FAMIS and App Tree
Mobile Device Work Order Utilization

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What are FAMIS and App Tree

• FAMIS is the Fermi Computerized Maintenance Management System desktop software.
• AppTree is the developer name of the Mobile App.
• Today’s goal is to share information about AppTree for our electronic/mobile Work Order process.
• Using AppTree takes us extremely ‘close’ to a paperless environment for handling Work Orders.
• Paper is sometimes used in areas where mobile devices don’t have a signal. Fermilab has many underground areas.
Overview of FAMIS – Work Order Highlights

• The Planning and Scheduling Group is the primary source for creating WOs for the craft people; Elec, Mech, HVAC, etc.

• Requests for work is entered as a Work Request.

• Service Requests are reviewed and decide if, and when, to turn them into a WO.

• When a WO is created a Priority is assigned to it.

• They decide what WOs to schedule for that day.

• They assign WOs to individual workers.  
  (Craft people can now see their WOs on their phone.)

• Supervisors electronically see the WOs. They meet with their group and confirm, or adjust, the work for the day.

• PMs are issued and assigned by the Planning Group.
FAMIS Desktop

> Main Work Order Screen <

Either ICON takes you to attachments of NOTES and DOCUMENTS.
These NOTES will show up on a work order.
These DOCUMENT choices can be opened up on the mobile app.
Here is a paper WO. Typical info included:

- **Short Job Title**
- **Requester**
- **Equipment Number**
- **Building**
- **Electrical Group is doing the Work**
- **Task List: Job details given to you. Add what you did.**
- **NOTES – From FAMIS. This from the Push-Pin Icon/Attachments.**
Here are a few Equipment Labels

• We/Fermi assigns equipment labels.
• We print and post the equipment labels.
• We input the equipment information into FAMIS.

Fire Alarm Panel

Transformer

HVAC Unit

Circuit Breaker Panel
App Tree Usage

And now, finally ……….Using AppTree!

• You see the WOs assigned to you.
• You can add WO comments of the work you did.
• You can complete a WO.
• You can enter your labor against a WO.
• You can create a WO.
• You can create a service request. This is primarily for other groups that you are requesting work for them to do.
• You can add Pics to a WO.
• You can look up parts in the Stock Room.
• You can search the WO data base. All, not just yours.
• You can search the Equipment data base.
The Admin part of AppTree………

The data base is only as good as the data in it. How to take out the human error of data entry? Here is what Admin has done.

• Create pull down menus.
• Create a hierarchy of fields with pull down menus.
• Auto populate other fields from the menu choices picked.
• Limit how many fields can be free text.
• Limit privileges to certain data fields.
• Limit access to certain menu choices.
• Limit the number of actions you can choose from the Start Menu.
Opening up AppTree…Tap the Icon on mobile device and it opens. No VPN. The mobile’s MAC address is registered on Fermi’s network.

Auto Sync, Real Time
1ST Half of Menu
Our Admin can set up custom menu choices.
Search WO746982

WO Search

Active WOs

WO Number
746982

Description

Site

Building

Status

Crew

Craft

WO is displayed

Work Order Detail

WO Number
WO746982

Child Work Orders

None

Description
PUMPS - SUMP/CENTRIFIGAL/LIFT STATIONS - HIGH WATER ALARM

Equipment
UT112.2

Nomenclature
LIFT STATION, SEWAGE, MAIN SANITARY P-2. SOUTH UNIT TO BATAVIA

Status
COMPLETE

Maintenance Type
CORRECTIVE

Priority

You can enter as much or as little criteria for searching WOs.
Your results could be very successful or very bad. (There are a few more fields available but not shown).
Continue scrolling down to see more of the WO.

<table>
<thead>
<tr>
<th>Maintenance Type</th>
<th>CORRECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority</td>
<td>0</td>
</tr>
<tr>
<td>Site</td>
<td>WHA - OSF-WILSON HALL AREA</td>
</tr>
<tr>
<td>Building</td>
<td>MSLS - OSF-MAIN SANITARY LIFT STATION</td>
</tr>
<tr>
<td>Floor</td>
<td>MAIN PIT - MAIN PUMP PIT</td>
</tr>
<tr>
<td>Room</td>
<td></td>
</tr>
<tr>
<td>Crew*</td>
<td>ELEC</td>
</tr>
<tr>
<td>Craft</td>
<td></td>
</tr>
<tr>
<td>Assigned To</td>
<td></td>
</tr>
</tbody>
</table>

**Accounting**

- **Project**: 60
- **Task**: 60.03.14.02.02

**Task List**

- DISPATCH REQUESTED THAT WE CHECK OUT PUMP #2 -M-04071911.

- UPDATED: RCARLTON ON 04/08/2019 07:10 PM: PER G.GILBERT: RUN P3 WHEN NEEDED.

- UPDATED: RCARLTON ON 04/08/2019 11:20 PM: PASSED ON TO NEXT SHIFT.

- REPAIRS COMPLETED OFF OF WO746951 AND WO746949

**Requester**

- **Name**: CARLTON, ROBERT H
- **Telephone**: 3363 4744 4744
At the end of the WO are attachments and a map.

Real, usable map. Tap to go full screen. Pinch and zoom can be used.

The electrician picked OM Manual.
Work is done. Enter your labor and complete the WO.

![Image of a mobile device interface showing work order details and time entry form.]

- **Work Date**: 4/18/19
- **Employee**: KUJAWA, MARK A
- **Work Order #**: WO747310 - MISC/NON-SWO CORRECTIVE-CREATE APPTREE OVERVIEW FOR MARTIN B.
- **Hours**: 0:00
- **Pay Code**: REGULAR
- **Is Work Complete?**: No

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**Work Order Detail**

- **WO Number**: WO747310
- **Child Work Orders**: None
- **Description**: MISC/NON-SWO CORRECTIVE-CREATE APPTREE OVERVIEW FOR MARTIN B.
- **Equipment**: FP000
- **Nomenclature**: FP PARENT
- **Status**: OPEN
- **Maintenance Type**: CORRECTIVE
- **Priority**: 3

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**Fermilab**

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5/13/2019
The app opens up another menu to pick dates and time to enter.

Enter comments of the work you did. It will attach to the WO.

Slide the switch if WO is complete. It will stay in Plan&Sched list if not complete.

Tap Submit when done.
Review of an assigned work order.

- Created and assigned by Planning & Scheduling Group.
- Reviewed by Supervisors. They have the desktop app to see the same thing as Planning and Scheduling.
- Craft people have it on their mobile device.
- WO has enough info to do the work.
- Out in the field, a person can enter comments, add labor, and complete the WO.
- Pick the next WO in your list to do.
- Data submitted or retrieved is REAL TIME.
Creating a Work Order with a mobile device.

- From the Start Menu tap/choose Create Work Order.
- The first 3 fields are pull down menus with an hierarchy. (This creates standard data entry for filtering and reports).
- Enter the Equipment Number from a search list OR by scanning the equipment bar code label.
- Many fields auto-populate from the Equipment Number entered and the menu choices made.
- Enter a TASK Description of the work. It is free form text.
- Tap Submit, a pop-up window appears with a WO number.
- When you open the WO, there is more auto-populated info such as Bldg. Mgr., attachments, crew, and priority.
Book, Chapter, Section have a hierarchy of pull down menus.

**BOOK choices:**
Pick what group to do the work.

I picked Fire Protection.
Under CHAPTER for Fire Prot. is a menu that only applies to Fire Protection. It is a general idea of what the WO is for.

I picked Trbl-Alm -Supv.
Under Section, these menu choices further define the purpose of this WO.

I chose Trouble-Dispatch Reported.
These menus build the Description/Title on the WO. There is a little room to add free text such as Bldg name, HVAC, pump, fire panel.

The numbers in each field build what is called a Phrase Library. This helps insure accurate data for Reports and Queries.
Scrolling down further has more fields to fill in. The next one is equipment.

If you tap in the equipment field, it takes you to a screen to search and pick from a list, OR... tap the barcode icon and your mobile device will read the Equipment Label. Either way, the rest of the fields shown here will auto-populate.

Again, auto-populate insures accurate data.
The last field to fill in is the Task List. It is free form text. Describe the work.

Submit this and get a WO number.

So, a WO was created with 3 menus choices, one picture, and 2 fields of minimal text entry.

The WO includes contact info, equipment description, location, a priority, a work crew, and possibly attachments, all based on the Phrase Library and Equipment number.

You can open up the WO, add your labor and complete it.
2 other things that are commonly done are Reactive WOs and Service Requests.

Reactive Work Orders are emergencies or urgent service calls. They are WOs with a default Priority of 0.

- The Duty Electricians/Mechanics, and Fire Techs are big users of this.
- They are often created/entered after the work is done.

Service Requests are created by anyone to have work done.

- Mechanics can request electrical work and vice versa.
- I could turn in a request for an Emergency Light.
- Planning Group has this in their queue and the WO lifecycle begins again.
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