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.