**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.

<table>
<thead>
<tr>
<th>If stuck, try one of these:</th>
<th>FAMIS Listserv</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Press the Tab key.</td>
<td>To subscribe:</td>
</tr>
<tr>
<td>2. Press the ESC key, then Tab.</td>
<td>1. Send email to <a href="mailto:listserv@listserv.tamu.edu">listserv@listserv.tamu.edu</a></td>
</tr>
<tr>
<td>3. Clear Screen, then type either FAMI or Logoff. To clear try these options:</td>
<td>2. Do not enter a subject.</td>
</tr>
<tr>
<td>• Press the Pause/Break key</td>
<td>3. Type Subscribe AM-FAMIS-L Firstname</td>
</tr>
<tr>
<td>• Click the “Clr” button</td>
<td>Lastname as the message.</td>
</tr>
<tr>
<td>• Press CTRL/F2</td>
<td>To unsubscribe:</td>
</tr>
<tr>
<td>4. Type /w, then press the PF12 key. Place “I” by highlighted PF key and press &lt;enter&gt; to inactivate session.</td>
<td>1. Send email to <a href="mailto:listserv@listserv.tamu.edu">listserv@listserv.tamu.edu</a>.</td>
</tr>
<tr>
<td></td>
<td>2. Do not enter a subject.</td>
</tr>
<tr>
<td></td>
<td>3. Type Unsubscribe AM-FAMIS-L as the Message.</td>
</tr>
</tbody>
</table>

**FAMIS Function Keys**

- PF2 – Help
- PF4 – Exit pop-up screen
- PF5 – Next Screen
- PF9 – Print/Download
- PF10 – Scroll Left
- PF11 – Scroll Right

**Purchasing Inquiry Screen Function Keys:**

Screens 271, 272, 280-87.
Place cursor next to desired document. Press desired function key for pop up screen.
- PF5 – Invoicing
- PF6 – Receiving
- PF7 – Up
- PF8 – Accounts, down

**Keyboard Tips**

- **Tab** – allows you to move from field to field
- **Shift/tab** – back tab
- **Home** – takes you to the screen field
- **Pause/Break** – clears your screen
- **PF keys** – function keys used in FAMIS to allow functionality on screen

**New Password Tip**

New passwords must be 6-8 characters long.

**Help Keys**

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** - Position cursor in desired field. Type * and press <enter> for a table.

**Web-sites**

Financial Management Services: http://famis.tamu.edu
FAMIS Services: [http://sago.tamu.edu/famis](http://sago.tamu.edu/famis)

**Help Line Numbers**

- FAMIS Security: 847-8833 or 458-1147
- Purchasing Help Line: 862-3261
- FMS Receptionist: 845-8104
- Computing & Info Services: 845-4219

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