



# Controller's Office

---

## FAMIS v5.1

## Multiple User Classes

# Multiple User Classes

- In FAMIS v5.1, you may have more than one User Class depending on your security
- All users have been given one of the following basic user class:
  - Inquiry
  - ADPICS (FAMIS Purchasing posting only)
  - Initiator
  - Approver
- This module describes procedures for those who have more than one User Class

# Types of User Classes

- Based on additional special features that a user may need, separate User Classes are issued
  - TBL\_Xxxx (Classification Tables Update)
  - LDS\_Xxxx (LDS Tables Update)

(You will have one of more of these User Classes starting with TBL or LDS)

# Procedures for User Class Selection

- For those users with multiple User Classes, you must select F12-User Class Selection on the Main Menu FAML0000 to take you to FAML3210 – User Class Selection where you can select another class for which you have authorization
- Type an 'S' in the Select field next to the User Class you want and press F10 – Save
- Pause or Clear back to the main menu (FAML0000) and you will have the ability to access the special features you requested.

- To return to your default User Class, i.e., 'Approver', go back to your main menu (FAML0000) and press F12, and repeat the process, (be sure to select the basic users class, the one without the hyphen), type an 'S' in the Select field next to 'Approver' and press F10 – Save
- Press PAUSE or Clear Key to return to Main Menu

# Contact

- For questions and assistance, please contact Peter Chiong at 415-554-5242.