# New AiM Users: Getting Started
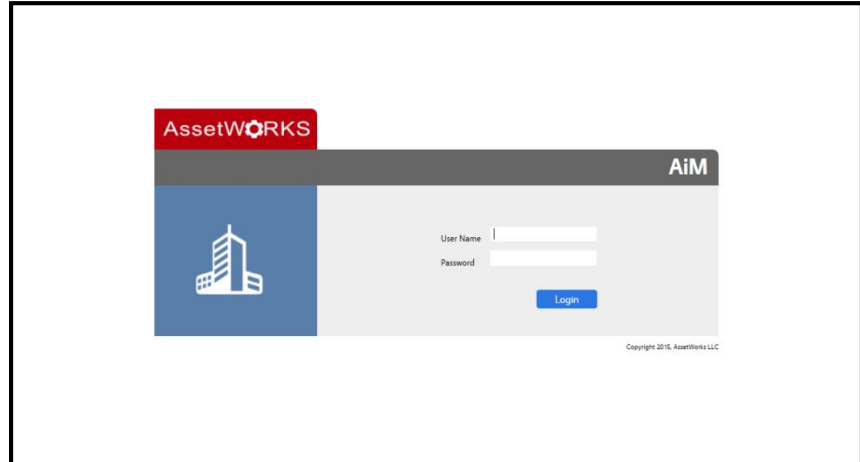
To begin, open a browser and enter this URL: **https://workorder.okstate.edu/aim/login**

## LOG INTO AiM

⚙ Enter **User Name**

⚙ Enter **Password**

⚙ Click: **Login** to begin

## TITLE BAR

From left to right:

⚙ **AiM**                    Click AiM 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.
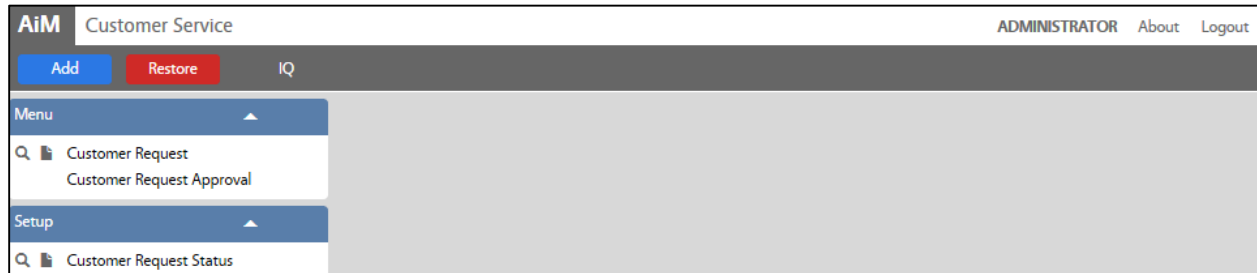


    **Module Name**    Click on the menu icon *(in this case,*  *to the left of "Customer Service")* returns the user to the Module WorkDesk.
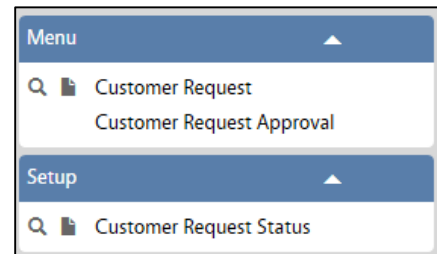
Clicking  returns the user to the AiM WorkDesk

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

- o   Primary Menu with a listing of screens to transact within a given module

- o   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:



- 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.