

# New FEPMIS User Management

A Step by Step Guide For Use @  
<https://fam.nwccg.gov/fam-web/>

This utility also has a **User Look Up** feature. You can type in the **User ID** or **User Name** and select **Submit**; it will give you some information about the user. We have a change in to have the option to include the User Last Name, First Name. This change will happen in the future.

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This site is maintained by:  
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Basic information about the User.

This will list what assignments the User has, i.e. the State, the Division/s; Sub-Division/s; Station/s.

This is the list of permissions assigned to the user ID.

Every FEPMIS user must be given permission (access) to the various Modules (functions) within the database. If you have been given access you will be able to select **“User Management”** from the main menu. **You can only grant authority for users under your position level.** Depending on your user level, you will see one of these options in the **“Drop down.”** Select the User Level where you wish to add or edit and click **“Submit”**.

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**WEB APPLICATIONS**

FEPMIS: FEPMIS User Management Utility (FUMU) User ID: WREEVES1

FOREST SERVICE  
U S  
DEPARTMENT OF AGRICULTURE

FEPMIS User Management Utility (FUMU)

Manage User Level: Division

Submit

**Depending on your access level, you will see different Users to Manage:**

- The WO manages only Regions;
- The Regions manage only States in their region;
- The State manages Divisions, Subdivisions and Stations;
- The Division manages Subdivisions and Stations;
- The Subdivision manages Stations only.
- Stations cannot manage any user permissions.

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To assign a user, choose from the **“Available Levels drop down menu.”** Depending on your permissions, the drop down menu will have these options for the Levels Available to you:

- Region**
- State**
- Division**
- Subdivision**
- Station**

All users available for assignment to your selected Level will appear in **“Users Available for Assignment”**. Select the User you wish to assign and **“double click”** or highlight and select **“Move”** to put the selected user in the assignment box on the right.

You can assign more than one user by holding your ctrl key and highlighting multiple users, then select **“Move All”**. Select **“Update Assignments”**.



If you need to reverse a decision, select the unwanted user in the assignment box, **“double click”** single user and click **“Remove”**. This will put the selected user back into “Users Available for Assignment”. Select **“Remove All”** if you wish to start over.

Fire & Aviation Management Homepage - Microsoft Internet Explorer provided by USDA Forest Service

https://fam.nwcg.gov/fam-web/

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FUMU Home | User Lookup

Assigned Division Users

Division User	Division Effective Date	Expiration Date
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Available Divisions for Assignment

\* UNASSIGNED

Users Available for Assignment

Jane doe Jane doe

Move Move All Remove Remove All

Update Assignments

Once a user has been activated and is in the **“Assigned User Queue”** they are ready to be assigned User Roles (Permissions). Choose the User you wish to assign or edit roles and click on the **“EDIT BUTTON”** next to their name.

To unassign a User from a level and put them back in the queue to be reassigned to another Level, click on the **“Unassign Button”** next to their name. This will delete their permissions for the selected Level and put them back in the **“Users available to Assign”** queue described on the previous screen.

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FPMIS: FPMIS User Management Utility (FUMU) User ID: janpolasky

FUMU Home | User Lookup

Select State to manage

\* MISSOURI

Assigned State Users

State User	State	Effective Date	Expiration Date		
CARPENTER, PHILIP	MO	Dec 7, 2012		Edit	Unassign
MARICLE, MARTIN	MO	Dec 6, 2012		Edit	Unassign
REEVES, WILLIAM	MO	Dec 6, 2012		Edit	Unassign

Users Available for Assignment

- FAMWEB
- Administration
  - AMIS
  - AWSR
  - FIRESTAT
  - SIT Report
  - 209
  - FAMWEB Data Warehouse
  - FPMIS
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      - Approve Additions
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By clicking the "Edit Button" by a user name, you will be taken to the screen shown here.

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User: CARPENTER, PHILIP / (434) 220-9072 / phil.carpenter@dof.virginia.gov

Effective: \* 12/7/2012 Automatically shows the day the account was created.

Expires:  You may leave this blank unless you want the users access to expire.

GSA Xcess ID: B78064  If a screener, enter their GSAXcess ID here so GSA 122's feed into FEPMIS.

GSA Xcess Effective: 1/1/2013 If they are a screener, the effective date of their screener card goes here.

GSA Xcess Expires:  The expiration of their screener card goes here (you may leave it blank).

Receive Email Notifications:  Check this box if they want email notifications when something in FEPMIS is in their queue.

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**Assigned User Roles**

Role Name	Creation Date	Effective Date	Expiration Date
Add Inventory	Dec 7, 2012	* 12/7/2012	<input type="text"/>
Change of Status	Dec 7, 2012	* 12/7/2012	<input type="text"/>

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Next you are ready to start assigning **“User Roles”**. The two roles are shown below, additional roles will be shown on the next screen. The Effective and Expiration Dates allow you to authorize a permission to begin on a specified date and end on a specified date. Use the calendar icon or copy and paste date into desired role name **“Effective Date”** field for when you want a users role to begin. If you do not enter an Effective date, the user will not have that ability in the database to perform that role. You may leave the **“Expiration Date”** blank if you do not want the role to expire, or enter a date when you want the role to expire.


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User: CARPENTER, PHILIP / (434) 220-9072 / phil.carpenter@dof.virginia.gov

Effective: \* 12/7/2012 

Expires:  





GSA Xcess ID: 878064

GSA Xcess Effective: 1/1/2013 

GSA Xcess Expires:  

Receive Email Notifications:

Assigned User Roles

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Add Inventory	Dec 7, 2012	* 12/7/2012 	<input type="text"/> 
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## Available User Roles

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Role Name	Creation Date	Effective Date	Expiration Date
Approval Process Editor		<input type="text"/>	<input type="text"/>
Approve AUR		<input type="text"/>	<input type="text"/>
Approve Additions		<input type="text"/>	<input type="text"/>
Approve Breakdowns		<input type="text"/>	<input type="text"/>
Approve COS		<input type="text"/>	<input type="text"/>
Approve Certification		<input type="text"/>	<input type="text"/>
Approve Modifications		<input type="text"/>	<input type="text"/>
Approve Plan		<input type="text"/>	<input type="text"/>
Approve Receipts		<input type="text"/>	<input type="text"/>
Approve SF-122		<input type="text"/>	<input type="text"/>
Certification		<input type="text"/>	<input type="text"/>

Continued List of Roles available for assignment.

