

03.13 How to Request Maps, Posters, or Other Materials

1. Create a Work Order.
2. Go to the “Property” field and select a property.
3. Go to the “Type” field and select “Request for Maps, Posters, or Other”
4. Go to the “Sub Type” field and select Maps for Map Cases, Other, or Posters
5. Go to “Describe Your Request” and enter what item(s) you are requesting.
6. Click OK

The system is set up to automatically assign the work order, do not change the assigned to

The screenshot shows the 'Create Request' form in the FAMIS 360 system. The form is titled 'Create Request' and has a navigation bar with 'My Requests', 'Find Request', 'Run Report', and 'Workloading'. The form is divided into several sections: 'Request Details', 'Requester Information', and 'Requester Options'. The 'Request Details' section includes fields for 'Property' (KAPUR, INC.), 'Floor' (General), 'Space' (General), 'Type' (Request for Maps, Posters, or Other), and 'Sub Type' (Maps for Map Cases). The 'Requester Information' section includes fields for 'First Name' (Gracie), 'Last Name' (Newton), 'Company' (KAPUR, INC.), 'Phone' (414-410-2037), and 'Bureau or Region' (Select...). The 'Requester Options' section includes 'OK' and 'RESET' buttons. Numbered callouts 1 through 6 are placed over the form to indicate the steps: 1. Log in; 2. Select Property; 3. Select Type; 4. Select Sub Type; 5. Describe Your Request; 6. Click OK.

When the Work Order has been received by the “Assigned To:” individual, the following steps will be taken:

- If the item(s) requested are immediately available, the items will be delivered during the next scheduled inspection by the Inspector.
- If the item(s) requested are not available, outreach is made by the “Assigned To:” individual to the “Sign Store,” and then arrangements are made for these items to be picked up by the inspector and then delivered to or mailed directly to the requester.