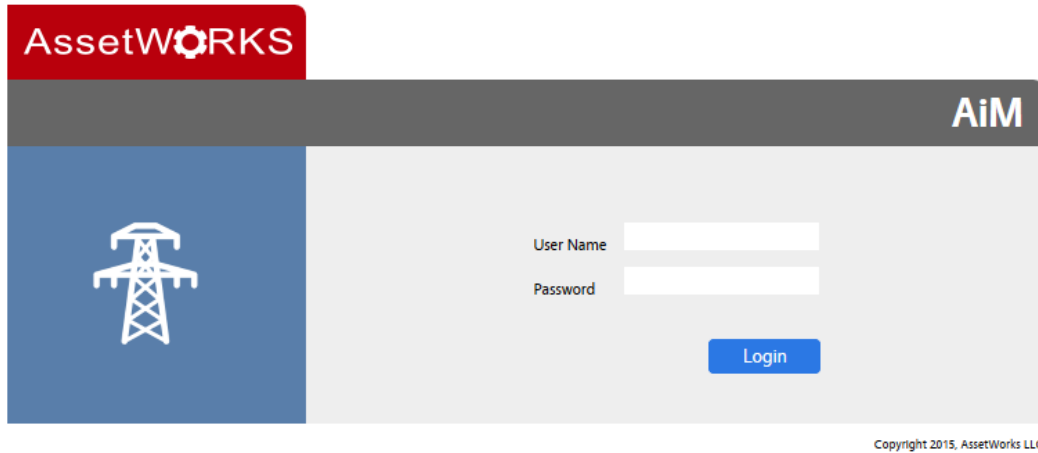


## How to Print a Work Order

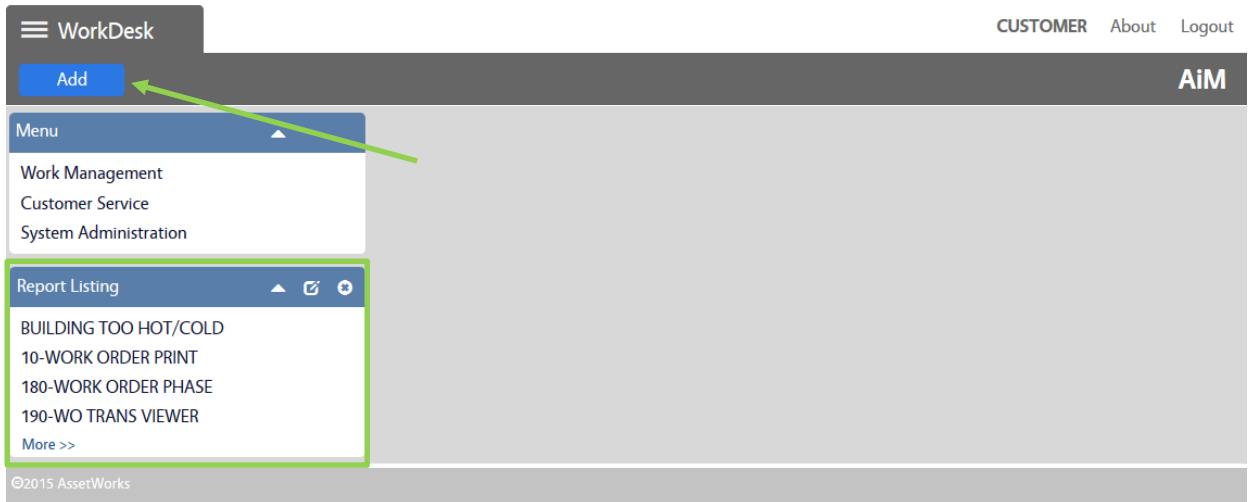
1. Login to the AiM using your Texas State username and login.



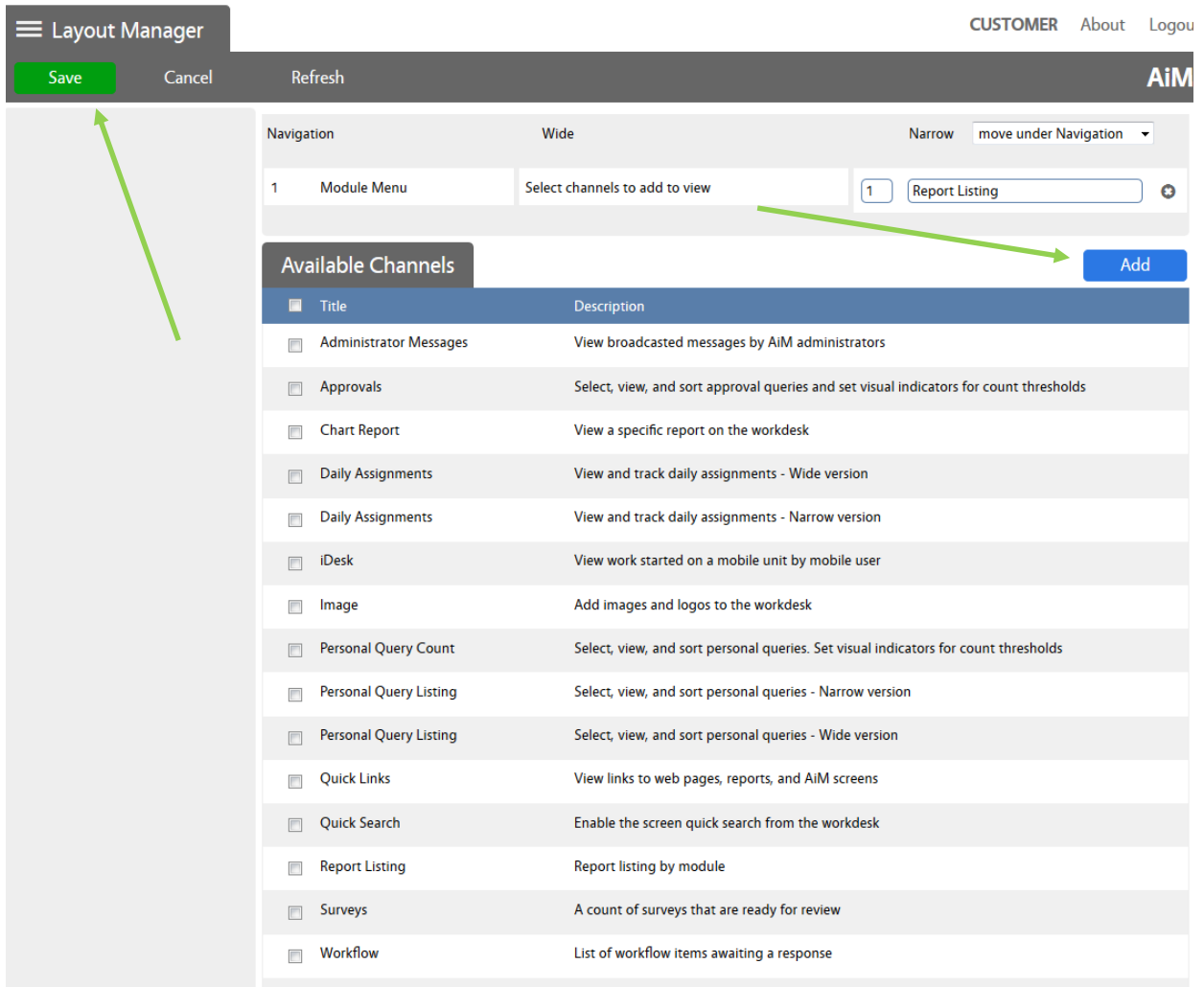
2. You will need the Work Order number to print it. To select the report, you must have the Report Listing Box on your Work Desk Menu.

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

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

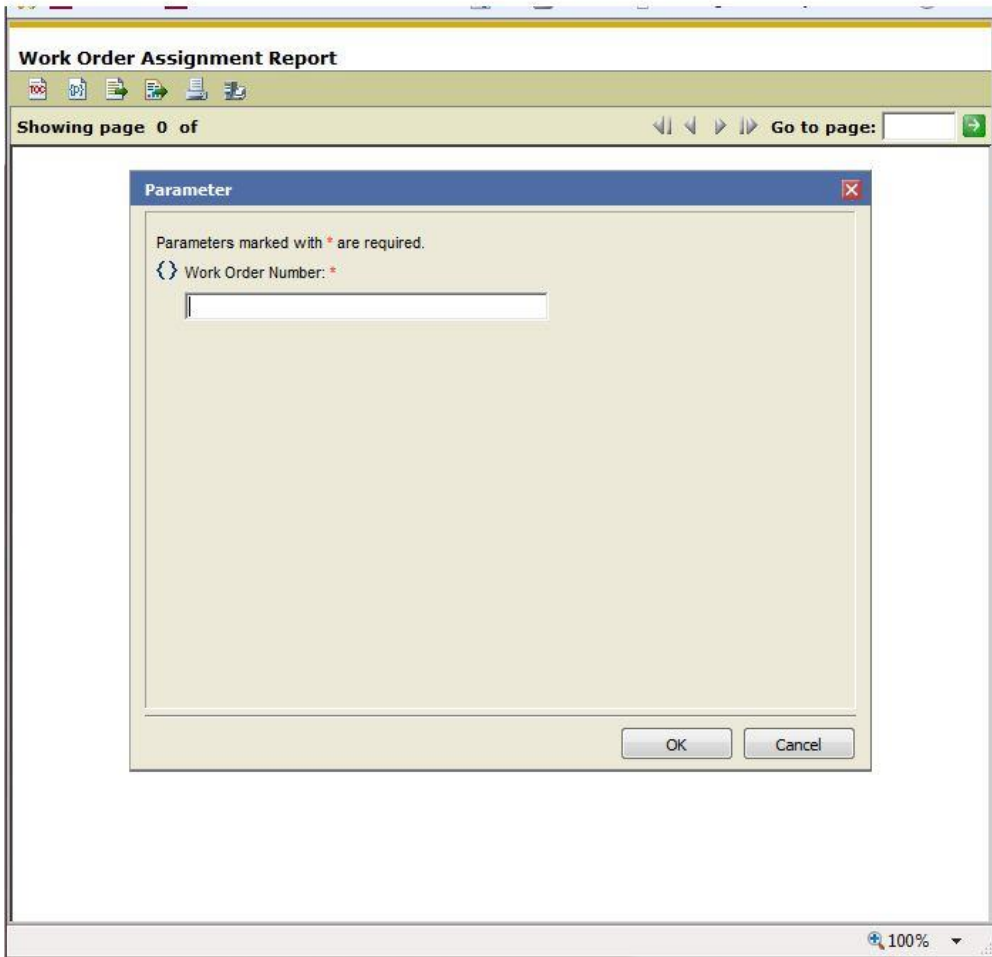


3. The Layout Manager window is shown, scroll down and check the box next to Report Listing. Then click the blue “Add” button. Once the windows redisplay, click the green “Save” button. The Report Listing box should now appear on the Work Desk.



4. To print the Work Order, click “10-Work Order Print” report on the Work Desk.

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



- 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.

**AiM** \*14-11239\* **Work Order 14-11239**  
Status: OPEN

### Work Order Assignment Report

Work Order			
<b>Description:</b>	FY14 VOYAGER FUEL CARD CHARGES - KEY SHOP	<b>Created By:</b>	CB58
		<b>Date Created:</b>	Oct 11, 2013, 2:24 PM
		<b>Desired Date:</b>	
		<b>Customer Request:</b>	
<b>Type:</b>	STANDING (STANDING WORK ORDER)	<b>Category:</b>	VEHICLES (VEHICLES - COST CAPTURING FOR FUEL ONLY)
<b>Project:</b>		<b>Problem Code:</b>	
Organization			
<b>Organization:</b>	UPD (UPD)		
<b>Requestor:</b>	UPD (null)		
<b>Contact:</b>	DANNETTE ELLIOT		
<b>Contact Email:</b>	SE15@TXSTATE.EDU	<b>Contact Phone:</b>	245-8336
Property			
<b>Region:</b>	TEXAS STATE (TEXAS STATE UNIVERSITY)	<b>Facility:</b>	VEHICLES (TEXAS STATE FLEET - INCLUDES VEHICLES, NON-BUILDING EQUIPMENT, ETC.)

- 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>.