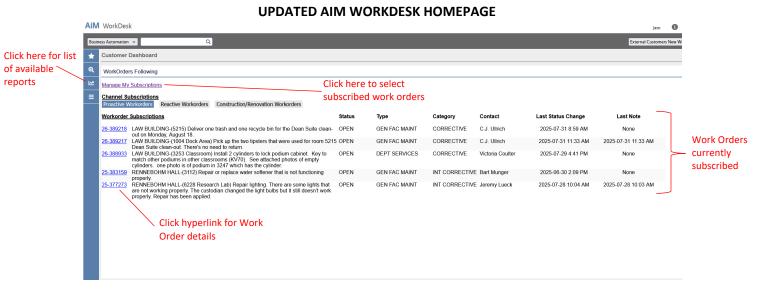
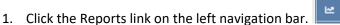


With access to Assetworks "AiM" and the updated WorkDesk homepage, campus customers can view informational reports, lookup details about specific work orders, or can subscribe to selected work orders for automated update notifications.



## **HOW TO VIEW A REPORT OF WORK ORDER DETAILS**



- 2. Select 1003 Building WO Summary OR 1007 Cust Work Ord Detl
- 3. Enter Parameters and click OK to launch the report.

## HOW TO SUBSCRIBE TO WORK ORDERS FOR AUTOMATED UPDATE NOTIFICATIONS

(Users are able to "subscribe" to open work orders in the buildings for which they are the designated Facility Manager or Work Order Contact.)

- Click Manage My Subscriptions from WorkDesk homepage.
  On the Manage Subscriptions page, your current subscription settings will be displayed.
- 2. Use the Follow or Cancel buttons for subscribing to individual Work Orders.
- 3. Use the Channel Subscriptions for subscribing all open work orders in that channel (Proactive, Reactive, Construction)
- 4. Click Back to AiM Workdesk button at top of page

## Other Notable Information from the Reports Button

1015 - Fac Mgr Contacts, select building to view list of designated Facility Manager contacts

1049 – Asset Funding, select building to view list of departmental equipment and assigned funding string

1110 - Project Budget, select Project PRJ number to view summary of project status and costs