Building Asset Review
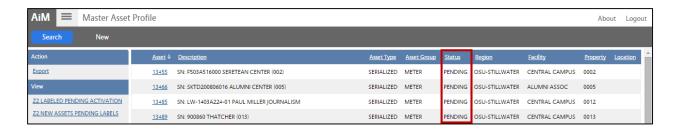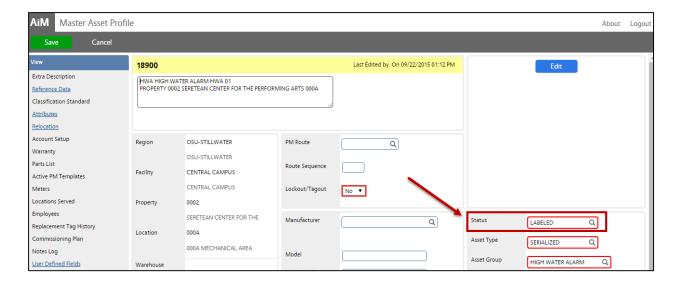
As OSU builds the PM program, Zone workers will be collecting asset information in the field. These assets are loaded into AiM with an initial status of **PENDING**.

Next, labels will printed and must be physically placed on each asset. At that time, a Technician/Supervisor must update the asset status in AiM (*not iDesk*). Click: **Edit**. Change status to **LABELED**.

From the **Aim WorkDesk**, the Manager/Supervisor will have two links located in the **New Building Assets** channel.

1. **New Assets Pending Labels** link, is simply there for manager to review and understand what is happening in the field. **NO action** associated with this link, the icon remains green.
2. **Labeled Pending Activation** is "actionable". Turns yellow when one more records are present.
   a. Zone managers will review labeled asset records in AiM, to ensure that the asset information is accurate. Click: **Edit** to make changes and/or set the status to **ACTIVE**.

By setting the status to **ACTIVE**, this indicates Manager/Supervisor approval and the asset record has been reviewed for accuracy. ACTIVE records will queue up to the PM Specialist, who will then request a meeting with the Supervisor to add the new assets into the AiM Preventive Maintenance Program.