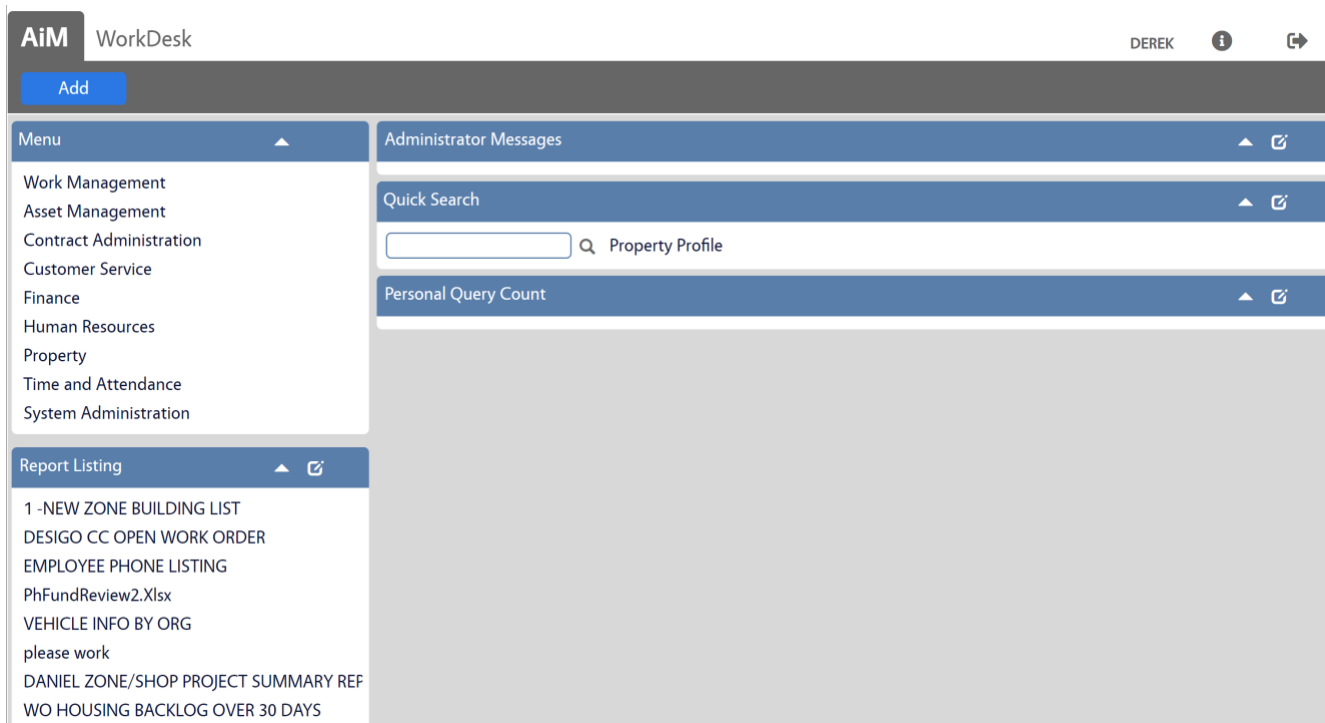


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AiM WorkDesk



The screenshot displays the AiM WorkDesk interface. At the top, the header shows 'AiM WorkDesk' on the left, the user name 'DEREK' in the center, and an information icon on the right. Below the header is a dark blue bar with an 'Add' button. The main content area is divided into two columns. The left column contains a 'Menu' section with a list of categories: Work Management, Asset Management, Contract Administration, Customer Service, Finance, Human Resources, Property, Time and Attendance, and System Administration. Below the menu is a 'Report Listing' section with a list of reports: 1-NEW ZONE BUILDING LIST, DESIGO CC OPEN WORK ORDER, EMPLOYEE PHONE LISTING, PhFundReview2.Xlsx, VEHICLE INFO BY ORG, please work, DANIEL ZONE/SHOP PROJECT SUMMARY REF, and WO HOUSING BACKLOG OVER 30 DAYS. The right column contains three channels: 'Administrator Messages', 'Quick Search' (with a search bar containing 'Property Profile'), and 'Personal Query Count'. Each channel has an expand/collapse arrow and a share icon.

WorkDesk Channels

Your WorkDesk is your AiM landing page. It includes a left-hand navigation and sections on the right side known as Channels.

Channels can be customized to surface specific data most relevant for your role in AiM. This makes things easier to navigate and gets what you need fast!

Administrator Messages – Broadcasted messages by Aim Admins

Quick Search – Shortcuts to module specific searches

Personal Query Count – Saved searches frequently used. Count of line items can be shown for quick reference.

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Add Content to WorkDesk

1. Click **Add** at the top
2. You can select channels, change title and reorder them.
3. Click **Save**

The screenshot shows the 'Navigation' configuration interface. It features a 'Wide' section with a 'Module Menu' containing three items: 'Administrator Messages' (index 0), 'Quick Search' (index 1), and 'Personal Query Count' (index 2). A 'Narrow' section contains 'Report Listing' (index 0). Below this is an 'Available Channels' section with a table of channels and an 'Add' button.

Title	Description
<input type="checkbox"/> CPPM EXECUTIVE DASHBOARD	CPPM EXECUTIVE DASHBOARD
<input type="checkbox"/> Case Submission Form	CASE SUBMISSION FORM
<input type="checkbox"/> FVMP Website	FSU VEHICLE MANAGEMENT PROGRAM PAGE
<input type="checkbox"/> Facilities Home Page	FACILITIES WEBSITE

Add Quick Search

Add your most search fields across modules to this channel to save you time.

1. Select the Pencil on the Quick Search Channel
2. Click the **Add Screens** button
3. Use the **Module** dropdown to narrow the search of available Screens, then select what screens you'd like to add.
4. Click **Done** and **Save**

The screenshot shows the 'AiM Screens' configuration dialog. It has a 'Module' dropdown set to 'Work Management' and a 'Screen' search field. Below is a table of available screens with checkboxes for selection.

Module	Screen
<input checked="" type="checkbox"/> Work Management	Phase
<input checked="" type="checkbox"/> Work Management	Shop Stock Adjustment
<input checked="" type="checkbox"/> Work Management	Work Order

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Create New Personal Query

A Personal Query will help you dive deeper across AiM to find what you're looking for, create a report and export. For queries you visit often, you can add them to your Personal Query Channel on your WorkDesk for easy access in the future. Maybe you want to keep a watchful eye on all Work Orders for your shop that have a Status of Estimate Sent.

The screenshot displays the 'Personal Query' configuration window in the AiM system. At the top, the title is 'Work Orders in progress' and it shows 'Last Edited by SYSTEM On 6/4/24 9:47 AM'. The search criteria is 'ALL WORK ORDERS FOR OUR SHOP WITH A STATUS OF WORK IN PROGRESS'. The configuration options are as follows:

Yellow	<input type="text" value="25"/>	Query Listing	<input checked="checked" type="checkbox"/>	Chart Type	Line
Red	<input type="text" value="50"/>	Query Count	<input checked="checked" type="checkbox"/>	Sub Type	Basic
				Grouping	Date Created [ae_p_pro_e]
					Month
				Sub Grouping	None
				Aggregation	COUNT

1. Open the **Search** in the module you want to query
2. Set the search terms
3. Under the Action section on the left, Click **New Query**
4. Set the parameters by provide values for yellow and red indicators.
5. For Query Listing and Query Count, select **Yes**.
6. Ass an added option, you can add a Chart Type and values to group by
7. Click **Done** when finished
8. Verify the search terms are correct for the Query and click **Save**

The new Personal Query will now display in your WorkDesk Channel showing the count that returns in your Query with indicators to help you know when something requires your attention.