## APPLICATION FOR FAMIS USER ID AND PASSWORD



Please complete all fields, then scan and email to DIT.AGFMAServiceDesk@sa.gov.au FAMIS Client Code: \_\_\_\_\_ (if known) Agency Name: Name: Position: Location: Phone: Email: Note: If you require FAMIS training, please indicate by ticking this box -**FAMIS Functions** – *refer to* **Agency User Profiles** Health **Schools** FM User Hotline CM **G** Kpr only **Profile** next page for definitions Please tick **one** of these 5 6 7 2 1 1 boxes **Enquiry of FAMIS data** ✓ **Work Request Creation Modify Accounting Data** ✓ ✓ ✓ ✓ ✓ **√** Release of Planned Work Acceptance of Cost Claim Approval of Cost Claim ✓ ✓ ✓ **√ Budget Updating** Invoicing by FM Tax Invoice Authorisation Designated Location (DL) Name & Number/s required (for all agency assets, write "all assets") **Designated Location Name** Designated Loc. No **FAMIS Access Approving Officer Authorisation:** Name: \_\_\_\_\_ Position/Title: \_\_\_\_ Date Received: \_\_\_\_\_ Date sent to IS: \_\_\_\_\_ **DIT Use Only:** User ID: AGFMA Unit Approval:

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## **FAMIS Functions Defined**

Agency Functions	Description
Enquiry of FAMIS data	View job information
Work Request Creation	Create planned and unplanned jobs
Modify Accounting Data	Amend job information – account codes, cost categories, general references
Release of Planned Work	Releasing planned work requests to be allocated a job number
Acceptance of Cost Claim	Acceptance that the work has been performed correctly
Approval of Cost Claim	Authorise job for payment to FM Service Provider

Agency Specific Profiles	Description
6. Health Gatekeeper	Profile reserved for SA Health Gatekeepers only
7. DECD School User	Profile reserved for schools only

FACILITIES MANAGER (FM) Service Provider Functions	Description
Enquiry of FAMIS data	View job information
Invoicing	Assign invoices and authorise tax invoices

## **DIT Office Use Only**

Agency Profile No.	Associated Doing Role
1	AGENCY ENQ
2	AGENCY_AGREE
3	AGENCY_ACCEPT
4	AGENCY_APPROVE
5	AGENCY
6	AGENCY_SUPER_GATEKEEPER
7	AGENCY_DECD
FM Profile	Associated Doing Role
No.	
1	FACMGR_ENQ
2	FACMGR
DIT Profile	Associated Doing Role
No.	
1	Hotline
2	Contract

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