How to Find Vehicle Gas Charges

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

2. Choose the “Work Management” link located on the menu on the left hand side of the Work Desk screen.

3. Choose the “Work Order” link located on the menu on the left hand side of the Work Management screen.
4. Select the blue “Search” button from the top left side.

5. On the Work Order search screen there are 3 options A, B, and C listed under this step for finding your Work Order that contains your vehicle gas charges.
A. If you do not know your Work Order number go to Step B, if you do then:
   a. enter it on the Work Order Line
   b. click the blue “Execute” button on the top left hand side and your work order will be shown, continue to Step # 8

B. If you do not know your gas charge Work Order you can use the Vehicle number and Step C. To find your Work Order you must select the type and category for gas charge Work Orders.
   a. select the magnifier glass on the TYPE line,
   b. The types are shown, Select STANDING from the list that displays,
c. Select the magnifier glass on the CATEGORY line

d. The categories are shown, Select VEHICLES from that list

e. Now click the blue “Execute” button on the top left hand side of the Work Order screen. A list of work orders will be shown. Continue to Step #6
C. If you know your vehicle number only select “Advanced Search” at the top left.
a. Scroll down on the Work Order screen until you see the blue line with PHASE.

b. Enter the vehicle number in the PHASE box then click the blue “Execute” button at the top left corner, all Work Orders containing that Vehicle will be shown.

c. Select the Work Order with the current year’s date and continue Step #8
From the list of Work Orders shown, scroll down and find the Work Order for your department. Click on the Work Order and continue to Step #8.

The green box above is a navigation tool bar. Use this tool to search the Work Orders shown from your search. Vehicle Work Orders are described by your department or area. The tool has the following items:

1. The number of results (on the right side)
   a. (in this case the number of Work Orders found for Type = Standing and Category = Vehicles).

2. The number of pages and how many items are shown per page. (on the left)
   a. Depending on the number of items per page, you can click 50, etc. to see more items per page.

3. And the Navigation buttons, `< < > >` (in the middle)
   a. Use the right and left arrow buttons to move one page at a time. Use the `>` symbol to go to the last page or the `<` to navigate to the first page.
7 Your Work Order is shown. The Phases for these Work Orders are the vehicle numbers for your department or area. You can view the Total Gas Cost or charges for a single vehicle. For Total Cost continue to Step #8. For Cost on an individual vehicle (Phase) Click the Phase and go to Step #9.
8. For Total Cost click the “Cost Analysis” link on the left.
9  For a single Vehicle Cost, from the Phase screen, click on the “Cost Analysis” link on the left.

10  The Cost Analysis is shown. To view more detail, click on a field that contains a value and the list of individual charges is shown.
The charges for the actual Material Cost are shown below. To view another Vehicle or Work Order, click the “Back” button. The “Back” button returns you to the previous screen. Click the “Back” button again to return to the Work Order screen.
12  To view other Work Orders, click on the “Browse” button, and you will return to your previously searched Work Orders list from either Step #5.3 or Step #6.

13  For directions on how to print your Vehicle Work Order, see the documentation titled ‘How to Print Gas Cost’ on the Facilities Instruction Page at www.txstate.edu/facilities.

14  If you need help, please call Facilities Management Customer Service at 5-2824 or email mailto:fmgt@txstate.edu.