



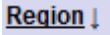

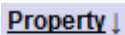


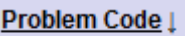






TO CREATE A WORK ORDER

Start at the AiM Workdesk

1. Click on quick work order 
2. Click on the “New” button 
3. Type your Net ID in the Net ID field of the Organization section.
4. Click “Zoom” button beside Organization. 
5. Type appropriate contact phone number in the “Contact Phone” field
6. Click “Zoom” button beside “Region” in the Property section. 

7. Click “KSU” 

8. Find and choose your building from the list in the pop up window. 
9. Click the “Zoom” button beside “Problem Location” in the Work Order Classification section. 
10. Find and choose the appropriate problem code from the list in the pop up window.


 - a. IF no problem code is appropriate, the following steps must be taken:
 - i. enter the appropriate work order type and category in their respective fields.
 - ii. Enter the shop name in the “Shop” field of the Shop Section
 - iii. Enter the shop supervisor’s name in the “Shop Person” field
 - iv. Enter the appropriate priority number in the “Priority” field
 - v. Enter the appropriate work code in the “Work Code” field of the Phase Classification Section
 - vi. Type a description that accurately describes the problem that needs attention.
11. Click the “Zoom” button beside the “Problem Location” field of the Phase Details Section. 
12. Find and choose the room, where the problem is located, from the list in the pop up window. 

13. Enter Asset ID number in the “Asset Tag” field of the Equipment/Asset Section
14. Click Save 