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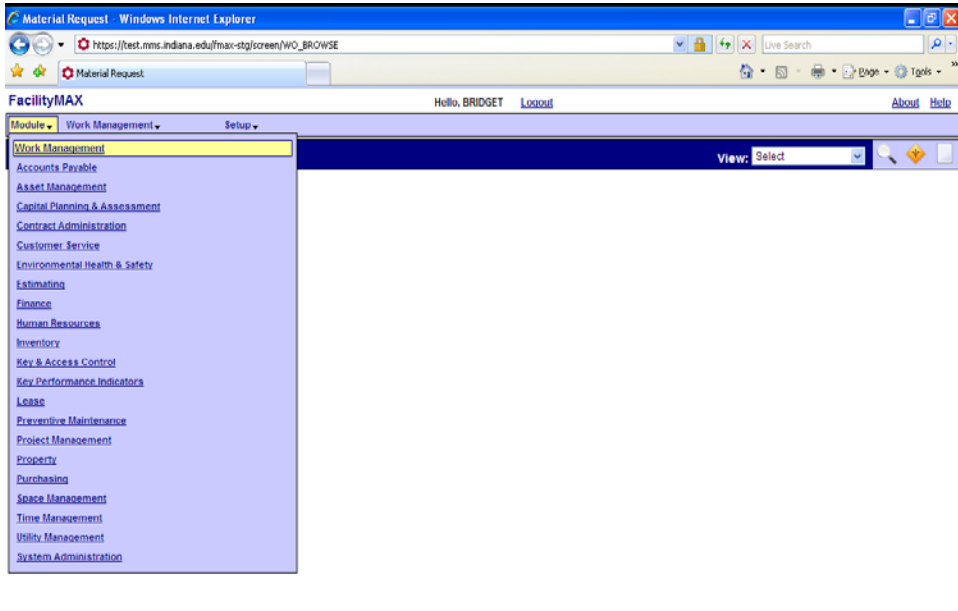
812-855-5826

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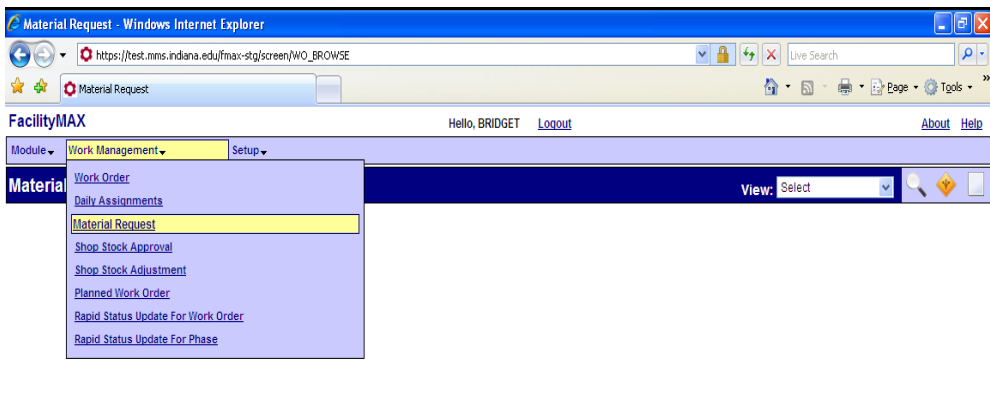
812-856-2407
Pager: 812-337-4710

This manual is to help you create a Material Request.

You will also see how to print the material request when you have finished it.



To get to Material Requests in FMAX, choose Work Management from the Module drop down menu. Then from the Work Management menu, choose Material Requests.



Material Request - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/MATERIAL_REQUEST_VIEW

Material Request

Module Work Management Setup

Material Request View: Select

Transaction		Editor		Status	
Description		Edit Date		Total	\$0.00

Work Order	Requester	Location
Work Order	Requested By	Region
Phase	Date Needed	Facility
Shop	Deliver To	Property
		Location

Line	Line Type	Part/Equipment	Description	UOM	Quantity	Unit Cost	SubTotal	Status

Above you will see a blank Material Request screen. Click on the NEW icon and you will get the screen below. Fill in the description, work order, phase, and date needed. The region, facility and property should automatically fill in from the work order information.

Material Request - Windows Internet Explorer

https://test.mms.indiana.edu/fmax-stg/screen/MATERIAL_REQUEST_EDIT?prCode=120010

Material Request

Module Work Management Setup

Material Request View: Select

Transaction	120010	Editor	BILGENTRY	Status	B OPEN
Description	MATERIAL REQUEST FOR TRAINING MANUAL	Edit Date	Mar 30, 2009 10:00 AM	Total	\$0.00

Work Order	Requester	Location
Work Order	Requested By	Region
Phase	Date Needed	Facility
Shop	Deliver To	Property
		Location

Line	Line Type	Part/Equipment	Description	UOM	Quantity	Unit Cost	SubTotal	Status

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Once you have the top filled in, click on the green plus button to add a line item. You will see the box above. If you are doing a non-stock order, click on the add non-stock part and click on the blue arrow in the upper right corner.

The screenshot shows the 'Add New Line Item' window in the FacilityMAX application. The window title is 'Add New Line Item - Windows Internet Explorer'. The address bar shows the URL: https://test.mms.indiana.edu/fmac-stg/screen/MAT_REQUEST_SELECT_TYPE. The page header includes 'FacilityMAX', 'Hello, BRIDGET', and a 'Logout' link. Below the header, there are tabs for 'Module', 'Work Management', and 'Setup'. The main content area is titled 'Add New Line Item' and contains a 'Line Item Type' section with the text 'Please Select:'. Below this text are five radio button options: 'Browse Catalogs', 'Add Stock Part by Warehouse', 'Add Catalog Part by Vendor', 'Add NonStock Part', and 'Add Equipment Rental'. A blue arrow button is located in the top right corner of the main content area.

Below you can see that the required fields for the line item are in a red box. Fill in the date, Contractor, Part, UOM, commodity (zoom on class and it should auto fill), quantity, and unit cost. If you need additional items click on the green plus at the top of the screen. When you are finished adding line items, click on the green done flag.

The screenshot shows the 'Line Item' detail window in the FacilityMAX application. The window title is 'Line Item - Windows Internet Explorer'. The address bar shows the URL: https://test.mms.indiana.edu/fmac-stg/screen/MATERIAL_REQUEST_DETAIL_EDIT. The page header includes 'FacilityMAX', 'Hello, BRIDGET', and a 'Logout' link. Below the header, there are tabs for 'Module', 'Work Management', and 'Setup'. The main content area is titled 'Line Item' and contains a form with the following fields:

Line	1	Editor	BLGENTRY	Status	Open
		Edit Date	Mar 30, 2009 10:04 AM		
Description	LIGHT FIXTURE SOCKET			Line Type	NonStock
Contractor		Part		Totals	
Contractor	38190118301	Part	12345 SOCKET	Quantity	5
Address Code	BL	UOM	EA	Unit Cost	\$10.9800
	700 LANDMARK DR.	Class	B ELECTRICAL	Total	\$54.90
	BLOOMINGTON	Commodity	B-LIGHTTRNG		
	47403				

Red boxes highlight the following fields: the 'Open' status dropdown, the 'LIGHT FIXTURE SOCKET' description, the '38190118301' contractor ID, the '12345 SOCKET' part number, the 'EA' UOM, the 'B ELECTRICAL' class, the 'B-LIGHTTRNG' commodity, the '5' quantity, the '\$10.9800' unit cost, and the '\$54.90' total.

Change your status to finalized and click on the save icon in the upper right corner when you have finished the material request.

Material Request

Transaction: **120010** Editor: **BLGENTRY** Status: **B-FINALIZED**
 Edit Date: **Mar 30, 2009 10:11 AM**

Description: MATERIAL REQUEST FOR TRAINING MANUAL

Total: \$54.90

Work Order

Work Order: **1038844**
 RM 203 - LIGHT FIXTURE HAS BROKEN

Phase: **001**
 RM 203 - LIGHT FIXTURE HAS BROKEN

Shop: **B-ZONE 3**
 BPP ZONE 3 SHOP

Requestor

Requested By: **RKREBBS**
 RAYMOND KREBBS

Date Needed: **Apr 03, 2009**

Deliver To: **RKREBBS**
 RAYMOND KREBBS

Location

Region: **BL**
 BLOOMINGTON

Facility: **FINE ARTS**
 1201 E 7TH ST

Property: **BL15Z**
 FINE ARTS

Location: **FINE ARTS**

Line Items

Line	Line Type	Part/Equipment	Description	UOM	Quantity	Unit Cost	SubTotal	Status
1	NonStock	12345SOCKET	LIGHT FIXTURE SOCKET	EA	5.0000	\$10.8800	\$54.90	Open

Record 1 of 1

To print the Material Request, click on the black and white printer in the upper right corner. Once you see the Material Request summary below, click on the printer icon just below the words BIRT report viewer.

BIRT Report Viewer

Showing page 1 of 1

Transaction: **120010**
 Status: B-FINALIZED

Material Request Summary Report

Material Request

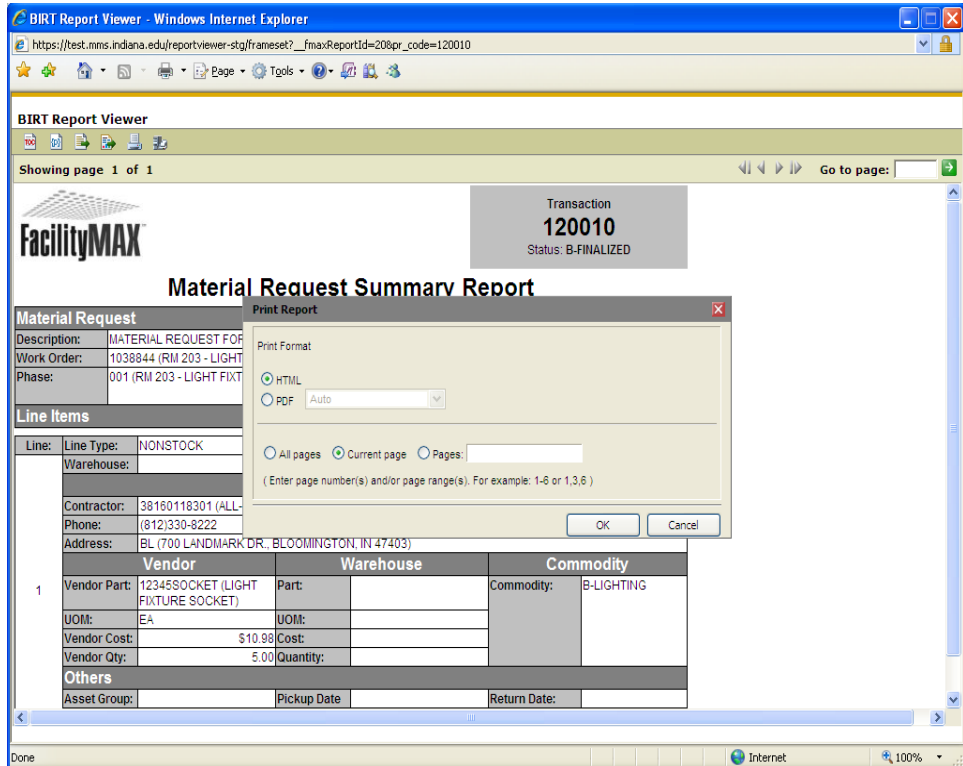
Description: MATERIAL REQUEST FOR TRAINING MANUAL Edit Date: Mar 30, 2009
 Work Order: 1038844 (RM 203 - LIGHT FIXTURE HAS BROKEN SOCKET) Editor: BLGENTRY
 Phase: 001 (RM 203 - LIGHT FIXTURE HAS BROKEN SOCKET) Requested By: RKREBBS
 Date Needed: Apr 3, 2009

Line Items

Line	Line Type	NONSTOCK	Line Status	OPEN
1	Warehouse:			
	Contractor			
	Contractor:	38160118301 (ALL-PHASE ELECTRIC SUPPLY CO.)		
	Phone:	(812)330-8222		
	Address:	BL (700 LANDMARK DR. BLOOMINGTON, IN 47403)		
	Vendor		Warehouse	Commodity
	Vendor Part:	12345SOCKET (LIGHT FIXTURE SOCKET)	Part:	Commodity: B-LIGHTING
	UOM:	EA	UOM:	
	Vendor Cost:	\$10.98	Cost:	
	Vendor Qty:	5.00	Quantity:	
	Others			
	Asset Group:	Pickup Date:	Return Date:	
	Rate Type:	Rate:	Quantity:	

Done

You will see the box above. You can print in either HTML or PDF. Here I chose HTML and Current page. Next I will click on OK.



Next the box will come up for you to make sure the correct printer is highlighted. Click Print.

