



Work Instruction

Searching for Assets

Finding assets within FAMIS GUI is quick and simple using one of following methods:

- Navigate to an existing *Asset*
- Search using the *Toolbar Menu*.

Navigating to an Existing Asset

To navigate to an existing asset, complete the following steps:

1. Single-click the folder name(s) to quickly expand Asset details

OR

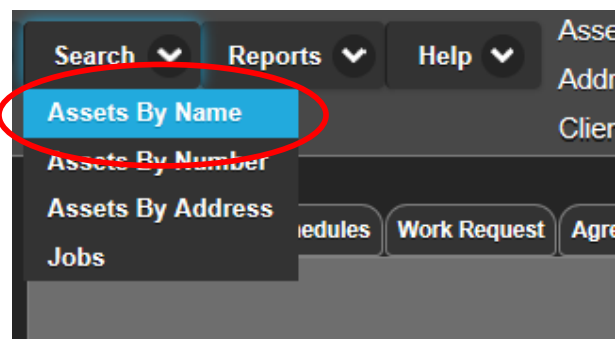
1. Click on the Asset in the Asset List.
2. Click on the (+) symbol to expand/open the selected Asset.
3. Click on the (-) symbol to close/hide Asset details.

Searching using the Toolbar Menu

The Toolbar Search Menu offers users several options to locate existing Assets:

To search using the toolbar menu, complete the following steps:

1. Click the Search menu tab
2. Select the search type.



Assets by Name

1. From the Search menu, select Assets By Name.
2. Type in the Asset Name or part name in the Search for field and click the Find button or press the Enter key.
3. Results will be displayed; select the Asset required and then click the Select button.

Searching for Assets

Find Assets By Name

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Code	Description	Address	Region
ARTS 07145	ADELAIDE CAPITA BUILDING - ARTS SA - TERMINATED	10-20 PULTENEY STREET ADELAIDE 5000	05
POLC 07144	ADELAIDE 25 WRIGHT STREET SAPOL RADIO W/S-CLSD	25 WRIGHT STREET ADELAIDE 5000	01
OAD 07144	ADELAIDE 25 WRIGHT STREET SAPOL RADIO W/S-CLSD	25 WRIGHT STREET ADELAIDE 5000	01
EDUC 06665	ADELAIDE MIETHKE KINDERGARTEN	1 OVAL AVENUE WOODVILLE SOUTH 5011	03
EDUC 06371	LIBRARY & INFORMATION SERVICES - NORTH ADELAIDE	149 KERMODE STREET NORTH ADELAIDE 5006	03
OAD 05462	ADELAIDE WAKEFIELD HSE - BUILDING OWNER	30 WAKEFIELD STREET ADELAIDE 5000	03
SPSO 06105	ADELAIDE - 211 VICTORIA SQ - PART LEVEL 7	L7/211 VICTORIA SQUARE ADELAIDE 5000	03
OAD 06105	ADELAIDE - 211 VICTORIA SQ - PART LEVEL 7	L7/211 VICTORIA SQUARE ADELAIDE 5000	03
FACS 03546	AFFORDABLE HOUSING ADELAIDE TERRACE TOWERS L8	NORTH TERRACE ADELAIDE 5000	01

Select Cancel

Note:

FAMIS will display the *Asset Details* for the user's selection above the *Work Tabs* pane.

File Search Reports Help

Asset: **TRAN.05971** | ADEL 77 GRENFELL STREET

Address: 77 GRENFELL STREET ADELAIDE Agency: FMU Region: 01

Client Region: Zone: M - METROPOLITAN ZONE

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Welcome

FAMIS is available to use from
7:00AM to 7:00PM each business day

Searching for Assets

Assets by Number

1. From the Search menu, select Assets By Number.
2. Type in the Asset Number in the Search for field and click the Find button or press the Enter key.
3. Results will be displayed; select the Asset required and then click the Select button.

(**Note:** FAMIS will display the *Asset Details* for the user's selection above the *Work Tabs* pane).

Assets by Address

1. From the Search menu, select Assets By Address.
2. Type in the Address, or part address in the Search for field and click the Find button or press the Enter key.
3. Results will be displayed; select the Asset required and then click the Select button.

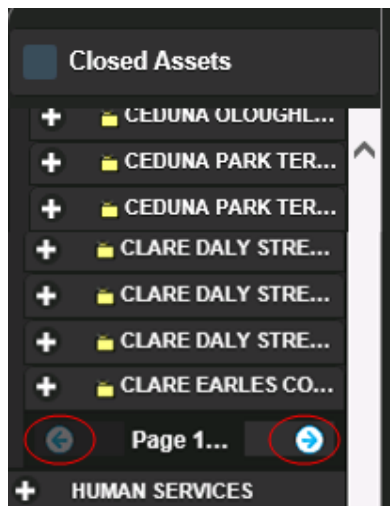
(**Note:** FAMIS will display the *Asset Details* for the user's selection **above** the *Work Tabs* pane).

Asset Tree Paging System

If a large client portfolio contains more than 200 assets/sites, a new asset tree paging system will appear. The first 200 assets/sites will be displayed with paging arrow buttons.

To use the asset tree paging system, complete the following steps:

1. Click the right arrow to obtain the next 200 assets/sites. (**Note:** this will discard the 200 assets previously displayed (includes Closed Assets in the 200 count even if closed assets are not selected to be viewed)).
2. Click the left arrow to obtain the previous 200 assets/sites. (**Note:** this will discard the 200 assets previously displayed).



Note:

Searching for an asset will automatically locate and position to the correct page in the asset tree.