



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.

UPDATED AIM WORKDESK HOMEPAGE

Click here for list of available reports

Click here to select subscribed work orders

Work Orders currently subscribed

Click hyperlink for Work Order details

Workorder Subscriptions	Status	Type	Category	Contact	Last Status Change	Last Note
26-389218 LAW BUILDING-(5215) Deliver one trash and one recycle bin for the Dean Suite clean-out on Monday, August 18.	OPEN	GEN FAC MAINT	CORRECTIVE	C.J. Ullrich	2025-07-31 8:59 AM	None
26-389217 LAW BUILDING-(1004 Dock Area) Pick up the two tipsters that were used for room 5215 Dean Suite clean-out. There's no need to return.	OPEN	GEN FAC MAINT	CORRECTIVE	C.J. Ullrich	2025-07-31 11:33 AM	2025-07-31 11:33 AM
26-388933 LAW BUILDING-(3253 Classroom) Install 2 cylinders to lock podium cabinet. Key to match other podiums in other classrooms (KV70). See attached photos of empty cylinders. one photo is of podium in 3247 which has the cylinder.	OPEN	DEPT SERVICES	CORRECTIVE	Victoria Coulter	2025-07-29 4:41 PM	None
25-383159 RENNEBOHM HALL-(3112) Repair or replace water softener that is not functioning properly.	OPEN	GEN FAC MAINT	INT CORRECTIVE	Bart Munger	2025-06-30 2:09 PM	None
25-377273 RENNEBOHM HALL-(6228 Research Lab) Repair lighting. There are some lights that are not working properly. The custodian changed the light bulbs but it still doesn't work properly. Repair has been applied.	OPEN	GEN FAC MAINT	INT CORRECTIVE	Jeremy Lueck	2025-07-28 10:04 AM	2025-07-28 10:03 AM

HOW TO VIEW A REPORT OF WORK ORDER DETAILS

1. Click the Reports link on the left navigation bar. 
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.)

1. 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