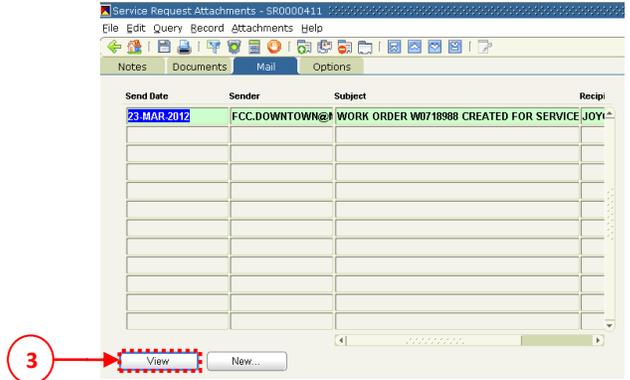
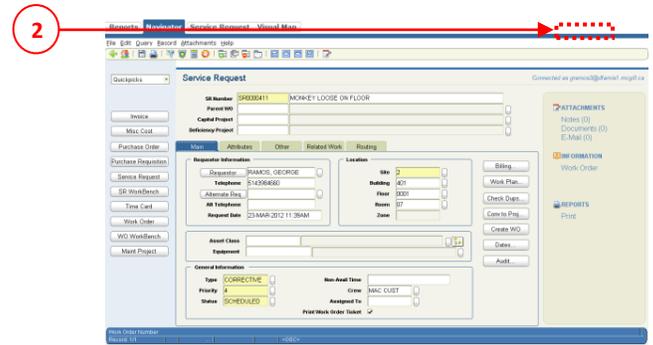


View a FAMIS Email

When you open something in FAMIS, such as a Service Request or Work Order, you can have FAMIS log an email in the system permanently. This email will be viewable by anyone who opens the SR or WO in the future.

- 1) Open a Service Request or Work Order
- 2) Click the “E-mail” link on the far right-side of your screen. *NOTE: if you don’t see an E-mail link, or if it doesn’t work, you may need to log-in to FAMIS again. Be sure to answer the security warning messages correctly.*
- 3) Click on the Email you want to view
- 4) Click the “View” button
- 5) When finished, click the “Cancel” button



Send an Email from FAMIS

The most commonly used emails have been set up as “templates” for your convenience.

- 1) Open a Service Request or Work Order
- 2) Click the “E-mail” link on the far right-side of your screen.
- 3) Click the “New” button
- 4) Select an email template from the “Template” pull-down box at the top
- 5) Enter the full email address of the mail recipients (you can search for employee email addresses by using the List of Values (LOV) button).
- 6) Edit the email, if necessary.
- 7) Click the “Send” button, or click “Cancel” to return to the previous screen.

