

FAMIS UPDATES

August 2006

First thing— we inadvertently missed recognizing the hard work and support provided by **Joe Myers** and **Jerry Kramer** in last month's FAMIS Update. The Core Team would like to recognize them for providing their assistance and expertise in working the kinks out of the Planned Maintenance (PM) portion of the FAMIS Software configuration.

The team has continued testing different portions of the software configuration. We successfully ran tests on a variety of our printers to insure we had print capability for FAMIS reports. At the same time, we are within striking distance of completing the standard operating procedures (SOP) for the current state of how we do business—these SOPs are the source documents for transitioning to SOPs for use with FAMIS. The FAMIS SOPs then become the backbone for the desk manuals. The desk manuals will describe in detail the steps performed for a particular portion of FAMIS. These manuals will also include screenshots of the various forms with the goal being to provide a very visual, user friendly “how-to” manual.