

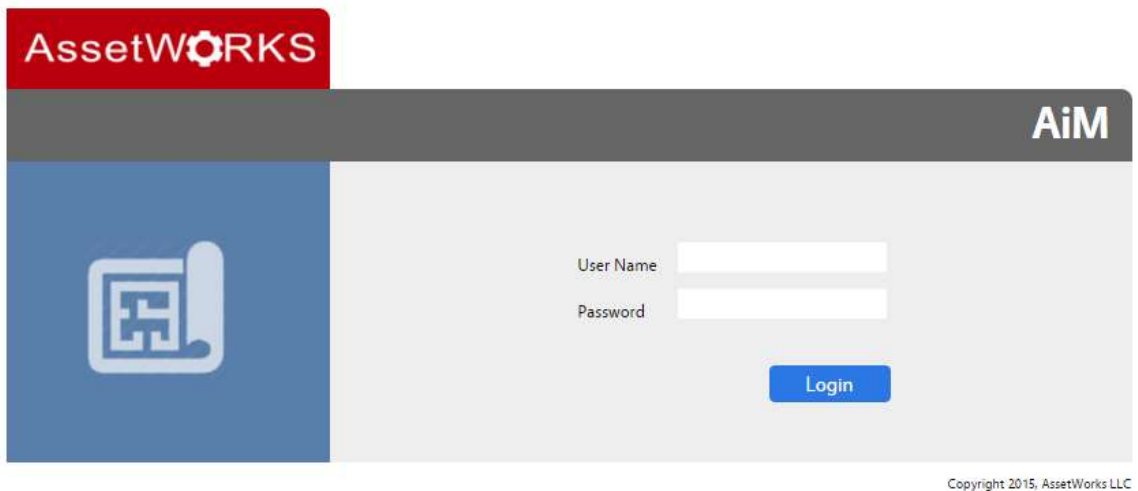
# Radio Assignment Equipment Profile in AiM 2016

*Need help: call IMS 862-3388 <https://sscainapp.assetworks.com/fmax>*

# Login Basics

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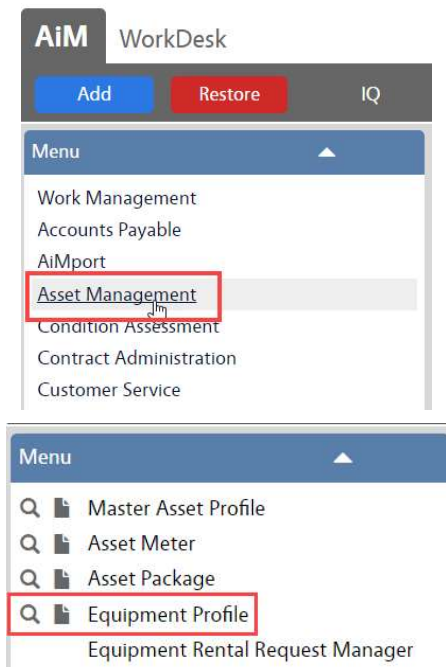
<https://sscaimapp.assetworks.com/fmax>




- User Name = Compass ID number
- password

## Access Equipment Profile Screen

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- On the WorkDesk Menu, click on Asset Management

- Under the Menu, click  next to Equipment Profile

## Search for Unit

The screenshot shows the AIM Equipment Profile search interface. The 'Equipment' field is highlighted with a red box, and a red arrow points from it to a photograph of a radio unit. The photograph shows a label with the unit ID 'C2R-10122' highlighted in red.

1. Enter the equipment number in the Equipment search field
2. Click Execute

## Assign Unit

The screenshot shows the AIM Equipment Profile 'Edit' screen. The 'Edit' button is highlighted with a red box. The equipment details for 'C2R-10122' are displayed, including the description 'SSC CUSTODIAL RADIO-10122', region '02', and shop 'TEXAS A&M UNIVERSITY- COLLEGE STATION'.

3. Click Edit

The screenshot shows the AIM Equipment Profile 'Edit' screen. The 'Primary Person' field is highlighted with a red box, and a red arrow points from it to a search field for the employee's Compass ID.

4. Enter the employee's Compass ID in the Primary Person field

Shop: CUSTODIAL

Primary Person: [Search]

PM Route: [Search]

Route Sequence: [ ]

Contractor: [Search]

Address Code: [Search]

Service Contract: [Search]

Status: AVAILABLE

Equipment Group: RADIOS

Radio units: [ ]

Rentable: Yes

Lockout/Tagout: No

5. To the right of the assignment block, click the magnify glass in the Status field

AiM Equipment Status

Done Search Show All Cancel

Status

AVAILABLE

ISSUED

BUDGET ADJ NEEDED

BUDGET ADJ COMPLETE

OUT FOR REPAIR

RETURNED

INACTIVE

6. From the list of Statuses, choose ISSUED
  - a. If the radio is not being used, it should be returned to the AVAILABLE status

7. Click Save

# Search for Next Unit

The screenshot displays the 'Equipment Profile' page in the AIM system. The page title is 'Equipment Profile' and the user is 'ANNA'. The page has a dark header with 'Edit', 'New', and 'Search' buttons. The 'Search' button is highlighted with a red box. Below the header, the equipment number 'C2R-10122' is displayed in a yellow bar, along with the text 'Last Edited by CHALHUKYA REDDY REDDY On 12/20/2016 12:00 AM'. The main content area is divided into several sections: 'Action' (Copy, Email, Print), 'View' (Extra Description, Reference Data, Attributes, Relocation, Parts List, Account Setup, Warranty, Active PM Templates, Equipment Meter, Sales Price History, Sent Email, Notes Log, User Defined Fields, Status History, Related Documents), 'Region' (02, TEXAS A&M UNIVERSITY- COLLEGE STATION), 'Facility' (C1, VET SCHOOL AREA), 'Property' (1156, PHYSICAL PLANT ADMINISTRATION & SHOPS), 'Location', 'Warehouse', 'Bin', 'Shop' (CUSTODIAL, CUSTODIAL), 'Primary Person', 'PM Route', 'Route Sequence', 'Contractor', 'Address Code', 'Service Contract', 'Status' (AVAILABLE), 'Equipment Group' (RADIOS), 'Radio units', 'Rentable' (Yes), and 'Lockout/Tagout' (No). A search bar with a magnifying glass icon is located in the bottom right corner, highlighted with a red box.

Search for the next radio by entering the equipment number in the bottom right corner or Click Search to return to the search screen.