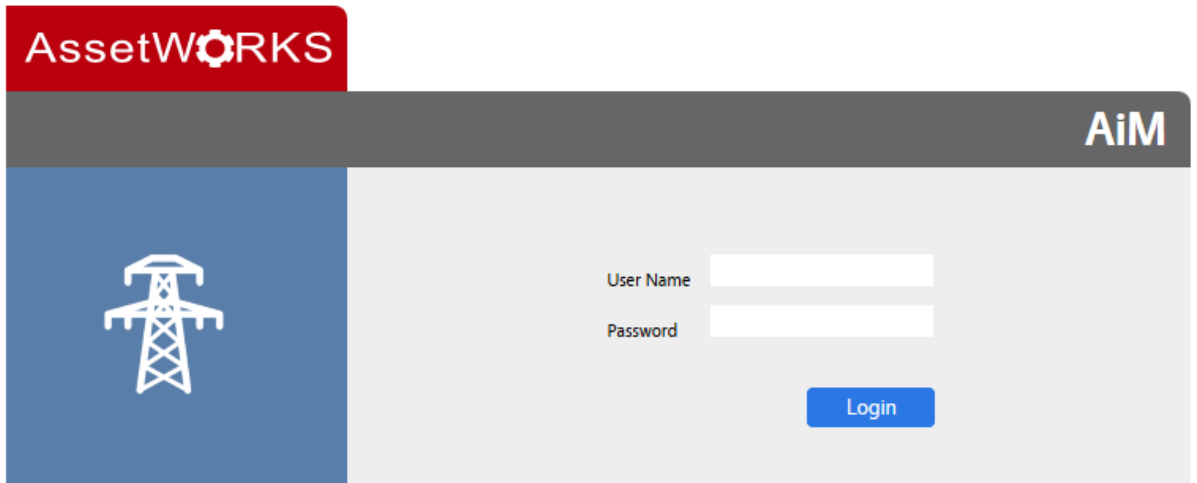


## How to Print the Cost of a Work Order

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

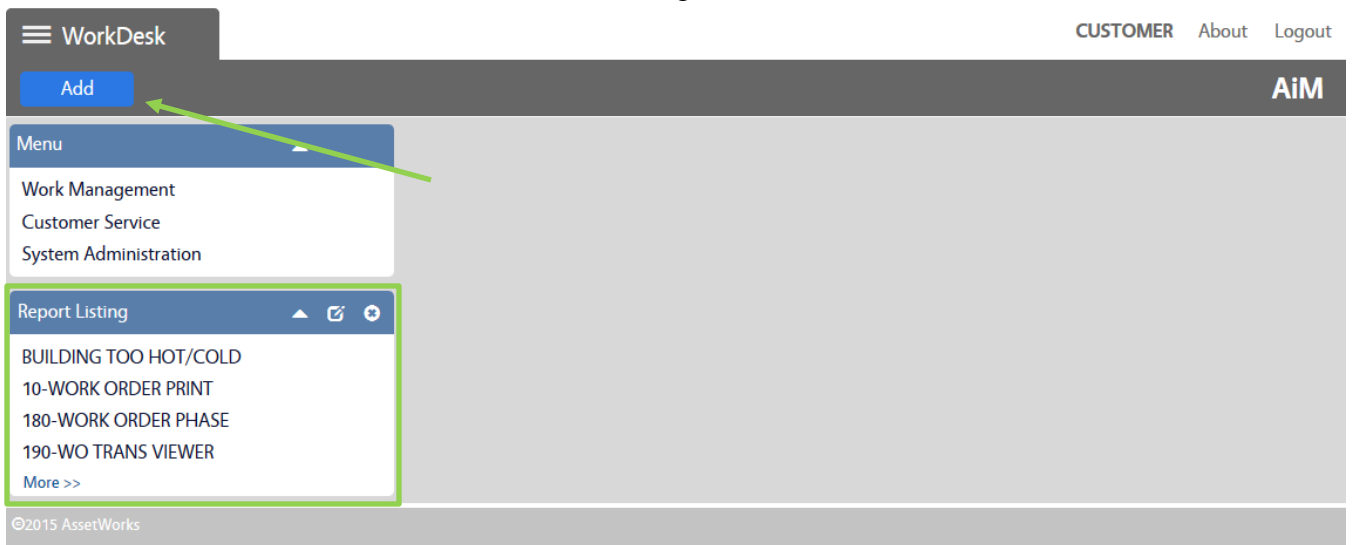


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2. You will need the Work Order number to look up the cost. To select the report, you must have the Report Listing Box on your Work Desk Menu.

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.

Layout Manager

CUSTOMER About Logou

Save Cancel Refresh AiM

Navigation Wide Narrow move under Navigation

1 Module Menu Select channels to add to view 1 Report Listing

Available Channels Add

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

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

WorkDesk

CUSTOMER About Logout

Add AiM

Menu

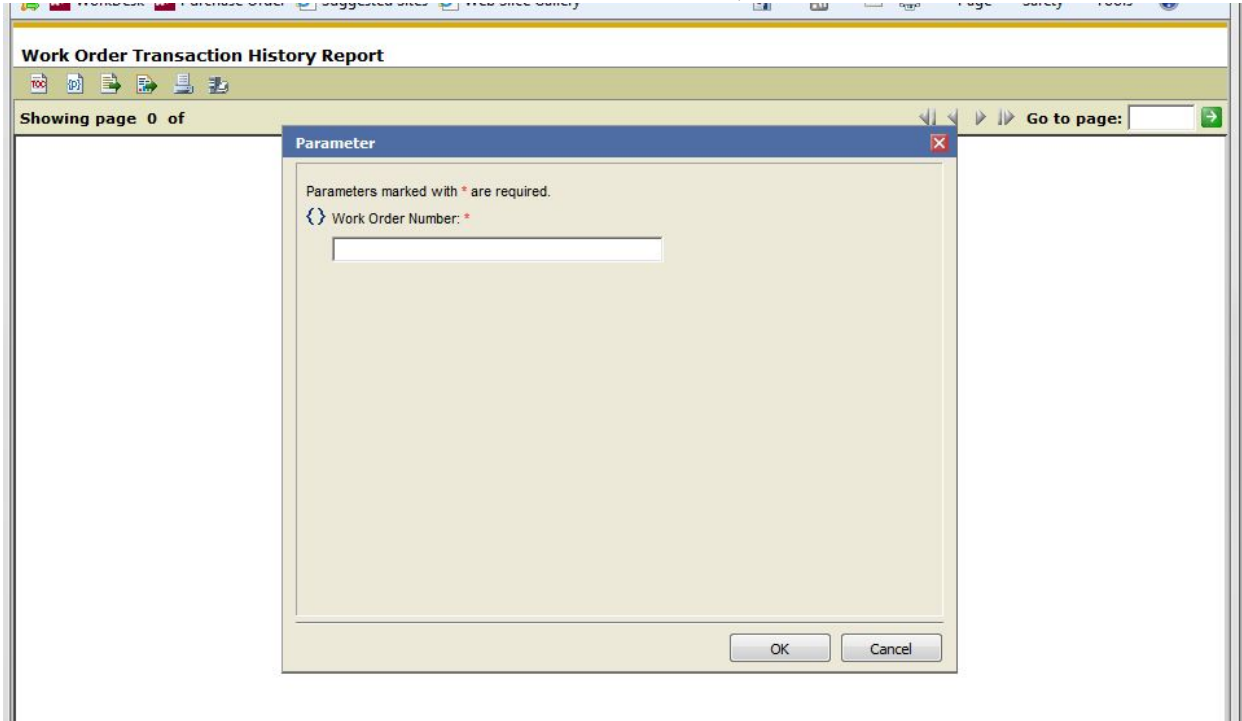
- Work Management
- Customer Service
- System Administration

Report Listing

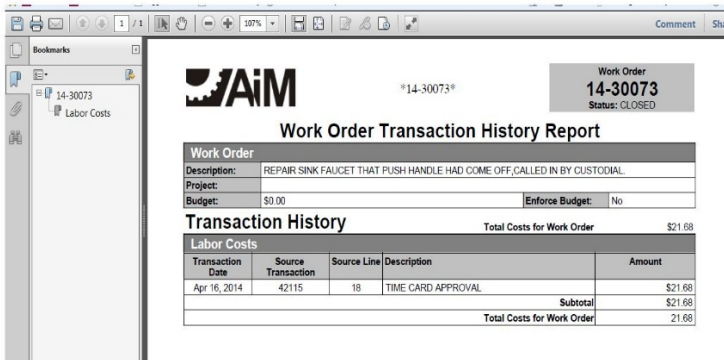
- BUILDING TOO HOT/COLD
- 10-WORK ORDER PRINT
- 180-WORK ORDER PHASE
- 190-WO TRANS VIEWER
- More >>

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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>.