## **Transfer Customer Request to Utilities (UES)**

*Note* – *fields with the magnify glass will allow you to type the data or search for the data to complete the field.* 

\*\*Refer to the AggieWorks Process Manual for guidelines for transfer to UES.

AiM 🚍 Customer R	equest Approval				ANNA	About	Logout
Edit Search	Browse						
Action	136834	Created By 502008131 VIA AGGIEWORKS WEB On 05/16/2013 09:24 AM Last Edited by ANNA BARWICK On 07/30/2015 09:27 AM	Status	REQUESTED			
View	1525 AUTOCLAVE HAS BEEN INSIDE/N224	DOWN FOR A WEEK NEED IT BACK UP AND RUNNING ASAP, THANK YOU MATT	Desired Date				- 1
Extra Description			Funding Method				- 1
User Defined Fields							

1. Click the *Edit Button* Edit

AIM Customer Request Approval ANNA About Logout						
Save Cancel						
View	296459	Created By 00822255C VIA AGGIEWORKS WEB On 06/06/2016 07:56 AM			Status	REQUESTED Q
Comments User Defined Fields	SR FAS SYSTEM 97 ERROR PASSED TP J	ل P-845-4311 RM 312 & RM 208A**DEV DELECTED WAVEFC EREMY STANDEFER W/ SIEMENS & JONATHAN HOPKINS	Desired Date	Jun 06, 2016 📰		
Phase User Defined Fields Notes Log	W/763		Funding Method	<b></b>		
Status History Related Documents	Organization	Q	Region	02 Q TEXAS A&M UNIVERSITY- COLLEGE	Problem Code	<u> </u>
	Requestor	٩	Facility	B1 Q WEST CAMPUS	Туре	Q
	Contact	Gilma Delarosa	Property	1504 Q	Category	Q
	Contact Phone	979-845-4311	Location	208A Q	Work Code	Q
	Contact Email	gilmadelarosa@tamu.edu		CONFERENCE ROOM		

Required fields appear in red. Start in the top Right hand corner and work the way down.

Status REQUESTED

2. Click the Magnify glass next to the Status to view available statuses



- 3. Delete the location
- 4. Remove any ampersand marks (&) or quotation marks (") from the description.

<u>Status</u>	Description
REQUESTED	REQUESTED
UNDER REVIEW	UNDER REVIEW
POSSIBLE PROJECT	POSSIBLE PROJECT - IN REVIEW BY EDCS PERSONNEL
NOT PROJECT	AFTER REVIEW BY EDCS - NOT PROJECT
TRANSFER UES/BA	INITIATES TRANSFER TO UES OR BLDG ACCESS (E-MAIL NOTIFICATION)
UES/BA TRANSFER	UES/BA TRANSFERRED

## 5. Choose Transfer UES/BA



- 6. Click Save in the left hand corner
- Status will auto change to UES/BA TRANSFER
- If UES accepts the CR, the status will change to ACCEPTED BY UES/BA. A note will be added with the UES Work Order number
- If UES rejects the CR, the status will change to RETURN UES/BA and appear in the query to be promoted.