


WorkDesk

aim.sfasu.edu/fmax/screen/WORKDESK

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WorkDesk

- Menu
Work Management
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System Administration
- Administrator Messages edit
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- Quick Search edit
 Work Order
- Administrative Work Order Processing edit
- SFA edit

- Report Listing edit

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From the Aim WorkDesk, Click the Work Management link.

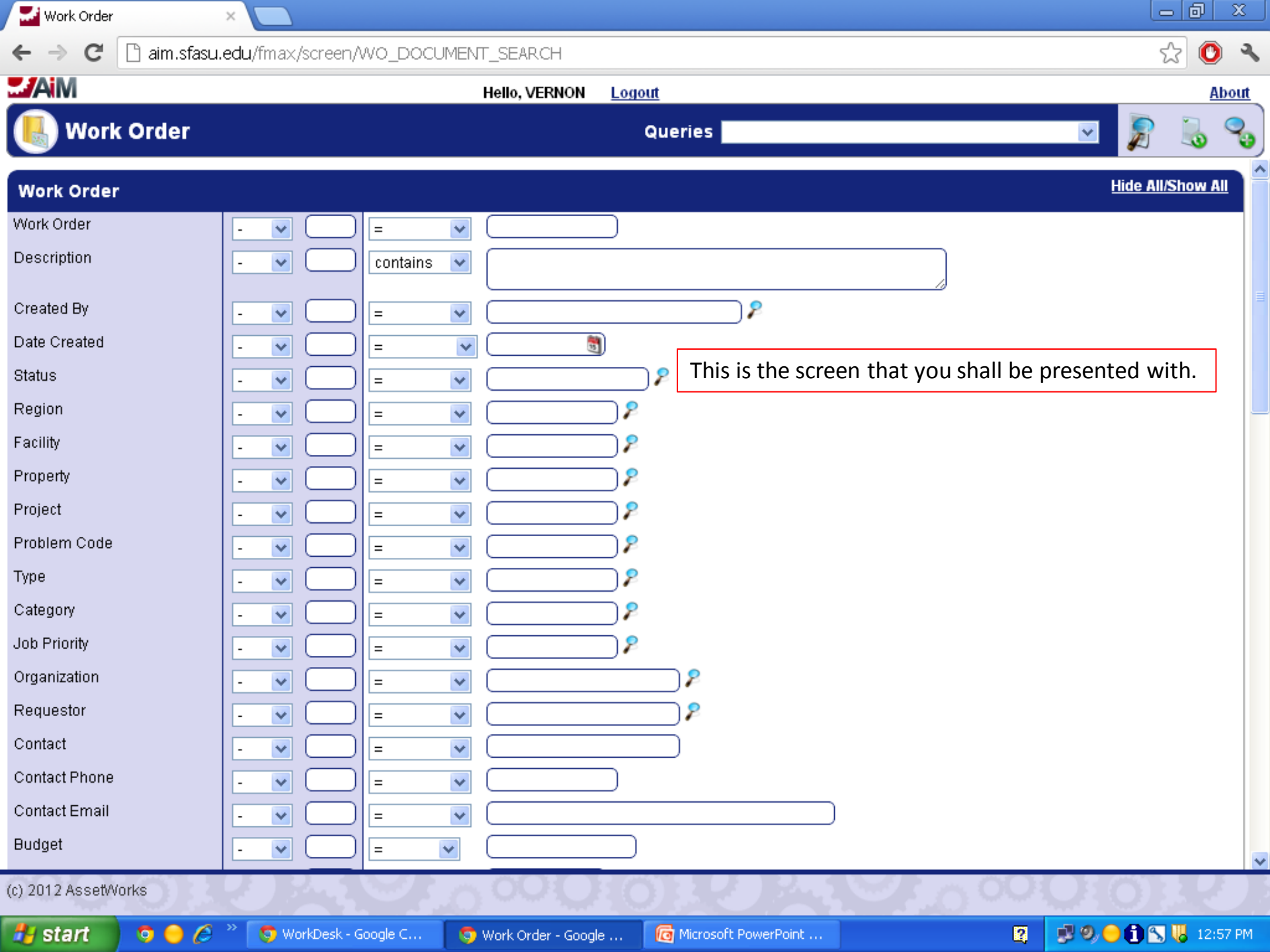
Work Management

- Menu**
-  Work Order
 -  Phase
 -  Daily Assignments
 -  Material Request
 - Rapid Status Update For Work Order
 - Rapid Status Update For Phase
 -  Limited Work Order
 -  Quick Work Order

To begin searching for your Work Order, Click the "Zoom" button next to the Work Order link.

Setup

- Report Listing**
- 10-WORK ORDER PRINT
 - 20-MATERIAL REQUEST PRINT
 - 180-WORK ORDER PHASE
 - 190-WO TRANS VIEWER
 - 200-DAILY ASSIGNMENT
 - 240-PHASE PRINT
 - 250-PHASE TRANS VIEWER
 - 260-PM PRINT WO
 - 270-PM PRINT PHASE
 - 360-PHS TRANS DETAIL RPT
 - 370-WO TRANS DETAIL RPT
 - 385-WO PHS COST ANALYSIS
 - 390-WO BROWSE PRINT
 - 421-WO EST VS ACTUAL COST

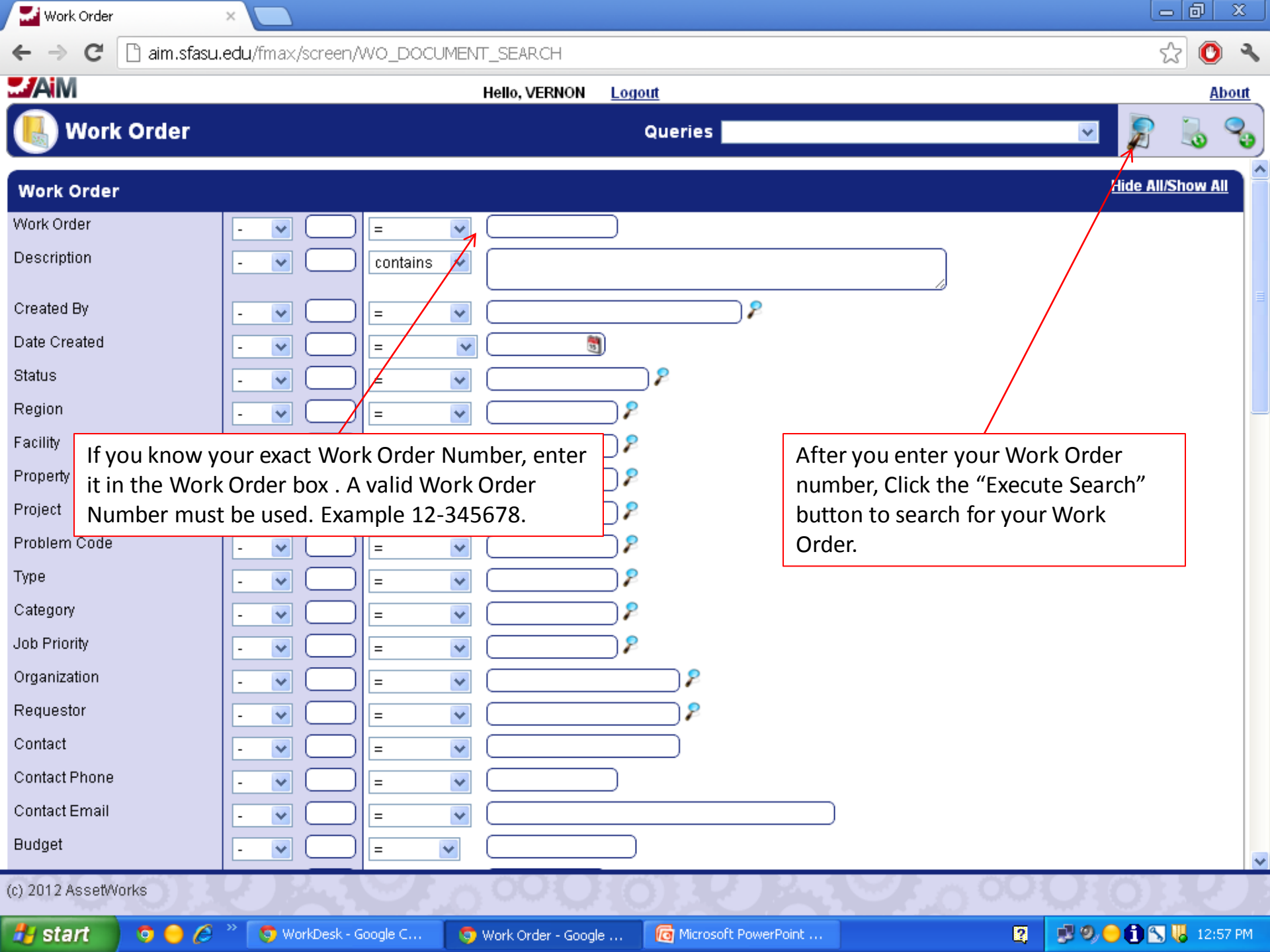


Work Order

Hide All/Show All

Work Order	-		=	
Description	-		contains	
Created By	-		=	
Date Created	-		=	
Status	-		=	
Region	-		=	
Facility	-		=	
Property	-		=	
Project	-		=	
Problem Code	-		=	
Type	-		=	
Category	-		=	
Job Priority	-		=	
Organization	-		=	
Requestor	-		=	
Contact	-		=	
Contact Phone	-		=	
Contact Email	-		=	
Budget	-		=	

This is the screen that you shall be presented with.



If you know your exact Work Order Number, enter it in the Work Order box . A valid Work Order Number must be used. Example 12-345678.

After you enter your Work Order number, Click the “Execute Search” button to search for your Work Order.

Work Order

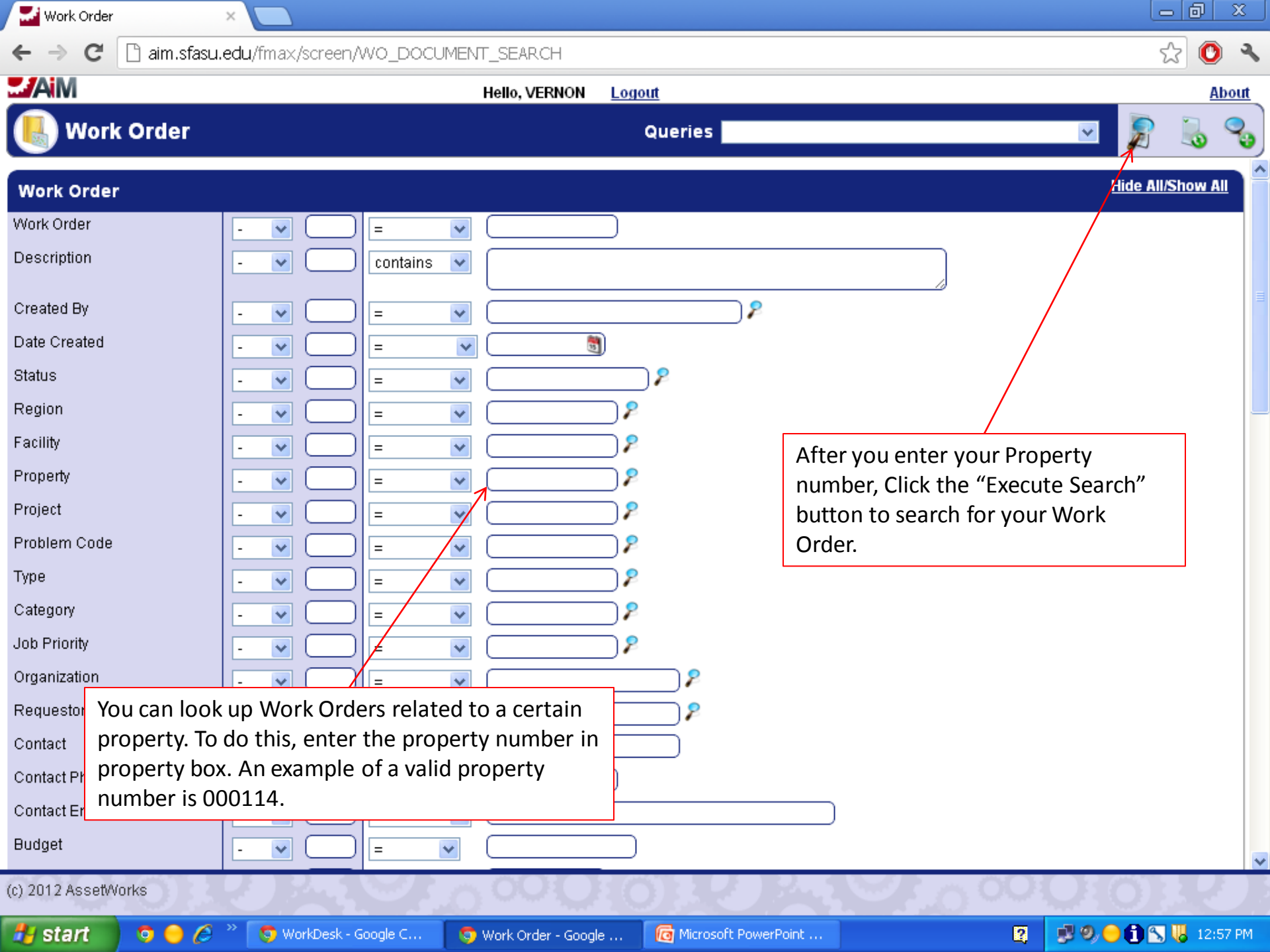
aim.sfasu.edu/fmax/screen/WO_BROWSE?aePProE.longDesc.operator=CONTAINS&aePProE.description.operator=CONTAINS&aePPI

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Work Order

Work Order	Description	Status	Type	Category	Region	Facility	Property	Date Created
13-023802	ROOM 310, DIFFICULTY IN TAKING OUT THE KEY FROM THE CLOSET DOOR ON THE RIGHT SIDE (RLO WO# 12-020338)	OPEN	MAINTENANCE	CORRECTIVE	003624	MAIN CAMPUS	000524	Sep 26, 2012 01:15 PM

This is the screen that will come up when your search has been successfully completed. You can click on the Work Orders to see more information relating to it.

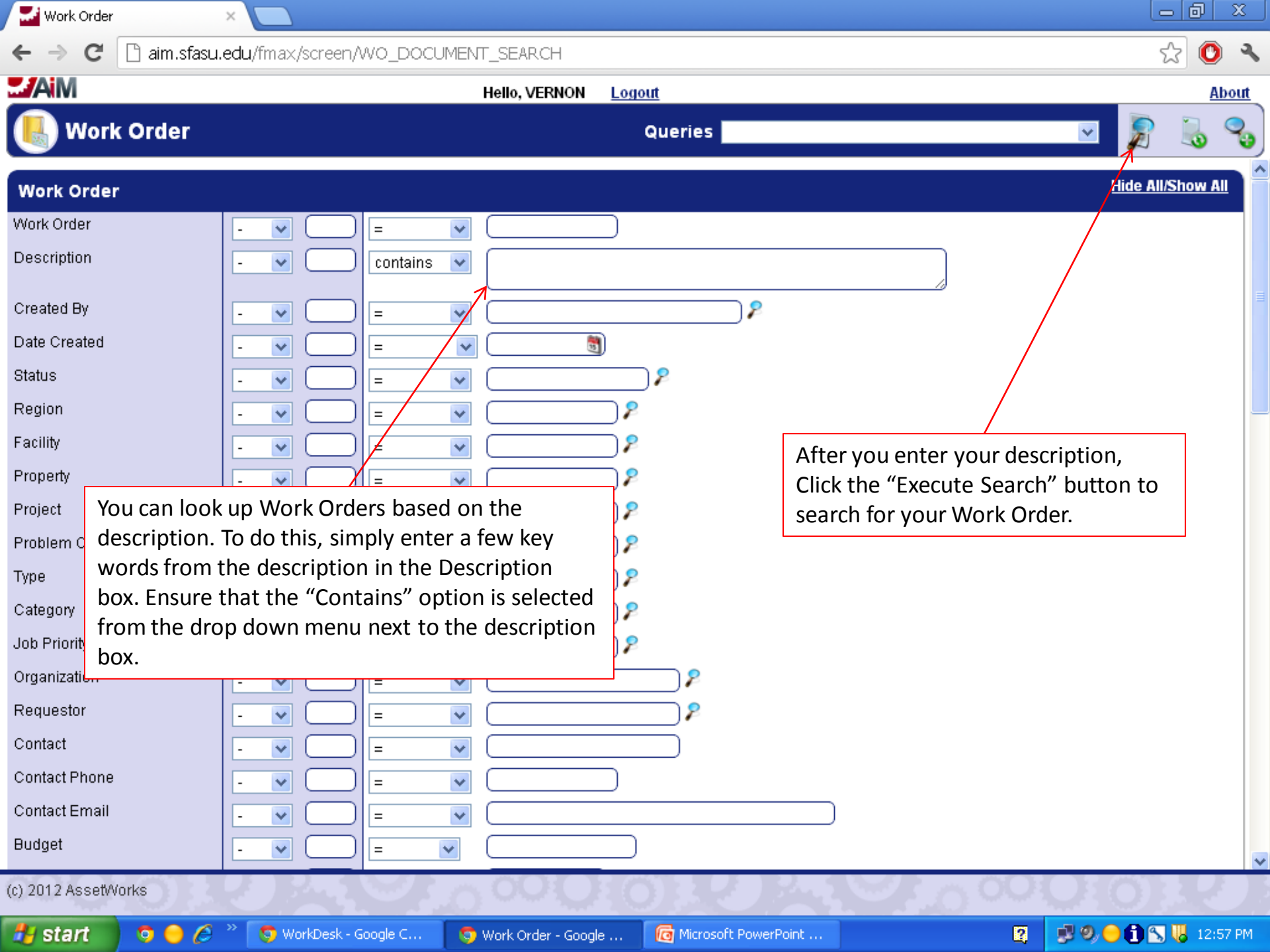


After you enter your Property number, Click the “Execute Search” button to search for your Work Order.

You can look up Work Orders related to a certain property. To do this, enter the property number in property box. An example of a valid property number is 000114.

This is the screen that will come up when your search has been successfully completed. You can click on the Work Order to see more information relating to it.

Work Order	Description	Status	Type	Category	Region	Facility	Property	Date Created
13-023223	TOILET PAPER DISPENSER CAME OFF WALL IN VOLLEYBALL DRESSING RM, SHELTON	OPEN	MAINTENANCE	CORRECTIVE	003624	MAIN CAMPUS	000114	Sep 20, 2012 08:19 AM
13-023127	STANDBY AND CLEANUP FOR VOLLEYBALL GAMES	OPEN	SERVICES	CUSTODIAL	003624	MAIN CAMPUS	000114	Sep 19, 2012 01:04 PM
12-019098	REPAIR BURNT OUTLET IN A101	CLOSED	MAINTENANCE	CORRECTIVE	003624	MAIN CAMPUS	000114	Aug 23, 2012 10:53 AM
12-017325	MOVE BASKETBALL SHOOTER FROM SHELTON GYM TO THE COLISEUM PER BUCK	CLOSED	SERVICES	SPECIAL SERVICE	003624	MAIN CAMPUS	000114	Jul 27, 2012 10:21 AM
12-017158	PROVIDE SERVICES FOR VOLLEYBALL CAMP AND GAMES AS SCHEDULED	CLOSED	MAINTENANCE	CORRECTIVE	003624	MAIN CAMPUS	000114	Jul 24, 2012 02:20 PM
12-016941	CHANGE FILTERS	CLOSED	MAINTENANCE	CORRECTIVE	003624	MAIN CAMPUS	000114	Jul 19, 2012 03:24 PM
12-016615	CAN'T GET IN VOLLEYBALL CLOSET	CLOSED	MAINTENANCE	CORRECTIVE	003624	MAIN CAMPUS	000114	Jul 13, 2012 02:32 PM
12-014359	SHELTON GYM CHECK SCOREBOARDS	CLOSED	MAINTENANCE	CORRECTIVE	003624	MAIN CAMPUS	000114	May 30, 2012 03:32 PM
12-014152	TRANSPORT BOX OF PLASTIC SEATS FROM CENTRAL RECEIVING TO UPPER LEVEL OF SHELTON GYM. CONTACT DEBBIE HUMPHREYS FOR INFO ON WHERE TO STORE THEM. CONTACT ROB MEYERS FOR AN ADDITIONAL INFORMATION.	CLOSED	SERVICES	SPECIAL SERVICE	003624	MAIN CAMPUS	000114	May 23, 2012 09:05 AM
12-014110	MOUNT PLASTIC SEATS TO EXISTING BLEACHER BOARDS IN SEATING AREA OF SHELTON GYM. SEATS TO BE DELIVERED TO GYM ON 5/22 OR 5/23	CLOSED	MAINTENANCE	CORRECTIVE	003624	MAIN CAMPUS	000114	May 22, 2012 01:04 PM
12-014076	SPECIAL SERVICES - PICK UP PARTITION WALL FROM LIBERAL ARTS NORTH AND TAKE TO SHELTON GYM. CONTACT	CLOSED	SERVICES	SPECIAL SERVICE	003624	MAIN CAMPUS	000114	May 21, 2012 02:57 PM

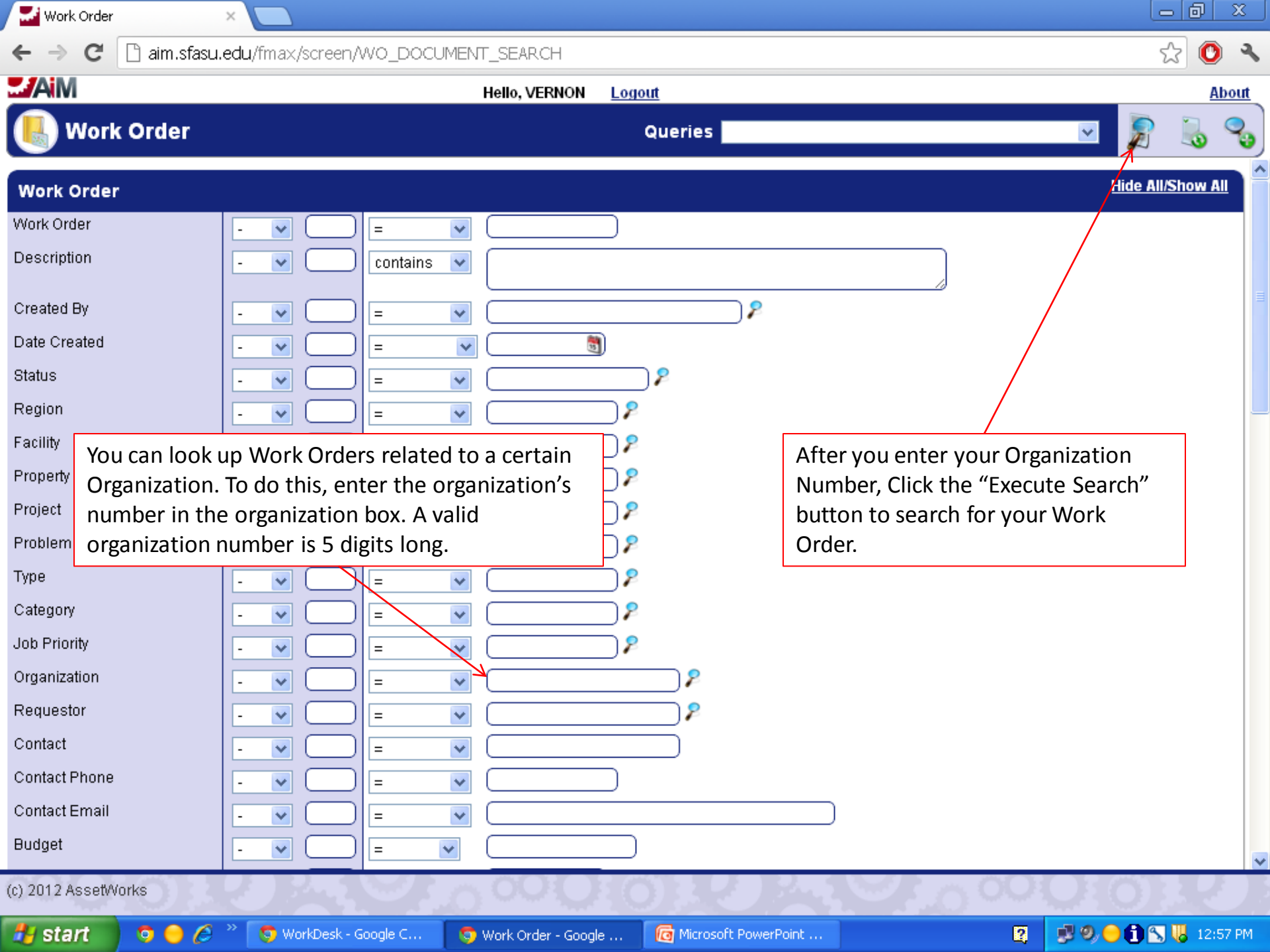


You can look up Work Orders based on the description. To do this, simply enter a few key words from the description in the Description box. Ensure that the "Contains" option is selected from the drop down menu next to the description box.

After you enter your description, Click the "Execute Search" button to search for your Work Order.

This is the screen that will come up when your search has been successfully completed. You can click on the Work Orders to see more information relating to it. If this screens come back empty, you can try doing the search again but entering less into the description box.

Work Order	Priority	Date Created
13-023242	HALL 14 CALL OUT 1ST FLOOR SOUTH BATHROOM REPAIR LIGHT SWITCH	OPEN MAINTENANCE CORRECTIVE 003624 MAIN CAMPUS 000518 Sep 20, 2012 09:27 AM
13-022007	VILLAGE IN ROOM 1161A THE LIGHT SWITCH NEXT TO THE DESK NEEDS TO BE FIXED, BECAUSE IT IS MAKING A BUZZING SOUND.	CLOSED MAINTENANCE CORRECTIVE 003624 MAIN CAMPUS 000545 Sep 10, 2012 08:27 AM
12-020305	JP-ECRC. REPAIR LOOSE LIGHT SWITCH IN RESTROOM IN MAIN OFFICE HALLWAY.	OPEN MAINTENANCE CORRECTIVE 003624 MAIN CAMPUS 000189 Aug 28, 2012 11:21 AM
12-019407	MAIN LIGHT SWITCH IN COMMUNITY KITCHEN IN TODD HALL IS BROKEN, PERSON HAS TO HOLD LIGHT SWITCH IN THE MIDDLE TO BE ABLE TO TURN THE LIGHT OFF. TODD	CLOSED MAINTENANCE CORRECTIVE 003624 MAIN CAMPUS 000515 Aug 25, 2012 09:22 AM
12-019318	LIGHT SWTCH DOESNT WORK IN THE BATHROOM SOUTH HALL ROOM 307	CLOSED MAINTENANCE CORRECTIVE 003624 MAIN CAMPUS 000512 Aug 24, 2012 02:37 PM
12-019298	HALL 14 114 THE LIGHT SWITCH IS MISSING OFF OF A WALL	CLOSED MAINTENANCE CORRECTIVE 003624 MAIN CAMPUS 000518 Aug 24, 2012 01:33 PM
12-019121	LIGHT SWTCH IN ROOM 321 ON THE LEFT SIDE ABOVE THE DRESSER IS COMPLETELY GONE.	CLOSED MAINTENANCE CORRECTIVE 003624 MAIN CAMPUS 000518 Aug 23, 2012 01:29 PM
12-018846	HOLE IN LIGHT SWTCH COVERING LUMBERJACK VILLAGE BUILDING 2 2436A	CLOSED MAINTENANCE CORRECTIVE 003624 MAIN CAMPUS 000546 Aug 22, 2012 08:08 AM
12-017119	MAIN LIGHT OUT. REPLACED LIGHT SWITCH, - NIGHTMAN HALL 20 113	CLOSED MAINTENANCE CORRECTIVE 003624 MAIN CAMPUS 000538 Jul 24, 2012 08:00 AM
12-016777	LIGHT SWTCH RIGHT OUTSIDE ROOM 103A (INSIDE THE DOCK) IS NOT WORKING. LIGHTS HAVE STAYED ON ALL NIGHT IN THE DOCK BECAUSE LIGHT SWITCH WILL NOT TURN OFF	CLOSED MAINTENANCE CORRECTIVE 003624 MAIN CAMPUS 000138 Jul 17, 2012 08:58 AM
12-013407	PAINT CHIP QUARTER SIZE BY LIGHT SWITCH IN BEDROOM	CLOSED MAINTENANCE CORRECTIVE 003624 MAIN CAMPUS 000522 May 14, 2012 12:41 PM



You can look up Work Orders related to a certain Organization. To do this, enter the organization's number in the organization box. A valid organization number is 5 digits long.

After you enter your Organization Number, Click the "Execute Search" button to search for your Work Order.

Phase	Select	
Phase	=	<input type="text"/>
Description	contains	<input type="text"/>
Status	=	<input type="text"/> 🔍
Budget	=	<input type="text"/>
Percent Complete	=	<input type="text"/>
Location	=	<input type="text"/> 🔍
Shop	=	<input type="text"/> 🔍
Priority	=	<input type="text"/> 🔍
Estimated Start Date	=	<input type="text"/> 📅
Estimated End Date	=	<input type="text"/> 📅
Funding Method	=	<input type="text"/> ▾
Work Code	=	<input type="text"/> 🔍
Request Method	=	<input type="text"/> 🔍
Asset	=	<input type="text"/> 🔍
Equipment	=	<input type="text"/> 🔍
Template	=	<input type="text"/> 🔍
PM Standards	=	<input type="text"/> 🔍
Capital Project	=	<input type="text"/> 🔍
Component	=	<input type="text"/> 🔍

After you enter your Organization Number, Click the "Execute Search" button to search for your Work Order. Ensure that you have a property or organization number entered in the Work Order section before executing your search.

This is the screen that will come up when your search has been successfully completed. You can click on the Work Orders to see more information relating to it.

Work Order	Description	Status	Type	Category	Region	Facility	Property	Date Created
13-023231	SIGNAGE ON E COLLEGE STREET	OPEN	SERVICES	SPECIAL SERVICE	003624	MAIN CAMPUS	001223	Sep 20, 2012 08:33 AM
13-023228	SIGNAGE AT NURSING	OPEN	SERVICES	SPECIAL SERVICE	003624	NURSING	001230	Sep 20, 2012 08:27 AM
13-023001	INSTALL ACORN LIGHT BY HUMAN SCI. NORTH	OPEN	IMPROVEMENTS	CUSTOM	003624	MAIN CAMPUS	000123	Sep 18, 2012 11:57 AM
13-022564	EAST TEXAS LANDSCAPING - LANDSCAPE NURSING	OPEN	MAINTENANCE	PLANNED	003624	NURSING	001230	Sep 13, 2012 10:44 AM
13-022108	SPECIAL SERVICES MOVING BOXES OF COSTUME BACK TO FINE ARTS	OPEN	SERVICES	SPECIAL SERVICE	003624	MAIN CAMPUS	000109	Sep 10, 2012 11:48 AM
13-022076	FY 13 CONTINUATION OF DESIGN CENTER RENOVATION	OPEN	IMPROVEMENTS	CAPITAL	003624	MAIN CAMPUS	000109	Sep 10, 2012 10:09 AM
13-021912	REPLACE VALVE AND VALVE BOX ON SW CORNER OF HUMAN SCIENCE NORTH BLDG SEE LEE FOR MORE INFO	OPEN	MAINTENANCE	CORRECTIVE	003624	MAIN CAMPUS	000999	Sep 07, 2012 11:37 AM
13-021504	MOVE CONVEYOR PARTS FROM CENTRAL RECEIVING TO FINE ARTS	OPEN	SERVICES	SPECIAL SERVICE	003624	MAIN CAMPUS	000109	Sep 05, 2012 07:34 AM
12-018767	BAT EXCLUSION FOR PARKING GARAGE 3 LJ VILLAGE AND PARKING GARAGE 2 AIKMAN	OPEN	MAINTENANCE	CORRECTIVE	003624	MAIN CAMPUS	000999	Aug 21, 2012 10:21 AM
12-018496	DISABLE/ENABLE FIRE ALARM FOR HVAC	CLOSED	MAINTENANCE	CORRECTIVE	003624	MAIN CAMPUS	000101	Aug 15, 2012 03:44 PM
12-018403	INSTALL DRAINAGE AT COE ANNEX AREA	CLOSED	MAINTENANCE	CORRECTIVE	003624	MAIN CAMPUS	000999	Aug 14, 2012 10:32 AM
12-018274	UPGRADE 3RD FLR FIRE ALARM SYSTEM	OPEN	MAINTENANCE	CORRECTIVE	003624	MAIN CAMPUS	000101	Aug 10, 2012 10:58 AM
12-018270	DRILL SEASIDE WATER WELL IN GAVLA MILZ	OPEN	SERVICES	INSTALL	003624	MAIN CAMPUS	000999	Aug 10, 2012

Work Order

aim.sfasu.edu/fmax/screen/WO_DOCUMENT_SEARCH#

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Work Order Queries

Phase Select

Phase =

Description contains

Status =

Budget =

Percent Complete =

Location =

Shop =

Priority

Estimated

Estimated

Funding M

Work Code

Request Method =

Asset =

Equipment =

Template =

PM Standards =

Capital Project =

Component =

Hide

You can look up Work Orders based on their phase status. To do this, go to the phase section, and click the "Zoom" button next to status. This will bring up, a list of status options. Pay special attention to the "RTB" status (Ready To Bill).

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start Engadget - G... Work Order - ... Microsoft Po... Windows Med... Billing 1:58 PM

Phase Status

Sequence	Status	Description
10	NEW	NEW PHASE
20	ESTIMATE	ESTIMATE PHASE
25	ESTIMATED	ESTIMATED PHASE
30	APPROVED	CUSTOMER APPROVED PHASE
40	SCHEDULE	SCHEDULE PHASE
45	ASSIGNED	ASSIGNED PHASE
50	WORK COMPLETE	WORK COMPLETE ON PHASE
60	ADMIN COMPLETE	ADMINISTRATION COMPLETE PHASE
65	RTB	READY TO BILL
90	CANCELLED	CANCELLED PHASE

Select the status of the Work Orders you would like to search for.



PM Standards
Capital Project
Component

- [v] [text] [magnifying glass]

= [v] [text] [magnifying glass]

= [v] [text] [magnifying glass]

= [v] [text] [magnifying glass]

Work Order

aim.sfasu.edu/fmax/screen/WO_BROWSE?aePProE.longDesc.operator=CONTAINS&aePProE.description.operator=CONTAINS&aePPI

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Work Order

Work Order	Description	Status	Type	Category	Region	Facility	Property	Date Created
13-023150	CHARGE FOR 3 DISPENSERS \$ 10 EACH= \$30 TOTAL	OPEN	SERVICES	CUSTODIAL	003624	MAIN CAMPUS	000104	Sep 19, 2012 02:31 PM
12-003643	CHANGE TO CLOSED--NOT RTB SHOP SUPPLIES - PPD CUSTODIAL	OPEN	SERVICES	CUSTODIAL	003624	MAIN CAMPUS	000104	Jan 17, 2012 03:09 PM

This is the screen that will come up when your search has been successfully completed. You can click on the Work Orders to see more information relating to it.

Page 1 of 1 Display: 25 Records Found = 2

start WorkDesk - G... Work Order - ... Microsoft Po... Windows Med... Billing 2:20 PM