

FD-940 Electronic Office Maintenance

Scan and E-Mail to accesshelp@tamu.edu

Part I. Screen 940 Defaults

Before completing this section, look at Screen 940 for your FAMIS electronic office. This form replaces all that appears on Screen 940. If you do not know your FAMIS electronic office name, then contact FMO Access & Security. Changing the default signer will completely remove the current default signer from the routing path. If the Office Manager is a signer for all accounts in the electronic office, then he/she needs to be the default signer since he/she cannot add or remove himself/herself from the signer desk. FMO-Access & Security staff will be assigned by default as needed. Security staff will always be able to change creator approver and signer staff as appropriate. If you want FMO-Access and Security staff to handle all your e-office management please use the information from Delegate 2 for Delegate 1 and Office manager.

FAMIS Electronic Office Name	Description	Action
FAMIS E-office view Name	Description	Action

	Name	UIN
Office Manager (required):		
Office Manager Delegate 1 (required):		
Office Manager Delegate 2 FMO-Access & Security Staff	FMO-Access & Security Staff Default	A&S Staff
Default Signer (required):		

Part II. Units To Office Assignment

Before completing this section, look at Screen 935 for your FAMIS electronic office. Include all department/sub-department codes (e.g., FISC/OPS) that should be assigned to this office. If you do not have any sub-departments then use "none" as the sub-department. Be sure to include all units that are currently in your office so that the form has all current information on it. Any units left off will be deleted from the electronic office.

Dept Code	Sub-dept Code	View	Sub-dept Code	Dept Code	View	Dept Code	Sub-dept Code	View

PART IV. Required Signatures- Both signatures are required.

Department Head/Director Signature	Printed Name	Date
Office Manager Signature	Printed Name	Date