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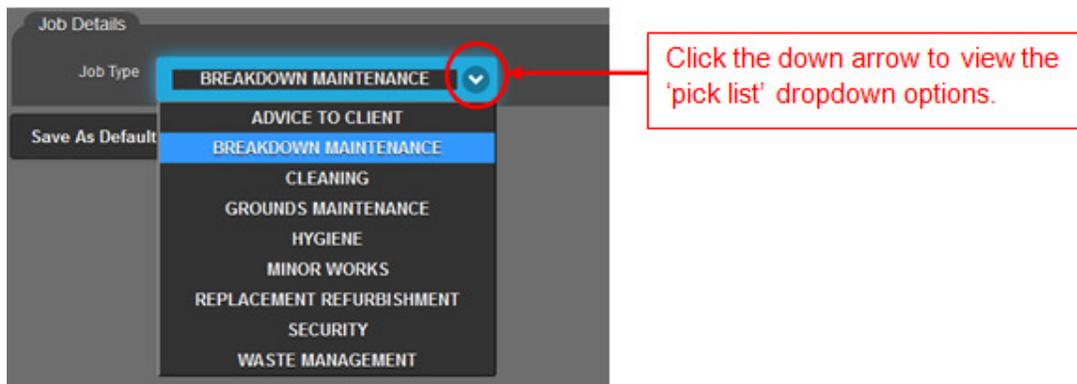
Use the following keys to move around fields in data entry fields:

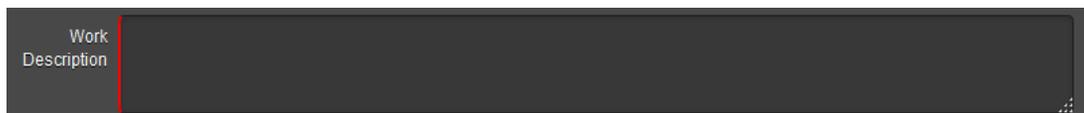|	
<TAB>	Move to the next field.
<SHIFT><TAB>	Move to the previous field.

Using the Mouse

There are a variety of techniques users can use when selecting fields with the mouse:
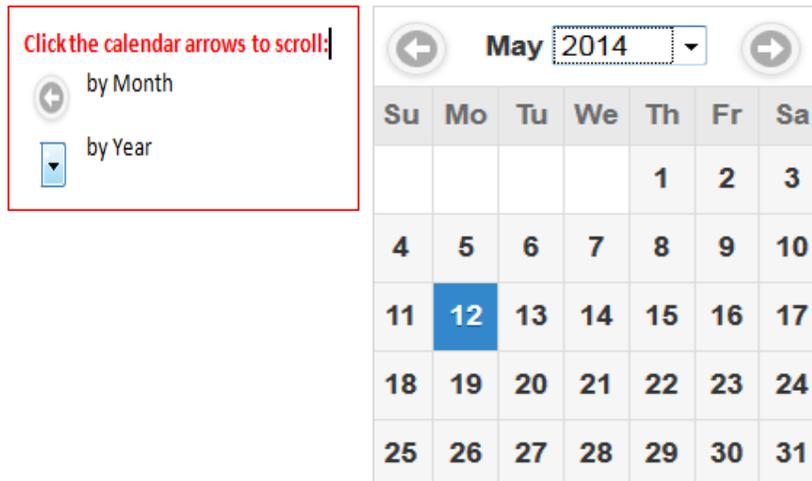
- **Pick List Fields**
  Some fields will consist of pick lists (e.g. select from a pre-defined list of options). Click the down arrow to access the list then click to highlight the required entry.

- **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.
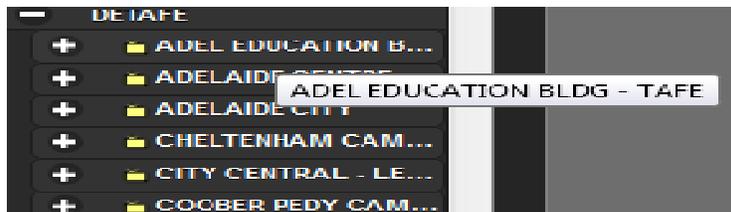

Text Tips

FAMIS navigation is enhanced by helpful *text tips*. Text tips will appear as users hover the mouse over certain fields and locations.
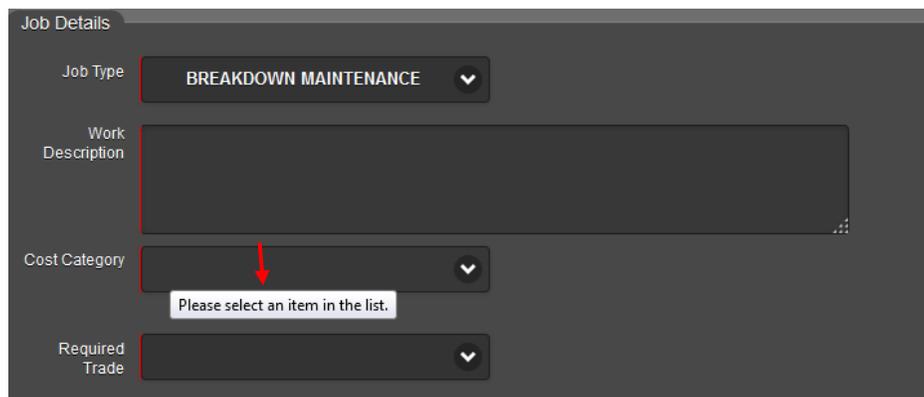
<u>For example</u>:

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

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

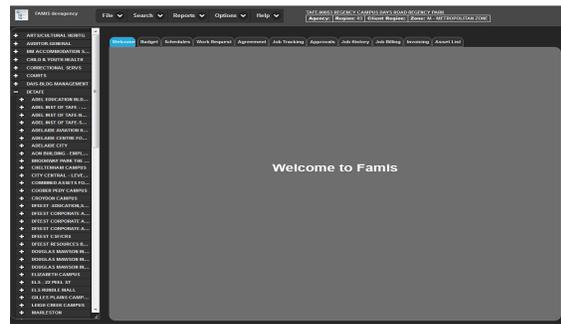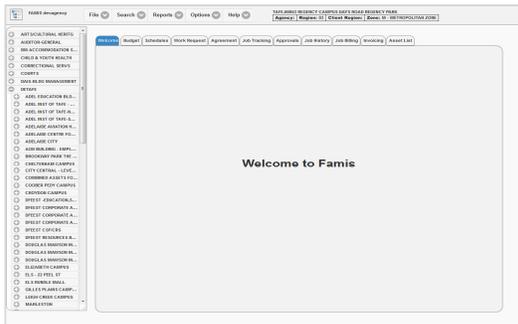- Hover the mouse over a *data entry field*.

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

New Features

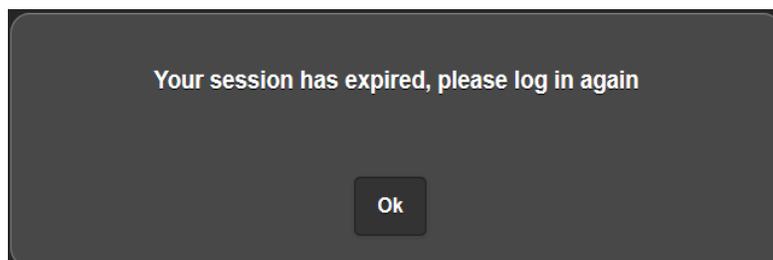Custom Settings:

- Customise FAMIS colour scheme to dark or light

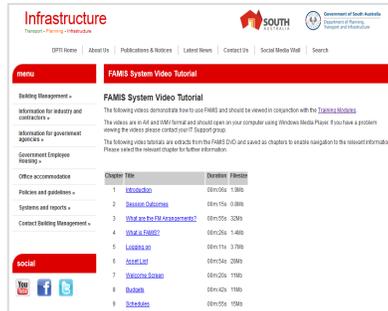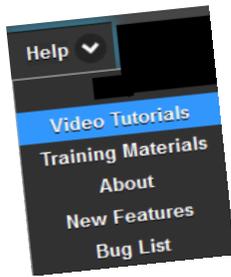Long Left-Click

- Long left-click to bring up the Quick Menu

Session Timeout:

Session timeout is set for 2 hours after non-activity

Help Menu:

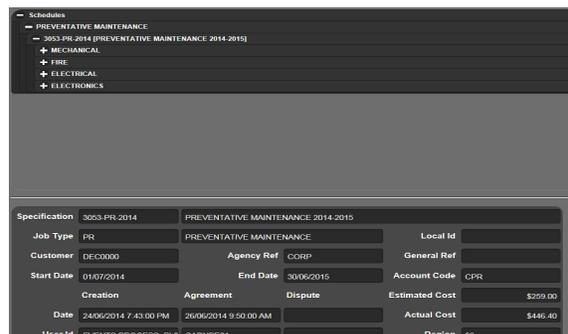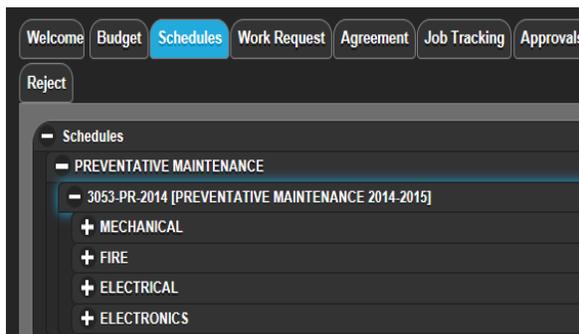- allows users to locate FAMIS video tutorials and training materials within the URL

Advanced Search

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

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.

Zoom In/Out

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

Paging

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