

03.06 How to Attach a Document to a Work Order

1. **Module:** Logbook
2. **Find Request**
3. **Region:** 2.2 Roadside DTSD
4. **Property:** Choose the property that applies.

SPECIFIC FOR INVENTORY INSPECTIONS:

5. **Type:** Admin Work
6. **Subtype:** Equipment /vehicle inventory collection

Date Filter: It will not find any work orders outside of the dates actively selected. Be sure to change date to at least the date the work order was created.

The screenshot shows the 'Find Request' interface in the FAMIS 360 system. The interface includes a left-hand navigation menu with 'Find Request' highlighted. The main search area contains several dropdown menus and input fields. Numbered callouts (1-6) point to the following elements:

- 1: Logbook menu item
- 2: Find Request menu item
- 3: Region dropdown menu (selected: 2.2 Roadside DTSD)
- 4: Property dropdown menu (selected: DTSD SAFETY REST AREA...)
- 5: Type dropdown menu (selected: Admin Work)
- 6: Sub-Type dropdown menu (selected: Equipment/Vehicle Inventory Collection)

Other visible search criteria include: Request ID, Search Text, Search Filter (All Requests), Priority, Origination Code, Floor, Space, Activity, Open/Closed, Billable?, Company Name, Requestor's Last Name, Asset Class, Asset (Not Selected), Date Requested (9/1/2025 to 12/29/2025), Close Date Range, and Date Closed. At the bottom, there are 'FIND' and 'RESET' buttons.

Click

FIND

Open the specific work order by clicking on the ID

Date	ID	Initiated By	Property / Location	Type/SubType	Assigned To	Status / Priority	Respond By	Complete By
9/1/2025 8:00 AM	250371	Scheduled Center WorkControl	DTSD SAFETY REST AREA 09 General General	Admin Work / Equipment/Vehicle Inventory Collection	Sorensen	Closed / PM End of Year 11/18/2025 11:05 AM	-	8/27/2026 11:59 PM
Labor Hours: Est: 0.00 Act: 0.00		Procedure: BHM Equipment and Vehicle Inve...	Attachments: SRA 9-10 Equipment Inventory.xlsx SRA 9-10 Vehicle Inventory.xlsx COMPLETED SRA 9-10 Equipment... COMPLETED SRA 9-10 Vehicle Inv...		Comments: Reassigning for the Interim.		+Watch	

Scroll down to the bottom of the page to attachments, click to open



1. Choose File from the saved location that you want to attach

2. Upload file

ATTACHMENTS

FILES:

Select File: **1** Choose File No file chosen Signature File **2** [UPLOAD FILE](#)

File Name	Attach Date	Attached By	Signature File
SRA 9-10 Equipment Inventory.xlsx	11/18/2025 11:01 AM CST	Cade Sorensen	No DELETE
SRA 9-10 Vehicle Inventory.xlsx	11/18/2025 11:01 AM CST	Cade Sorensen	No DELETE
COMPLETED SRA 9-10 Equipment Inventory.xlsx	11/18/2025 11:01 AM CST	Cade Sorensen	No DELETE
COMPLETED SRA 9-10 Vehicle Inventory.xlsx	11/18/2025 11:02 AM CST	Cade Sorensen	No DELETE

LINKS:

[ADD LINK](#)

No Links Found.

Once you can see that the file is attached you are done.

EXAMPLE:

ATTACHMENTS

FILES:

Select File: Signature File [UPLOAD FILE](#)

File Name	Attach Date	Attached By
RA 9 & 10 Equipment(1).xlsx	10/10/2025 11:55 AM CDT	WorkControl Center
RA 9 & 10 Vehicles(1).xlsx	10/10/2025 11:55 AM CDT	WorkControl Center