

Famis Cloud – Converting a Guest User to a Full User

UCONN HEALTH

Space Survey Space BI Dashboard Purchasing Requisition Inventory **Admin** Sign Out
Work Orders Request Hub Asset Schedule Procedures Company Inspection Property TimeCard
Accruent Analytics

Logged on as Andrew Leete

SAVE CONFIGURATION OPEN ALL CLOSE ALL COLLAPSE PANE

ADMIN ▲
[1. Create a User](#)
[2. Edit a User](#) 2

LOGBOOK ADMIN ▲
[1. Property Guests](#)
[2. Property Request Notifications](#)

INSPECTION ADMIN ▲
[1. Inspection Classes and Types](#)
[2. Inspection Items](#)

TIMECARD TE ADMIN ▲
[1. Configuration Options](#)
[2. Company Subcontractors](#)

UCONN HEALTH

Space Survey Space BI Dashboard Purchasing Requisition Inventory **Admin** Sign Out
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Edit User
■ indicates a required field
SELECT USER 1

Select User
Enter a Name, Company, Address, City, or Phone Number
nunez 2 FIND 3

famis

Select User

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

User ▲	Company / Address	User Type	
Barany Nunez, Victoria	UConn Health 263 Farmington Ave Farmington CT 06030	Named Guest	Details
Nunez, Louis	UConn Health 263 Farmington Ave Farmington CT 06030	Named Guest	Details
Nunez, Milagros	UConn Health 263 Farmington Ave Farmington CT 06030	Named Guest	Details

Click on the name

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Edit User
■ indicates a required field

SELECT USER

[User Distribution](#) [User Security](#)

User Name: NUNEZ
New Password: [masked] ✓
Verify New Password: [masked]

User Type: **Named Guest** Restricted
Self Registration Profile: No
Security Profile: No

User Name:	NUNEZ	User Type:	Named Guest
Full Name:	Louis Nunez	Company:	UConn Health
Address:	263 Farmington Ave Farmington, CT 06030 US		Last Login Date:
E-Mail Address:	NUNEZ@uchc.edu	Status:	Active

▼ REGION SETTINGS

SELECT REGION

Current Regions:

All Regions UConn Health Tab Order: All Requests ▼ DELETE

Click Update to save changes to the Region security: UPDATE

▼ PROPERTY SETTINGS

SELECT PROPERTY

You must select at least 1 property per user

Current Properties:

T - University Tower 263 Farmington Ave DEFAULT General ▼ All Requests ▼ DELETE

Click Update to save changes to the Property rights: UPDATE

▼ ACTIVITY GROUP SETTINGS

Activity Groups

You must select at least 1 Activity Group per user

Add Activity Group:

- Select...
- Above Ceiling Permit
- Capital Projects
- Facilities Management Internal
- PM Activity & Inspections
- Self-Service Users

1

Add both Facilities Management Internal and PM Activity & Inspections, then click Update

Current Activity Groups:

Self-Service Users Order: Allow Assignment?: No All Requests ▼ DELETE

Click Update to save changes to the Activity Group rights: UPDATE

▼ SECURITY RIGHTS SETTINGS

[Expand All](#) | [Collapse All](#)

SECURITY PROFILE: Security Profile zLevel 0.5 Named Guest

REMOVE SECURITY PROFILE

2

▼ Logbook Security Rights

- | | | | | |
|--|---|--|--|---|
| <input checked="" type="checkbox"/> Access Logbook | <input checked="" type="checkbox"/> My Requests | <input type="checkbox"/> Find Assets | <input type="checkbox"/> Asset Viewer | <input type="checkbox"/> Restrict History/SOW |
| <input checked="" type="checkbox"/> Find Requests | <input checked="" type="checkbox"/> Attachments | <input type="checkbox"/> Find/View Company | <input checked="" type="checkbox"/> Public Documents | <input checked="" type="checkbox"/> View Procedures |
| <input type="checkbox"/> Future Requests | <input checked="" type="checkbox"/> Create Requests | <input type="checkbox"/> My Company Only | <input type="checkbox"/> Authorize Entry | <input type="checkbox"/> Guest Approve Work |

- Click the Edit User link at the top



User Security

Andrew Leete

■ indicates a required field

SELECT USER

[Expand All](#) | [Collapse All](#) | [Edit User](#)

User Name:	NUNEZ	User Type:	Named Guest
Full Name:	Louis Nunez	Company:	UConn Health
Address:	263 Farmington Ave Farmington, CT 06030 US		Last Login Date:
E-Mail Address:	NUNEZ@uchc.edu	Status:	Active



Edit User

[Andrew Leete](#)

■ indicates a required field

Change the User Type from
Named Guest to Full User

SELECT USER

User Name:

New Password:

User Type:

- Full User
- Named Guest**
- Unnamed Guest

Restricted

[User Distribution](#)

[User Security](#)

City: Farmington State/Province: Connecticut

Zip/Postal Code: 06030 Country: United States

Phone: 8606793541

Mobile:

Home Phone:

E-Mail Address: NUNEZ@uchc.edu Address:

Email WO Confirmation? Yes

WO Authorization?: Yes **1** Should already be Yes, but change to Yes if it is No

SSO Required? Yes **2** Should already be Yes, but change to Yes if it is No

Hourly Rates: Regular: 0 Overtime (OT): 0 Set History Days to 365 (Default is 60) Rate Schedule? No

Internal Hourly Rates: Regular: 0 Overtime (OT): 0 Double Overtime (DT): 0 Allow Markup? Yes **3**

My Requests Page: History Days: 60 Future Days: 0 WO# Per Page: 50

Mobile My Requests Page: Mobile History Days: 0 Mobile Future Days: 0 Mobile WO# Per Page: 0

TimeCard Settings: Timecards? No **4** Timesheet Print Format: External Payroll ID: B00043230

Primary Approver: Not Selected [Select](#) Set Timecards to Yes

External System ID: Select... External Employee ID: NUNEZ@uchc.edu Default Origination Code:

Lock Assigned Work Orders: No

Default Page: This must be Active

Language: Accruent Analytics Security: Consumer

Status: Active **5** **6**

Click OK to submit your information, RESET to reset the page

OK RESET

Edit User

Andrew Leete

■ indicates a required field

SELECT USER

[User Distribution](#) [User Security](#)

User Name: NUNEZ

Restricted

New Password: ●●●●●●●●

If the user is going to be a crew member that will use Famis Mobile / AppTree, set a New Password and Verify it, then click the OK button at the bottom of the page

Verify New Password: ●●●●●●●●

Self Registration Profile: No

Security Profile: No

Edit User Andrew Leete

■ indicates a required field

[Click User Security](#) → [User Security](#)

SELECT USER

User Name: NUNEZ **User Type:** Full User Restricted

New Password: **Self Registration Profile:** No

Verify New Password: **Security Profile:** No

▼ACTIVITY GROUP SETTINGS

Activity Groups You must select at least 1 Activity Group per user

Add Activity Group: 1

Current Activity Groups:

Facilities Management Internal	Tab Order: 2	Allow Assignment?: Yes <input type="checkbox"/>	All Requests <input type="checkbox"/>	<input type="button" value="DELETE"/>
PM Activity & Inspections	Tab Order: 2	Allow Assignment?: Yes <input type="checkbox"/>	All Requests <input type="checkbox"/>	<input type="button" value="DELETE"/>
Self-Service Users	Tab Order: 2	Allow Assignment?: No <input type="checkbox"/>	All Requests <input type="checkbox"/>	<input type="button" value="DELETE"/>

▼ASSET GROUP SETTINGS

Asset Groups

Add Asset Group: 2

Current Asset Groups:

3

▼SECURITY RIGHTS SETTINGS [Expand All](#) | [Collapse All](#)

SECURITY PROFILE: 4 5

Confirm the settings below are correct.

▼ACTIVITY GROUP SETTINGS

Activity Groups You must select at least 1 Activity Group per user

Add Activity Group: 1

Current Activity Groups:

Facilities Management Internal	Tab Order: 2	Allow Assignment?: Yes <input type="checkbox"/>	All Requests <input type="checkbox"/>	<input type="button" value="DELETE"/>
PM Activity & Inspections	Tab Order: 2	Allow Assignment?: Yes <input type="checkbox"/>	All Requests <input type="checkbox"/>	<input type="button" value="DELETE"/>
Self-Service Users	Tab Order: 2	Allow Assignment?: No <input type="checkbox"/>	All Requests <input type="checkbox"/>	<input type="button" value="DELETE"/>

▼ASSET GROUP SETTINGS

Asset Groups

Add Asset Group:

Current Asset Groups:

Assets 2

▼SECURITY RIGHTS SETTINGS [Expand All](#) | [Collapse All](#)

SECURITY PROFILE: Security Profile zLevel 1.0 Crew Member 3