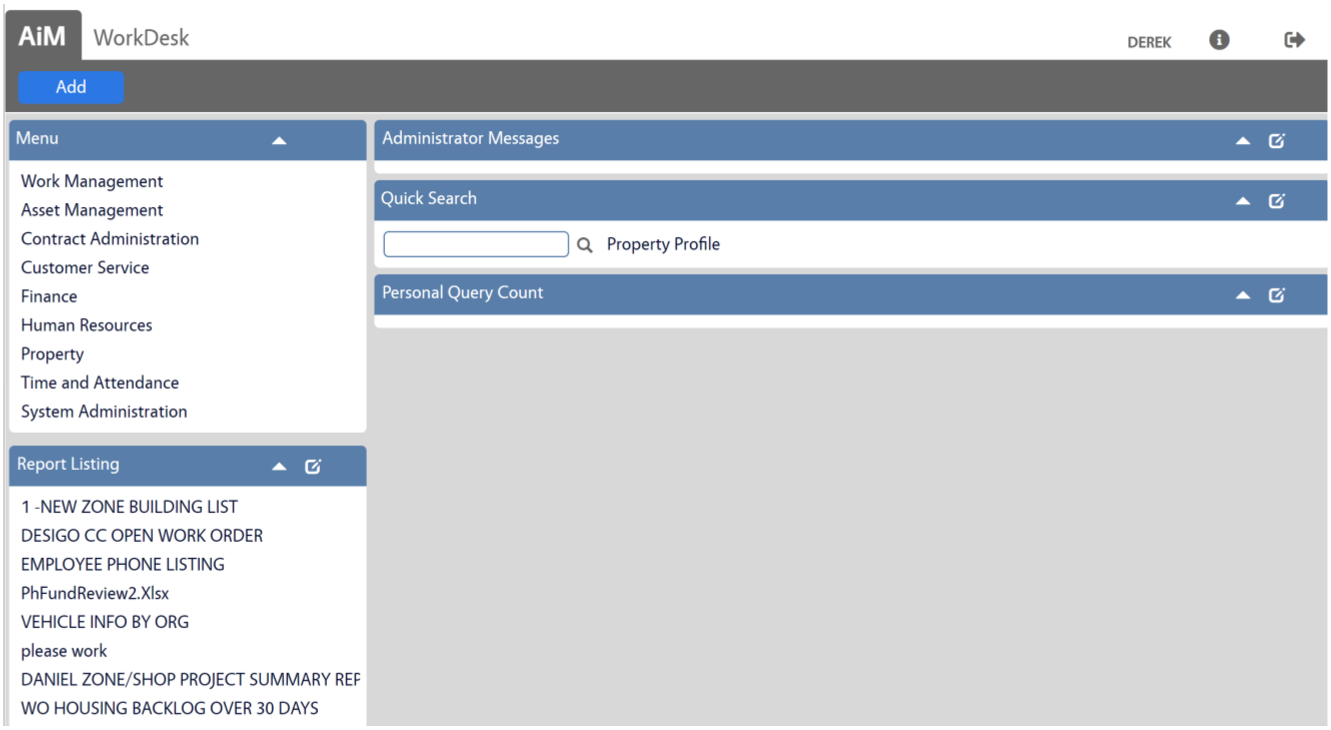
INTRODUCING AN ENHANCED *MYFSU SERVICE CENTER* EXPERIENCE

AiM WorkDesk



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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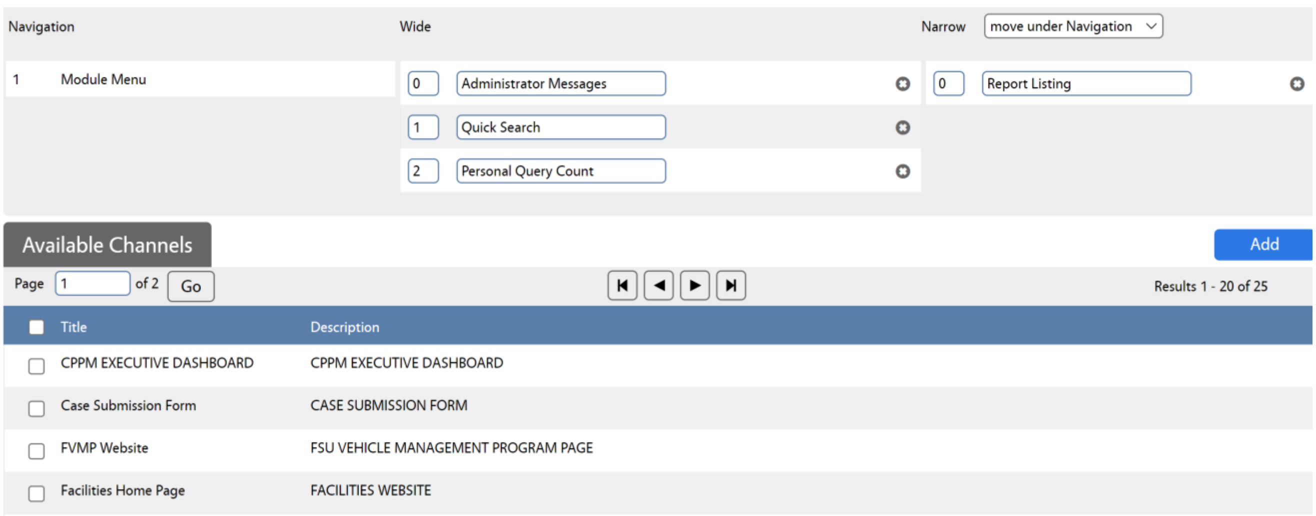
Add Content to WorkDesk

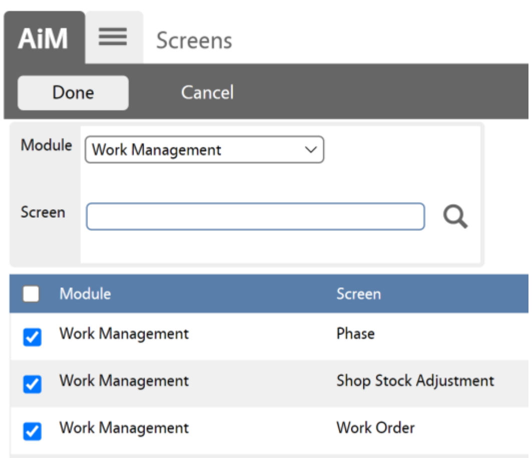
1. Click **Add** at the top
2. You can select channels, change title and reorder them.
3. Click **Save**



Add Quick Search

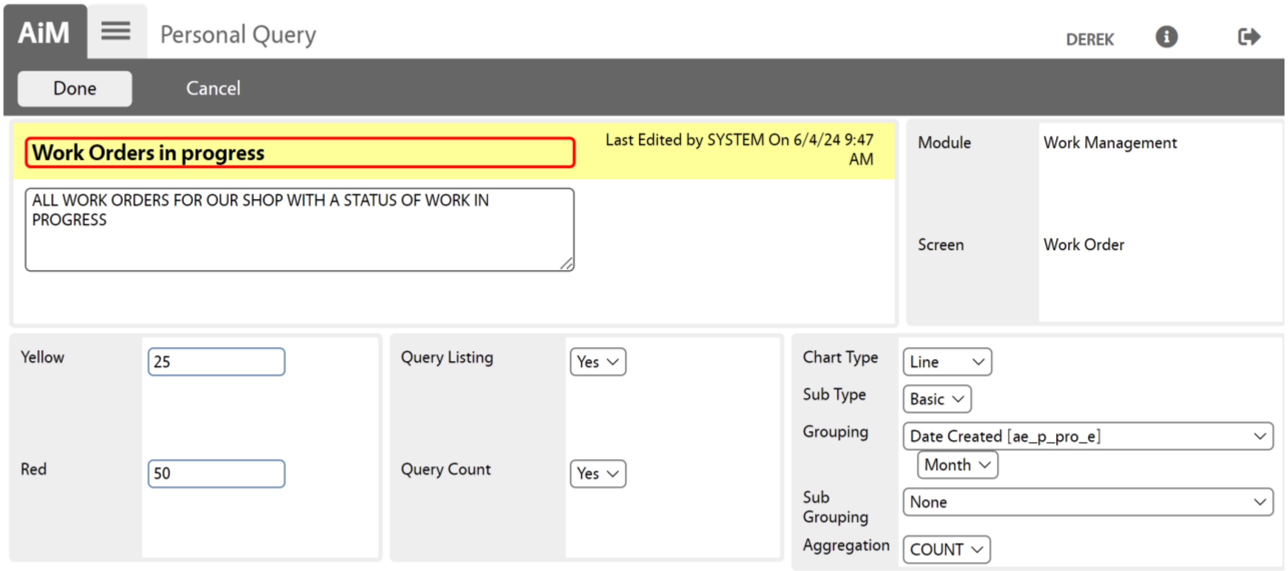
Add your most search fields across modules to this channel to save you time.

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**



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.



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.