Famis Cloud – Adding a Full User to a Crew

1. Create a User
2. Edit a User
3. Positions
4. User Security
5. Create a Property
6. Edit a Property
7a. Property Floors
7b. Property Spaces
8. Room Types
9. Property Types
10. Property Documents
11. Property Document Types

1. Property Guests
2. Property Request Notifications
3. Region Notifications
4. Email Groups
5. Request Types and Sub Types
6. Property Request Types
7. Property Request Sub Types
8. Activity Groups
9. Email Response Codes
10. Origination Codes
11. Priority Lists
12. Prioritize SLA Settings
13. Crews

1. Inspection Classes and Types
2. Inspection Items
3. Inspection Conditions
4. Associate Items to Types
5. Inspection Scoring Types
6. Survey Rules
7. Inspection Class by Property
8. Area Types
9. Area Type by Property
10. Configuration Options
11. Inspection Notifications - Property
12. Inspection Notifications - Region
13. Inspection Grading Scale

1. Configuration Options
2. Company Subcontractors
3. Cost Centers
4. Timecard Print Formats
5. Manager - Employee Setup
6. Labor Reasons
7. Pay Period
8. Labor Entry Templates

SYSTEM ADMIN ▲
1. Dead Letters
2. Inbound Messages
3. Outbound Messages
2.5. Full Unlabeled User Security
Select the crew you wish to add the user to

Click the Select Member link

Select User

Enter a Name, Company, Address, City, or Phone Number

Find

Nunez, Louis

UConn Health
263 Farmington Ave
Farmington CT 06030

Nunez, Victor

UConn Health
263 Farmington Ave
Farmington CT 06030

Nunez, Maria

UConn Health
263 Farmington Ave
Farmington CT 06030
Crew:

- Minor Maintenance

Status:
- Active

Company:
- Not Selected

Department:
- Select...

External Crew ID:

Hourly Rates:
- Regular: 49.50
- Overtime (OT): 64.00
- Double Overtime (DT): 0.00

Crew Hours/Day:

Add Member:
- Select Member

Members

<table>
<thead>
<tr>
<th>Members</th>
<th>UConn Health</th>
<th>Crew Leader?</th>
<th>DELETE</th>
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<tbody>
<tr>
<td>Clark, Walter</td>
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* = User is inactive

Click Update