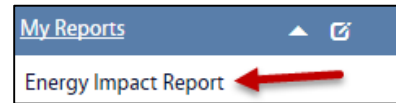


## Energy Managers: Work Order Processing

Energy managers can follow-up on any work order with an energy note or for comfort complaints calls or to research repairs that need to be reported to JCI. In both cases, technicians will leave a “ENERGY” note on the phase. Energy Managers can run the Energy Impact Report to follow-up.

### Energy Impact Report

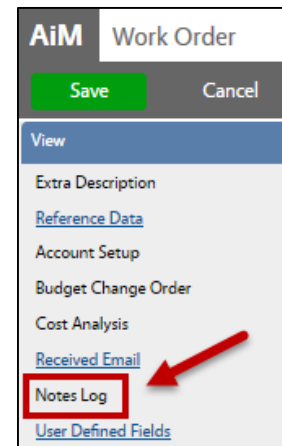
1. Under My Reports channel, run the **Energy Impact Report**.
2. After review of the changes or consultation with the Campus requestor, via the report enter notes and fill-in your timecard.



- a. Click: **Phase number link** to open the Work Order Phase in AiM.
- b. From the Phase screen, click: **EDIT**

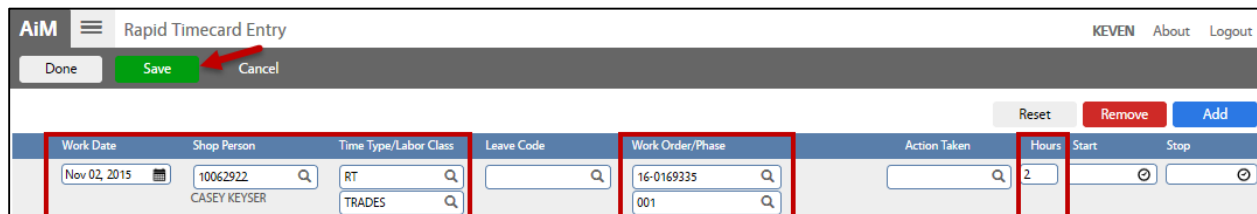


- i. **REQUIRED:** Enter notes.
  1. Click **Notes Log**
    - a. Click: **Add**
    - b. Note Type: Select one
    - c. Enter comments in Notes box.
    - d. Click: **SAVE**
    - e. Click: **DONE**
  - ii. From Work Order, click: **SAVE**



### Time Entries

1. From the Phase, click: **Timecard** (left side bar)



- a. From the **Rapid Timecard Entry** screen enter Work Date, Shop Person, Hours/Time spent consulting
- b. Click: **SAVE**
- c. Click: **DONE**