## Add Zones and Assignment Default to a Property

Once new properties are added or imported from Archibus, there is additional setup required in AiM for zone type and assignment defaults.

### Add Zones

- 1. From the WorkDesk, Click: Property > Property Profile
- Use Quick Search box (*lower right*) to find the Property.
  Enter **building number** and click: <sup>Q</sup>
- 3. From the Property Profile screen, click: EDIT
- 4. From View menu (left side bar), click: **Zones**





5. From Zones section, Click: Load

| AiM Property Zor                  | les                  | About Logout |
|-----------------------------------|----------------------|--------------|
| Done Cano                         | el                   |              |
| 0001                              |                      |              |
| OLD CENTRAL                       |                      |              |
|                                   |                      |              |
|                                   |                      |              |
| Zones                             |                      | Remove       |
| Zone Type                         | Zone                 | Active       |
| ENERGY<br>ENERGY MANAGER<br>ZONES | ⊆<br>ENERGY MANGER C | Yes v        |

# 6. Click: <sup>Q</sup> ZOOM, search for Zone Type

#### a. Select a Property Type

| AiM = Property Zone Type |                      |  |
|--------------------------|----------------------|--|
| Done Search              | Cancel               |  |
| Zone Type ↓              | Description          |  |
| ENERGY                   | ENERGY MANAGER ZONES |  |
| GU                       | UNIVERSITY           |  |

7. Select **Zone**, Click: **DONE** 

| AiM 🗮 Zone  | 2         |                    |  |  |  |  |  |
|-------------|-----------|--------------------|--|--|--|--|--|
| Done Cancel |           |                    |  |  |  |  |  |
| Zone Type # | Zone Code | <b>Description</b> |  |  |  |  |  |
| GU          | Z1        | ZONE 1             |  |  |  |  |  |
| 🖌 GU        | Z2        | ZONE 2             |  |  |  |  |  |
| GU          | Z3        | ZONE 3             |  |  |  |  |  |

Repeat steps 5 -6 to add additional Zone Types.

8. From Property Profile, click: SAVE

## Assignment Defaults

- 1. From the Property Profile screen, click: EDIT
- 2. From View menu, click: Assignment Defaults
- 3. From the Assignment Default section, click: Add
- Click: <sup>Q</sup> ZOOM, search for Type, Category & Work Code The form auto-fills as selections are made.



| AiM Ass         | AiM Assignment Defaults                    |             |                      |  |  |  |  |
|-----------------|--|-------------|----------------------|--|--|--|--|
| Done Add Cancel |  |             |                      |  |  |  |  |
| Line            | 45   |             |                      |  |  |  |  |
| Туре            |  | Shop        |                      |  |  |  |  |
| type            | MAINTENANCE Q                              | Shop        | Z2 Q                 |  |  |  |  |
| Category        | ACTIVITIES THAT SUSTAIN OR MAINTAIN CAMPUS |             | O&M ZONE 2 - AAD0562 |  |  |  |  |
| Category        | REACTIVE-ZONES Q                           | Shop Person | Q                    |  |  |  |  |
|                 | REACTIVE CALLS ASSIGNED TO ZONES, CENTRAL  |             |                      |  |  |  |  |
| Work Code       | FIRE ALARM RESPONSE                        | Primary     | Yes 🗸                |  |  |  |  |
|                 | FIRE ALARM RESPONSE                        |             | ies V                |  |  |  |  |

- 5. Click:  $\checkmark$  ZOOM, search for **Shop** and select
  - a. Leave Shop Person blank, Click: DONE
- 6. Assign another default, click: ADD or if complete, click: DONE
- 7. Click: DONE
- 8. On the Property Profile screen, click: SAVE