


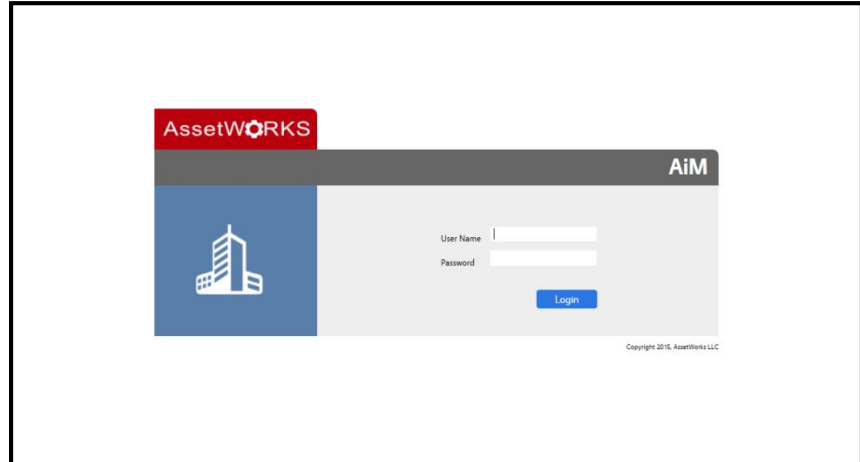


New AiM Users: Getting Started

To begin, open a browser and enter this URL: <https://workorder.okstate.edu/aim/login>

LOG INTO AiM













-  Enter **User Name**
-  Enter **Password**
-  Click: **Login** to begin



TITLE BAR

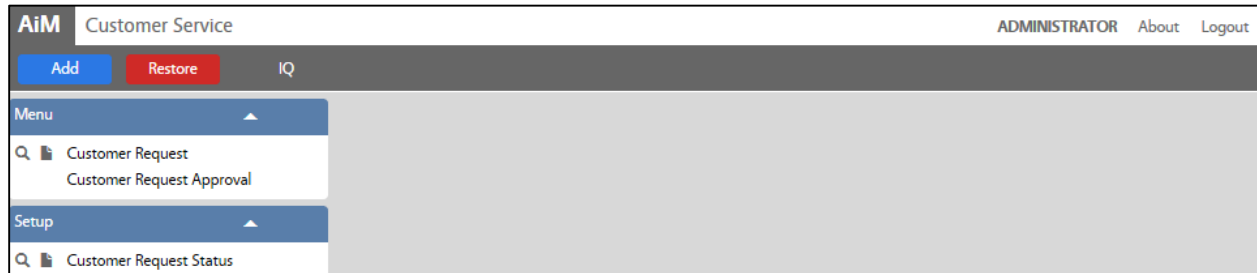
From left to right:



-  **AiM** Click  from any screen to return to the WorkDesk
-  **Home – Module** click  from any screen to return to the Module WorkDesk
(i.e. From Price Book, click the menu icon to return to the Estimating screen)
-  **Title** Displays title of screen or Module
-  **Greeting** Displays users Log-in name
-  **About** AiM version, database properties, user session info, and any third party licenses
-  **Help** Opens AiM screen specific help documentation
-  **Logout** Exit AiM
-  **Add** Opens Layout Manager for each Module. Customize screens to improve efficiency and easily navigate the system
-  **Restore** The current Workdesk layout will be deleted and replaced with the most current default layout.
-  **IQ** AiM IQ (Intelligent Query) allows you to place reporting models on dashboards

MODULE TITLE BAR

As you maneuver through AiM, the module or area working in appears on the grey title bar. In this case, Customer Service.



Module Name

Click on the menu icon (*in this case, ☰ to the left of "Customer Service"*) returns the user to the Module WorkDesk.

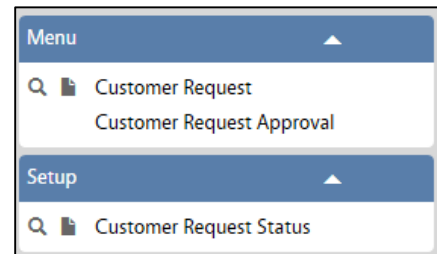
Clicking  returns the user to the AiM WorkDesk



Menus

Modules have two menus (*left side bar*):

- Primary Menu with a listing of screens to transact within a given module
- Setup menu that lists screens devoted to defining setup codes.



Important! Screen menus must be expanded to view a listing of screens. Click the caret (^) up or down to open or collapse a menu.

WORKDESK

The WorkDesk displays important business information you access every day, including notices, approvals, tasks, queries, and more. The body of the WorkDesk screen will contain channels, or blocks of information based on personal queries defined by the user. Content may include:

The screenshot shows the AiM WorkDesk interface. At the top, the user is identified as EMILY, with links for 'About' and 'Logout'. The interface is divided into several sections:

- Menu:** A vertical list of application modules including Work Management, Accounts Payable, Asset Management, Bid Management, Capital Projects, Condition Assessment, Contract Administration, Customer Service, Estimating, Finance, Fixed Asset Management, Human Resources, IQ, Inventory, Key & Access Control, Key Performance Indicators, Planning and Needs Analysis, Preventive Maintenance, Project Management, Property, Purchasing, Time and Attendance, Utility Management, and System Administration.
- Messages:** A section for global informational messages.
- Quick Search:** Two search boxes with filters for 'Customer Request' and 'Work Order'.
- Work Order - REASSIGN:** A summary block showing '3 Work Management ~ Phase ~ REASSIGN PHASES FOR WORK CONTROL'.
- Z1 Charles Vasso:** A personal query block listing three work orders: '90 Work Management ~ Work Order ~ Z1 CUSTOMER SUPPORT - OPEN', '728 Work Management ~ Work Order ~ Z1 MAINTENANCE - OPEN', and '87 Work Management ~ Work Order ~ Z1 RENOVATION - OPEN'.
- Z2 Steve Ledbetter:** A personal query block listing three work orders: '151 Work Management ~ Work Order ~ Z2 CUSTOMER SUPPORT - OPEN', '291 Work Management ~ Work Order ~ Z2 MAINTENANCE - OPEN', and '101 Work Management ~ Work Order ~ Z2 RENOVATION - OPEN'.
- Z3 Danny Driskel:** A personal query block listing three work orders: '9 Work Management ~ Work Order ~ Z3 CUSTOMER SUPPORT - OPEN', '408 Work Management ~ Work Order ~ Z3 MAINTENANCE - OPEN', and '15 Work Management ~ Work Order ~ Z3 RENOVATION - OPEN'.
- Z4 APT Scott Hunsucker:** A personal query block for another user.
- Go Pokes:** A section with a 'FACILITIES MANAGEMENT NEXT' banner and a cartoon character.
- Quick Links:** A list of links including 'URGENT CALLER - QUICK WO', 'TRAINING DOCUMENTS', 'INTERACTIVE MAP', and 'OK CORRAL'.
- Standard Requests:** A summary block showing '5 Customer Requests'.
- Requests-No Prob Code:** A summary block showing '14 Customer Requests'.
- Requests-Custom Fund:** A summary block showing '1 Customer Request'.
- After Hours Calls:** A summary block showing '0 Customer Requests'.
- Manager Approved:** A summary block for approved requests.

- ⚙ Administrator Messages delivered in the form of global informational messages.
- ⚙ Quick Searches with direct links to module screens
- ⚙ Personal queries link the user to transactions requiring approval.
- ⚙ Personal query counts to link the user to transaction activity in real-time.
- ⚙ Quick links such as web pages, AiM screens, AiM reports.
- ⚙ Displays an employee's work for the day, as listed on their Daily Assignment Sheets. Updates dynamically throughout the day.