

Create a Query  
AiM  
2016

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



# How to Create a Query


A Query is a saved search.

- Click *New Query*

The Personal Query screen will open.

1. Name the query. (This is the only required field.)
2. Describe what the query is searching for.
3. If a number is put in these fields, the green box in the query channel on the WorkDesk will change colors once the number is met.
4. Query Count = Yes – This allows the query to appear on the WorkDesk
5. Click *Done* to return to the Search screen

Personal Query Count	
0	Finance ~ External Charg
9	Work Management ~ Wc
3	Work Management ~ Wc
285	Work Management ~ 1
59	Accounts Payable ~ Pur
23	Purchasing ~ Purchase
6	Inventory ~ Pick Ticket ~

**AiM**  Work Order

**Save** Cancel Advanced Search Reset

**New Query Name**  
Query Description

Display Order		Sort	Operator	
<input type="checkbox"/>	Work Order	- ▼	= ▼	<input type="text"/>
<input type="checkbox"/>	Description	- ▼	contains ▼	Bug
<input type="checkbox"/>	Created By	- ▼	= ▼	<input type="text"/> Q
<input type="checkbox"/>	Date Created	- ▼	= ▼	<input type="text"/> 📅
<input type="checkbox"/>	Status	- ▼	= ▼	<input type="text"/> Q
<input type="checkbox"/>	Region	- ▼	= ▼	<input type="text"/> Q
<input type="checkbox"/>	Facility	- ▼	= ▼	<input type="text"/> Q
<input type="checkbox"/>	Property	- ▼	= ▼	<input type="text"/> Q
<input type="checkbox"/>	Project	- ▼	= ▼	<input type="text"/> Q
<input type="checkbox"/>	Problem Code	- ▼	= ▼	<input type="text"/> Q
<input type="checkbox"/>	Type	- ▼	= ▼	<input type="text"/> Q
<input type="checkbox"/>	Category	- ▼	= ▼	SR   Q
<input type="checkbox"/>	Job Priority	- ▼	= ▼	<input type="text"/> Q

- Enter the criteria for the query
- Click **Save** to save the criteria

Other command options –

- **Cancel** Cancel the query and return to the Search screen
- **Advanced Search** View additional search fields
- **Reset** Clear all search criteria