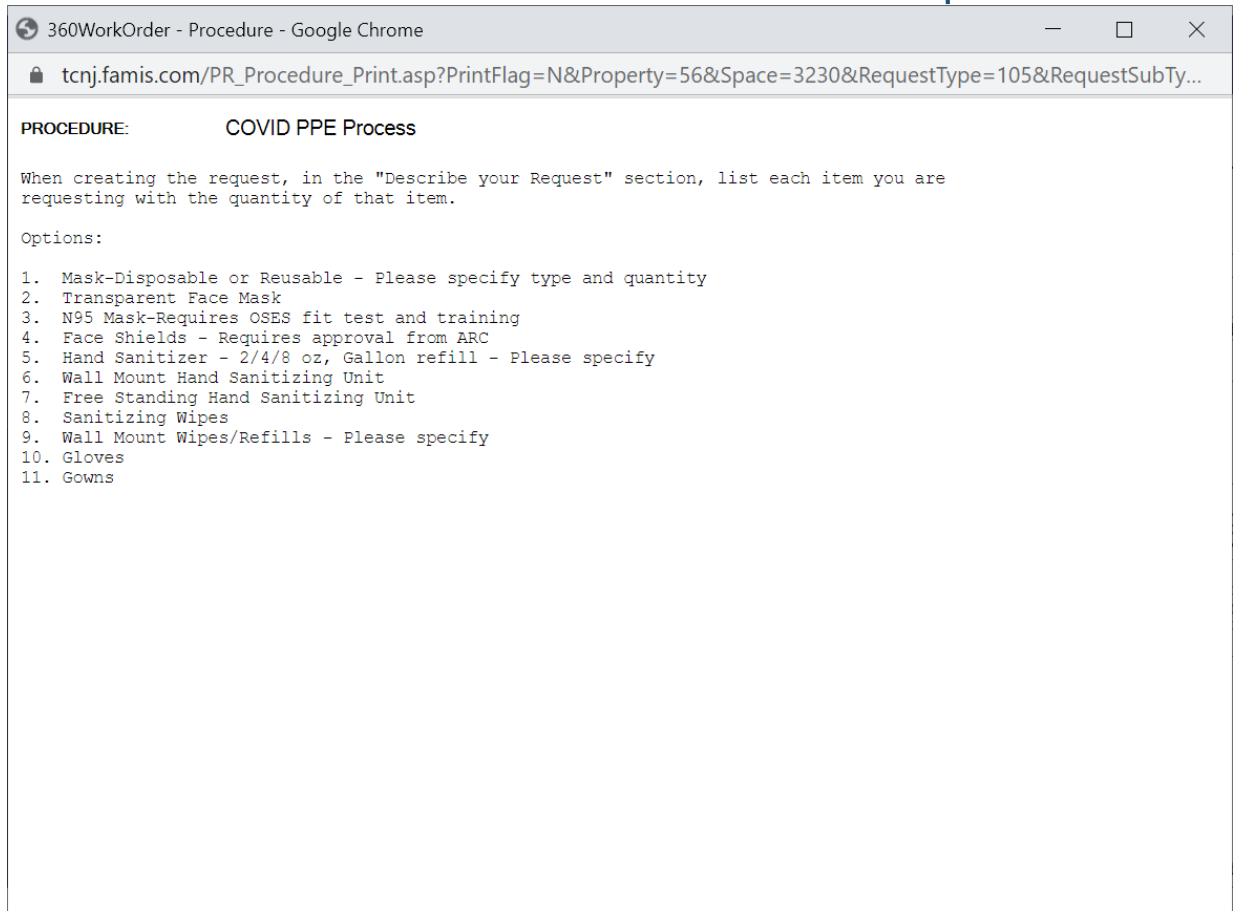
Step 4: Select Type: **New Covid PPE Request** & Sub Type: **See Procedure for Type of PPE Available**

Step 5: Select View Procedure (next to Describe your Request)

The screenshot shows the 'Logbook - Create Request' page in the FAMIS system. The page has a dark blue header with the TCNJ logo and the user's name, Maritza McGraw. A left-hand navigation menu includes options like 'Work Orders', 'Create Request', 'My Requests', 'Find Request', 'Logbook Reports', 'Workloading', 'Assets', 'Company', 'Dashboard', 'Inventory', 'Keys', 'Procedures', and 'Request Hub'. The main content area is titled 'Create Request' and contains several sections: 'Request Details' with fields for Property (Maintenance Building), Space (107), Floor (Floor 1), Type (New Covid PPE Request), Sub-Type (See Procedure for Type of PPE Available), and Priority (Medium); 'Who is making this request?' with fields for First Name (Maritza), Last Name (McGraw), Company (The College of New Jersey), Phone (16097713280), Department (2100 - Facilities Operations), and E-mail Address (mcgrawm@tcnj.edu); 'Internal Information' with fields for Crews, Assigned To (Automatic), Send Notifications? (Yes), and Follow-up Alert (Automatic); and 'Complete By' with a date and time field (9:00 AM) and an Asset field (Not Selected). Five orange callout boxes labeled 'Step 1' through 'Step 5' are overlaid on the page, with arrows pointing to the 'Create Request' button, the 'Property' dropdown, the 'Floor' and 'Space' dropdowns, the 'Type' and 'Sub-Type' dropdowns, and the 'View Procedure' link, respectively.

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Below is the View Procedure window which describes PPE available for request.



After deciding on selection, please enter details in Describe your Request section as indicated below:

