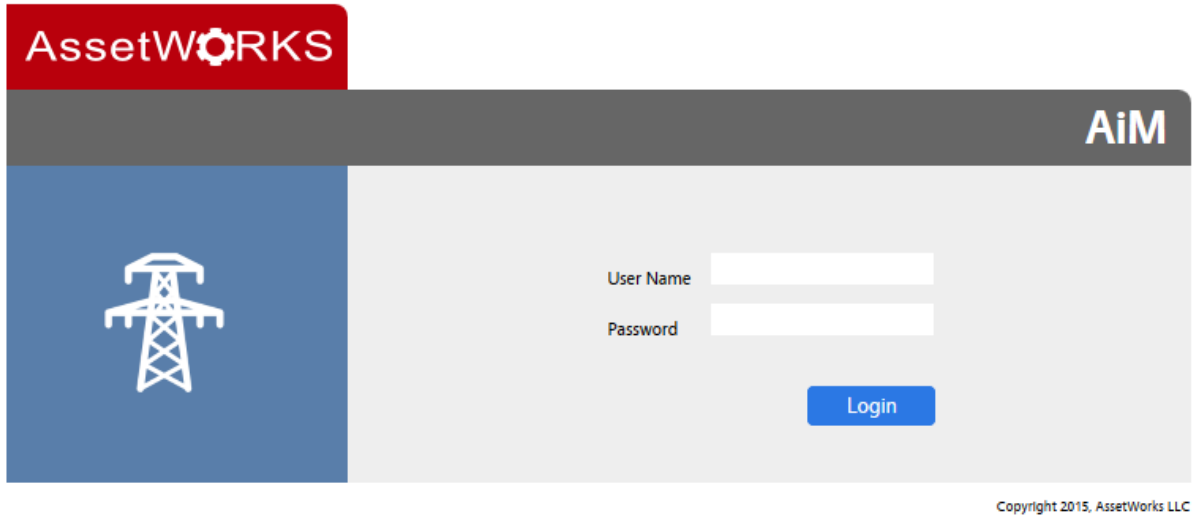


How to Print the Cost of a Work Order

1. Login to the AiM using your Texas State username and login.



2. You will need the Work Order number to look up the cost. To select the report, you must have the Report Listing Box on your Work Desk Menu.

If the Report Listing box is shown, then skip to # 4.

If not, click on the blue “Add” button in the right hand corner.



3. The Layout Manager window is shown, scroll down and check the box next to Report Listing. Then click the blue “Add” button. Once the windows redisplay, click the green “Save” button. The Report Listing box should now appear on the Work Desk.

The screenshot shows the 'Layout Manager' window in the AiM system. At the top, there are buttons for 'Save' (green), 'Cancel', and 'Refresh'. Below this is a navigation bar with 'Navigation' and 'Wide' options, and a search box containing 'Report Listing'. The main area is titled 'Available Channels' and contains a table with the following data:

Title	Description
Administrator Messages	View broadcasted messages by AIM administrators
Approvals	Select, view, and sort approval queries and set visual indicators for count thresholds
Chart Report	View a specific report on the workdesk
Daily Assignments	View and track daily assignments - Wide version
Daily Assignments	View and track daily assignments - Narrow version
iDesk	View work started on a mobile unit by mobile user
Image	Add images and logos to the workdesk
Personal Query Count	Select, view, and sort personal queries. Set visual indicators for count thresholds
Personal Query Listing	Select, view, and sort personal queries - Narrow version
Personal Query Listing	Select, view, and sort personal queries - Wide version
Quick Links	View links to web pages, reports, and AiM screens
Quick Search	Enable the screen quick search from the workdesk
Report Listing	Report listing by module
Surveys	A count of surveys that are ready for review
Workflow	List of workflow items awaiting a response

A green arrow points to the 'Save' button in the top left, and another green arrow points to the 'Add' button in the top right of the 'Available Channels' section.

4. To print the Work Order Cost, click “190-WO Trans Viewer” report on the Work Desk.

The screenshot shows the 'WorkDesk' interface in the AiM system. At the top, there are buttons for 'Add' and 'Logout'. Below this is a menu with the following options:

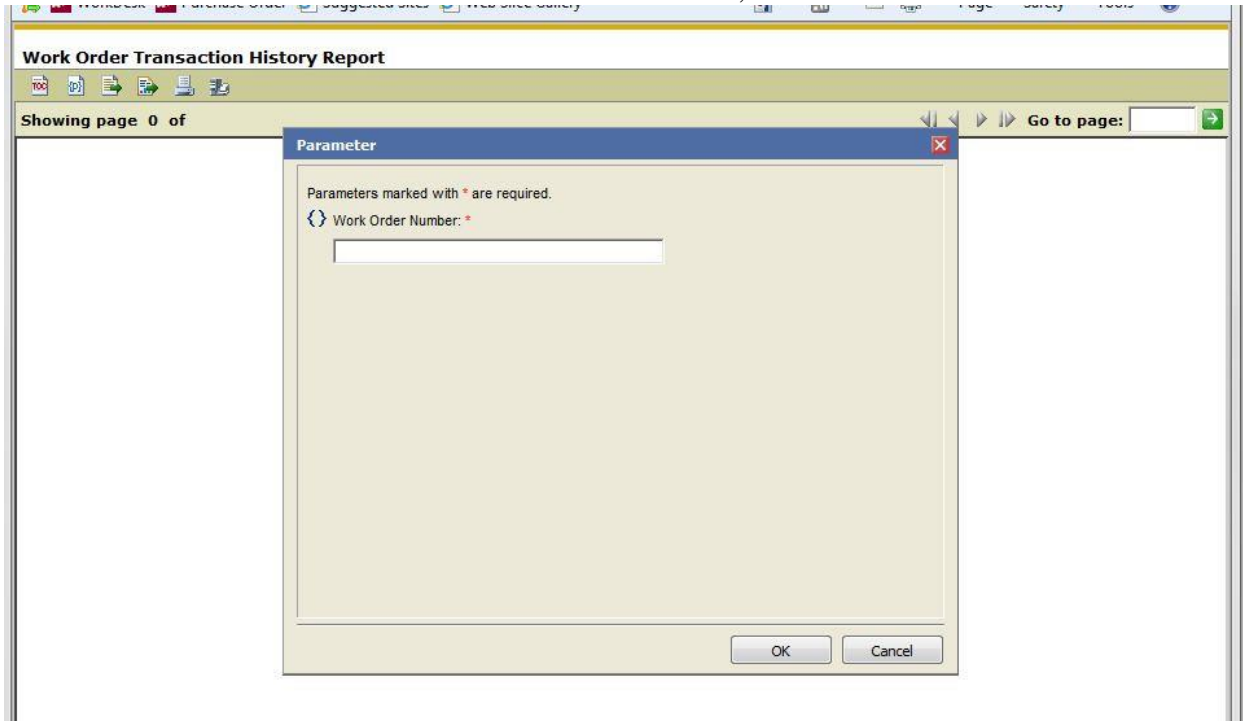
- Work Management
- Customer Service
- System Administration

A 'Report Listing' dropdown is open, showing a list of reports:

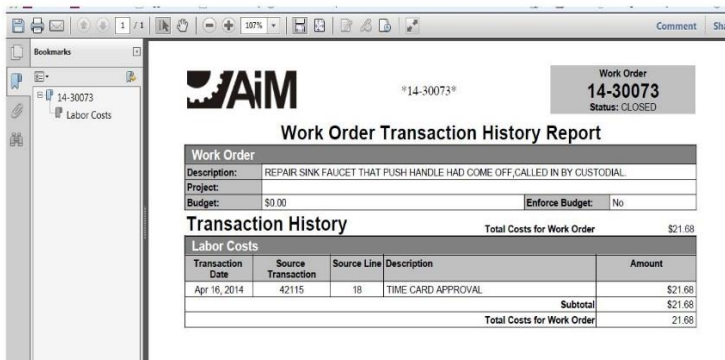
- BUILDING TOO HOT/COLD
- 10-WORK ORDER PRINT
- 180-WORK ORDER PHASE
- 190-WO TRANS VIEWER
- More >>

A green arrow points to the '190-WO TRANS VIEWER' report.

5. Enter the Work Order number in the Work Order box, then click OK.



6. Your Work Order will be shown in PDF format, you may save it by clicking the drive icon or print it by clicking the printer icon. When you are finished, you may close this tab.



7. If you have any questions about the Work Order or Phases, please call Facilities Management Customer Service at 5-2824 or email <mailto:fmgt@txstate.edu>.