

Attach a Document

NOTE: The below instructions are the same anywhere in AiM that you have an option to attach a document.

TIP: You will want to save the document to your computer before starting these instructions.

Go to the record in AiM that you want to attach the document. Edit this record by selecting the

Edit button in the upper left corner. In the View menu, select "Related Documents".

Work Order

ROSE About Help Logout

Save Cancel AiM

View

15-84500 Created By MARY GUTIERREZ On 07/24/2015 09:37 AM
Last Edited by XAVIER LOPEZ On 07/27/2015 08:52 AM

Status: WORK COMPLETE

Project: [Search]

Desired Date: [Calendar]

Budget: \$0.00

Organization: [Search]

Region: TEXAS STATE

TEXAS STATE UNIVERSITY

Facility: INFRASTRUCTURE

CAMPUS INFRASTRUCTURE

Property: MAIN CAMPUS

TEXAS STATE CAMPUS

Problem Code

Type: FACILITY FUNDED
FUNDS ARE PROVIDED BY THE

Category: CORRECTIVE
CORRECTIVE - UNPLANNED,

Job Priority: ROUTINE [Search]
NORMAL WORK. TO BE

Contact: Joey Kristoff

Contact Phone: 5-2235

Contact Email: jdk67

Phase

Phase	Description	Location	Shop	Work Code	Priority	Status
001	Remove Sediment and Debris from curb inlets in Butler Hall	PARKING LOTS	UTILITY MAINTENANCE	562	5 ROUTINE	WORK COMPLETE

Related Documents screen is displayed

Related Documents

ROSE About Help Logout

Done Cancel AiM

15-84500 Created By MARY GUTIERREZ On 07/24/2015 09:37 AM
Last Edited by XAVIER LOPEZ On 07/27/2015 08:52 AM

Remove Sediment and Debris from curb inlets in Butler Hall parking area
To: Utilities Maintenance
2024101015-1413140000-0000000000

Document Listing

Thumbnail	Title	Current Version	Document Type	Extra Description	Related On
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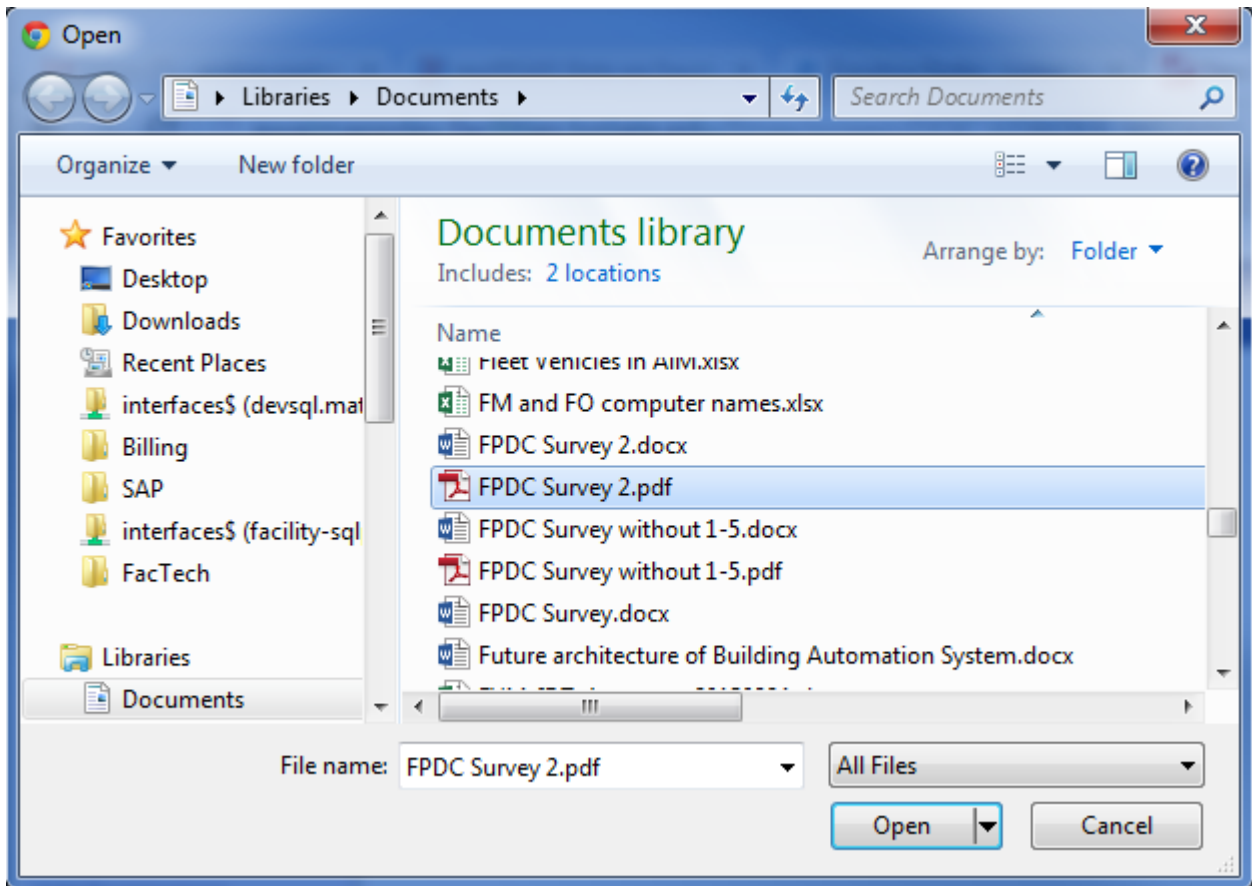
Attach Link Remove Add

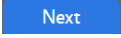
Select the **Add** button.



Select the Choose Files button.

The below window opens. Navigate to where you have saved your file to attach to the record in AiM.



Click the “Open” button after you have selected your file. In AiM, select the next  in the upper left corner.

Fill out all of the red boxes and any other information you choose.

Type: you will use only 2 options, GENERAL or IMAGE. General is any document that is not an image/picture. Image is a picture.

New Document ROSE About Help Logout

Next Cancel AiM

Upload File(s)

Add Meta Data

Add Attributes

Add Permissions

Title FPDC Survey 2.pdf

Type GENERAL

Tags

File Name(s) Desert.jpg

Once you have filled out all of the information, select the **Next** button in the upper left corner. You will select the next icon a few times until you reach the below screen. You should see the document you selected earlier.

Related Documents ROSE About Help Logout

Done Cancel AiM

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Remove Sediment and Debris from curb inlets in Butler Hall parking area
To: Utilities Maintenance
2024101015-1413140000-0000000000

Document Listing Attach Link Remove Add

Thumbnail	Title	Current Version	Document Type	Extra Description	Related On
	FPDC Survey 2.pdf	1.0	GENERAL		Jul 27, 2015

To complete the save of the document to your record, click the **Done** button in the upper left corner. Then click the **Save** button in the upper right corner.