Creating a Work Request

Step 1. **Log-in** https://uregina.famis.ca/

- Sign in page will appear
- Enter User Name = Novell Id
- Enter Password (see information page on password policy and password re-set process)
- NOTE: if you need to change your password check the Change User Information box under the Sign In button
- Upon log-in your landing page will be the **Create Requests** tab

Step 2. **Create Request**

- Click on the **Create Request** tab
- Please note all fields marked with a red box are required fields
- Also note that your contact information fills in mid-page automatically, if any information is incorrect, please contact Work Control.
- If you are entering the request on behalf of someone else click on the **FIND A CONTACT** button
- The building your office is in will default, if you are requesting work in another building you will have to use the drop down to select the required building
- Select the floor from the drop down
- Select the room/space number from the drop down
- Using the Type drop down make the appropriate selection for your request
- Using the Sub Type drop down you will be able to further classify your request
- NOTE: when making Type and Sub Type selections please remember you are not picking the crew to do the work, but categorizing the request.
- Priority Code defaults to P3, (see attached Priority Code document.) You can adjust the priority as it suits your request. Work Control will review and change if necessary.
- Fill in the Describe your Request field; keep the message brief but descriptive. (This message is what appears on your invoices for billable work)
- If this is a Core work order (non chargeable,) click the OK button to submit the request
You will receive notification that your work order has been created and the system will generate the next available request number
Step 3. **Required only if the service requested is Billable (Non-Core)**

***Do this step only if your Unit has decided to use the work flow where your faculty administrator or person responsible for that FOAPAL is going to approve the work before it moves onto Work Control.

- Click select behind the Assigned To: field in the internal Info area. Enter the name of the authorizing person from your area.

***Go directly to FOAPAL entry if the request is to go directly to Work Control.

Enter FOAPAL at the ACCOUNTS area

- Click on Add Another Account Group
- Choose the Billing Type drop down of Non Core Time&Materials
- Click on Add New
- Enter the FOAPAL information in the appropriate fields
- NOTE: we have some FOAPALs set up in the Account Index area, and if you request frequently and use a consistent account we can add to our Index
- Click OK