

THE TEXAS A&M UNIVERSITY SYSTEM
SAGO-FAMIS SECURITY
FAMIS QUICK REFERENCE SHEET

NAME:

FAMIS Production I.D.

FAMIS Training I.D.

SECURITY VIOLATION

It is a security violation if you tell anyone your password or write it down where someone could find it.

BEWARE - RISK

If you do not lock your computer before you leave your desk, someone may take the opportunity to enter transactions under your userid.

LOGGING ON FAMIS PRODUCTION

1. At ATM screen, type TPX and press enter
2. At the “Terminal Productivity Executive” (TPX) screen:
 - type your **FAMIS PRODUCTION I.D.** then tab
 - type your **secret PRODUCTION I.D. password**
 - press enter
 - shows last access for your **PRODUCTION I.D.**
 - press enter
3. At the TPX Menu:
 - Press the function key for **FAMIS (F2/PF2)** key)
4. At the “Welcome to FAMIS at Texas A&M University” screen:
 - type your **FAMIS PRODUCTION I.D.** then tab
 - type your **secret PRODUCTION I.D. password**
 - press enter
5. A screen will appear that says “sign-on is complete”:
 - type FAMI
 - press enter
6. The next screen is the FAMIS Bulletin Board:
 - read it
 - press enter
7. You should be on Screen 001 – FRS Main Menu:
To go to another module (FFX, FRS, SPR, AFR):
 - type the module in the screen field and press enter.
 - If you have access to the module, it will appear

LOGGING ON FAMIS TRAINING

1. At ATM screen, type TPX and press enter.
2. At the “Terminal Productivity Executive” (TPX) screen :
 - type your **FAMIS PRODUCTION I.D.** then tab
 - type your **secret PRODUCTION I.D. password**
 - press enter
 - shows last access for your PRODUCTION I.D
 - press enter.
3. At the TPX Menu:
 - Press the function key for **FAMIS TRAINING (F5/PF5)**
4. At the “Welcome to FAMIS TRAINING at Texas A&M University” screen:
 - type your **FAMIS TRAINING I.D.** then tab
 - type your **secret TRAINING I.D. password**
 - press enter
5. A screen will appear that says “sign-on is complete”:
 - type FAMI
 - press enter
6. The next screen is the FAMIS Training Bulletin Board
 - press enter
7. You should be on Screen 001 – FRS Main Menu:
To go to another module (FFX, FRS, SPR, AFR):
 - type the module in the screen field and press enter
 - If you have access to the module, it will appear

LOGGING OFF FAMIS

1. Type SO (for sign off) in the screen field of any of the FAMIS screens
2. Press enter
3. NAT9995 Natural Session Terminated Normally will appear – Type **LOGOFF** on top of this message
4. Press enter.
5. Make sure you have logged off of all applications at the TPX menu (i.e., nothing is highlighted; if something is highlighted type “I all” in command field then hit enter)
6. Type **/K** then hit the **F12/PF12** key
7. You should now be completely logged out

SAGO SECURITY CONTACTS

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Helpful Hints

1. Creating your FAMIS password

- Password must be 8 characters in length and begin with a letter and include at least 1 number

2. Locking the screen (do this EVERY time you leave your desk):

- Type /L then press F12/PF12

3. Unlocking the screen:

- Type your FAMIS password* then press ENTER
- Password you used at the TPX logon screen (your FAMIS Production Password)

Help in FAMIS

1. F2/PF2 key:

- ANYWHERE in FAMIS! Position the cursor on a field where you have a question.
- Press F2/PF2. A definition of the field may or may not appear. Regardless, press ENTER to see valid values for the field. If options are available, you will see a list of them.
- To escape, press F4/PF4.

2. ? Help:

- Only valid in fields where you may enter data. Type ? and press ENTER. If options are available, they should appear.
- Choose an option, or press F4/PF4 to escape.

3. Help:

- Only works on an action line. Type * and press ENTER. If one is available a pop-up menu will appear.
- Choose an option, or press F4/PF4 to escape.

4. F4/PF4:

- As you have probably noticed, F4/PF4 should let you escape out of ANY pop-up menu!

Hints on Entering Data

1. Before entering data, ALWAYS press ENTER after inputting data on the action line (first line of data on a screen).

- If you fail to press ENTER on the action line and proceed to complete the screen, you will lose all data the first time that you press ENTER, and you will have to re-type it!

2. Always watch the message line (the top line of the screen) for error messages that may appear. Do not change to another screen without getting the message, "Record has been successfully modified" or you may lose data.

3. Pay attention to the bottom of your screen, numerous screens have F/PF keys listed that will provide more information.

- By pressing the F/PF keys, pop-up menus may appear (press F/PF4 to escape) or else the F/PF key could take you to the right/left of your screen.

TPX Commands

1. Type /W then F/PF12-takes you to the TPX menu

2. / (with a function key Fn/PFn) allows you to toggle between TPX applications