WM-19 AiM SOP User Guide

Energy Manager – Follow-up

Energy Impact Report

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



a. Click: Phase number link to open the Work Order Phase in AiM.



- b. REQUIRED- From Phase screen, enter notes. Click: EDIT
- c. From View menu, select Notes Log

i. Click: Add

Note Type: Select General

iii. Enter comments in Notes box.

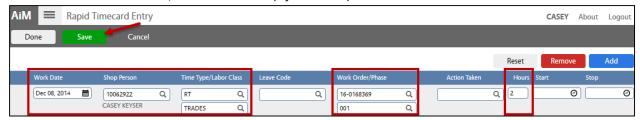
iv. Click: SAVE

v. Click: DONE

d. Click: SAVE

Time Entries

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



- 2. From the Rapid Timecard Entry screen, enter the following:
 - a. Work Date
 - b. Shop Person
 - c. Hours / Time Enter Hours spent consulting

d. Click: SAVEe. Click: DONE