

Using the FAMIS Navigator

- 1) Almost every Navigator screen has the same set of icons at the top. These include the Home icon, the Query mode icon, and others:



- 2) **FAMIS forms** use 3 colors for its boxes:

- a. **YELLOW** are mandatory fields
- b. **WHITE** are data fields
- c. **BLUE** fields indicate Query Mode

- 3) **Query mode** lets you find things. It can be accessed two ways:

- a. Either press **F7** on your keyboard to enter query mode and **F8** to run the query,
- b. OR, click the “Enter Query”  icon to start query mode and “Execute Query”  to run it
 - i. For any query you run, use the **%** symbol to replace any text, as a “wildcard”.
 - ii. To see how many records will be returned by the query you entered, press the “Count Hits”  icon. The number of results will be shown at the bottom of the screen in the blue status bar. Press F8 to run the query.
- c. If you ran a search that returned more than one record, press the UP  and DOWN  arrow keys on your keyboard to view each record, one at a time.

- 4) **To pick from a list**, click the List of Values (LOV) button  or press **F9** on your keyboard. Sometimes there is no LOV button, however, so **F9** if more reliable.

- 5) **Click the “Home” icon**  **often**. If you need to open another screen, click the “Home” icon *before* clicking a shortcut button on the left. This prevents almost all FAMIS Navigator errors from happening.

If FAMIS is frozen...

If FAMIS seems stuck or keeps moving the cursor, look in the bottom of the screen, on the blue bar, for any error messages.

If you do get stuck, try each of these, in order:

- a. If you want to UNDO all the typing just did on a form, click the Clear icon 
- b. Click the Back icon 
- c. Click the Home icon 
- d. If you are in blue Query mode, click the Stop icon  to exit Query mode

If none of the buttons work, you need to reload FAMIS. Try each of these, in order:

- a. Click the “Refresh” link in the top right corner of your screen.



- b. Exit all browser windows and log into the FAMIS container site again at <https://www.mcgill.ca/facilities/famis>