

FAMIS Help Summary

Lock your screen by typing /L then PF12! Whenever you leave your desk, in the Screen field, type /L and then press the PF12 key. To unlock your screen, type in the password you used at the Terminal Productivity Executive 5.0 sign-on screen.

<p>If stuck, try one of these:</p> <ol style="list-style-type: none"> 1. Press the Tab key. 2. Press the ESC key, then Tab. 3. Clear Screen, then type either FAMI or Logoff. To clear try these options: <ul style="list-style-type: none"> • Press the Pause/Break key • Click the “Clr” button • Press CTRL/F2 4. Type /w, then press the PF12 key. Place “I” by highlighted PF key and press <enter> to inactivate session. 	<p>FAMIS Listserv</p> <p>To subscribe:</p> <ol style="list-style-type: none"> 1. Send email to listserv@listserv.tamu.edu 2. Do not enter a subject. 3. Type Subscribe AM-FAMIS-L Firstname Lastname as the message. <p>To unsubscribe:</p> <ol style="list-style-type: none"> 1. Send email to listserv@listserv.tamu.edu. 2. Do not enter a subject. 3. Type Unsubscribe AM-FAMIS-L as the Message.
<p>FAMIS Function Keys</p> <p>PF2 – Help PF4 – Exit pop-up screen PF5 – Next Screen PF9 – Print/Download PF10 – Scroll Left PF11 – Scroll Right</p>	<p>Purchasing Inquiry Screen Function Keys: Screens 271,272,280-87.</p> <p>Place cursor next to desired document. Press desired function key for pop up screen.</p> <p>PF5 – Invoicing PF6 – Receiving PF7 – Up PF8 – Accounts, down</p>
<p>Keyboard Tips</p> <p><u>Tab</u> – allows you to move from field to field <u>Shift/tab</u> – back tab <u>Home</u> – takes you to the screen field <u>Pause/Break</u> – clears your screen <u>PF keys</u> – function keys used in FAMIS to allow functionality on screen</p> <p>New Password Tip New passwords must be 6-8 characters long.</p>	<p>Help Keys</p> <ol style="list-style-type: none"> 1. PF2 - Position cursor in desired field. Press the PF2 key. A definition may or may not appear. Press <enter> for the field values. 2. ? help - Position cursor in desired field. Type ?. Press <enter> for field values. 3. * help - Positions cursor in desired field. Type * and press <enter> for a table.
<p>Web-sites</p> <p>Financial Management Services: http://famis.tamu.edu FAMIS Services: http://sago.tamu.edu/famis</p>	<p>Help Line Numbers</p> <p>FAMIS Security: 847-8833 or 458-1147 Purchasing Help Line: 862-3261 FMS Receptionist: 845-8104 Computing & Info Services: 845-4219</p>