

03.04 How to Find Open Work Orders

The screenshot shows the 'Find Request' search interface in the FAMIS 2025 system. The interface is divided into several sections for filtering search results:

- Region:** Select...
- Property:** None Selected (with Select/Clear links)
- Floor:** Select...
- Space:** Select...
- Request ID:** Text input field
- Search Text:** Text input field
- Search Filter:** All Requests (dropdown)
- Activity:** Select... (dropdown)
- Type:** Select... (dropdown)
- SubType:** Select... (dropdown)
- Priority:** Select... (dropdown)
- Open/Closed:** All Requests (dropdown)
- Status:** Select... (dropdown)
- Failure Code:** Select... (dropdown)
- Origination Code:** Select... (dropdown)
- Billable?:** All (dropdown)
- Company Name:** Text input field
- Requestor's Last Name:** Text input field
- Assigned To:** All (with Select/Clear links)
- Asset Class:** Select... (dropdown)
- Asset:** Not Selected (with Select/Clear links)
- Schedule ID:** Text input field
- Date Filters:**
 - Requested Date Range:** Select... (dropdown)
 - Date Requested:** 12/22/2025 to 12/29/2025 (calendar pickers)
 - Close Date Range:** Select... (dropdown)
 - Date Closed:** (calendar pickers)
- Complete By Date:** (calendar pickers)

At the bottom, there is an 'Advanced Search Criteria' section with a 'FIND' button and a 'RESET' button.

Log in to your account.

1. Click Logbook
2. Click the "Find Request" tab
 - a. Fill in as many fields as necessary to locate what you are looking for. For example, Region, Assigned To, Activity, Open/Closed, and Requested Date Range.
3. Click "Find"

EXAMPLE LIST OF WORK ORDERS

<u>Date</u>	<u>ID</u>	<u>Initiated By</u>	<u>Property</u>	<u>Type/SubType</u>	<u>Assigned To</u>	<u>Status / Priority</u>
7/1/2013 8:00 AM	76924	Scheduled zAdmin2_360	Main Building General	Light Out - Exterior Lighting	zAdmin2	Open / End of Month Completion
Comments: Please inspect lights.						
Labor Hours: Est: 0.00 Act: 0.00						
Complete By: 7/31/2013 11:59 PM						
7/1/2013 8:00 AM	76937	Scheduled zAdmin2_360	Main Building General	Aquatics Large Swimming Deck	zAdmin2	Open / End of Month Completion
Comments:						
Labor Hours: Est: 0.00 Act: 0.00						
Complete By: 7/31/2013 11:59 PM						
7/1/2013 8:00 AM	86828	Scheduled zAdmin2_360	Main Building General	Aquatics Large Swimming Deck	zAdmin2	Open / High
Comments: scheduled monthly maintenance						
Labor Hours: Est: 0.00 Act: 0.00						
Respond By: 7/1/2013 11:59 PM ■						
Complete By: 7/3/2013 11:59 PM ■						
6/3/2013 8:00 AM	75578	Scheduled zAdmin2_360	Main Building General	Light Out - Exterior Lighting	zAdmin2	Open / End of Month Completion
Comments: Please inspect lights.						
Labor Hours: Est: 0.00 Act: 4.00						
Complete By: 6/30/2013 11:59 PM ■						