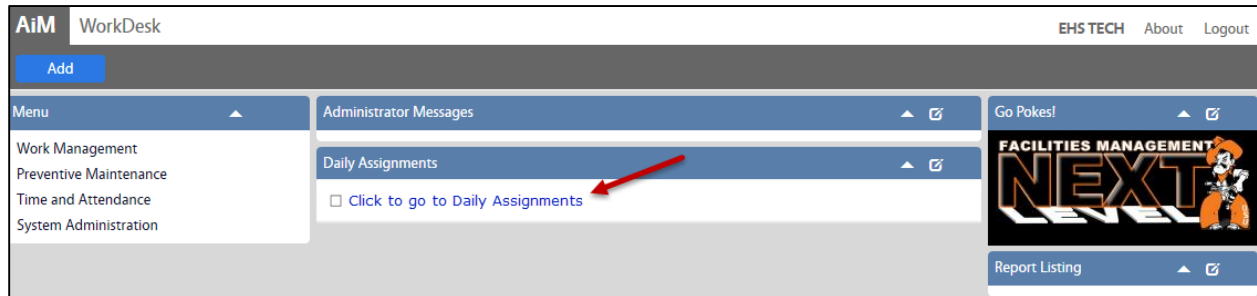


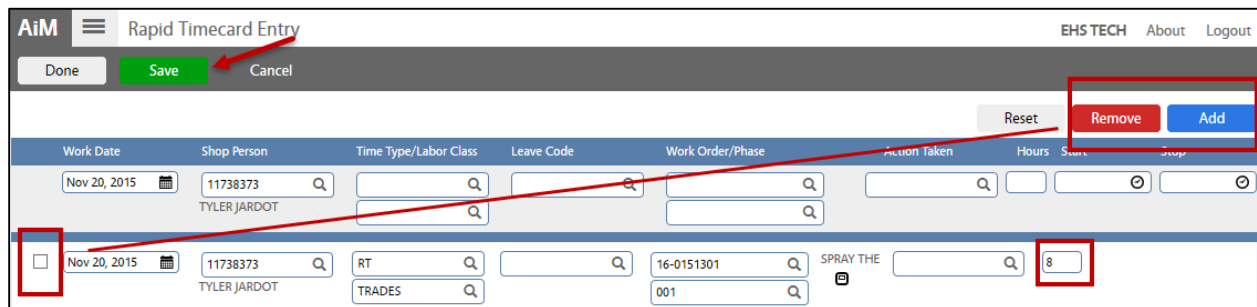
EHS Technician - Work Order Processing & Time Entries

TIME ENTRIES

1. Login to **AiM**



2. Select: **Click to go to Daily Assignment**
 - a. Select **Work Date by Employee(s)**
 - b. Click: **Time Card** (left side bar)



- c. Select and **remove Work Orders not completed.**
 - i. Click: box next to Work Order
 - ii. Click: **Remove** to Delete timecard
- d. Enter: **Hours to Work Orders completed.**
 - i. Click: **SAVE**. Click: **DONE**.
 - ii. Review for accuracy, ensure correct number of hours posted.

NOTE: If a red flag  appears, contact your Supervisor.

3. Return to **WorkDesk**, click: **AiM** Logo (top right corner)

PHASE STATUS UPDATES

1. From the Daily Assignments Channel, click on each work order and, **if needed, update the status.**

- a. From the Phase screen, click: **EDIT**. Choose a status:
 - i. OPEN – Work Order is active.
 - ii. AWAITING MATERIALS – Materials requested, but not received by Technician.
 - iii. MATERIALS ON ORDER – Materials ordered, but not received by Shop.
 - iv. WORK COMPLETE – Time posted and all tasks have been completed.
 - v. REASSIGN – Distribute work to another Shop. Make sure to include in a note; **After reassignment, what phase should be set? OPEN or WORK COMPLETE?**

- b. **-REQUIRED-** From Phase, enter notes.
 - i. From **View** menu, select **Notes Log**

The screenshot shows the AiM Note entry interface. At the top, there are 'Save' and 'Cancel' buttons. The note ID is '001'. The note content is: 'HOMECOMING 2015', 'EVENT: WALKAROUND/VENDOR BOOTH AREA', 'LOCATION: BETWEEN MONROE AND UNIVERSITY', and 'DANIEL ALEXANDER HAS MAP OF LAYOUT'. The 'Entry Date' is 'Nov 05, 2015 09:00 PM', 'Created By' is 'EHS_TECH', and 'Note Type' is 'GENERAL'. A red box highlights the 'Note Type' dropdown menu. A red arrow points to the 'Enter notes/comments here...' text box.

1. Click: **Add**
 2. Note Type: Select **General**
 3. Enter comments in Notes box.
 4. Click: **SAVE**
 5. Click: **DONE** (*twice*)
2. From **Work Order screen**, click: **SAVE**