

# Send Email from AiM

AiM

2017

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



# Send Email

Emails can be sent from most screens within AiM.

Open the desired record to send the email from.

**DO NOT Click** [Edit](#)

The screenshot shows the AiM software interface. At the top, there is a header with the AiM logo, a menu icon, and the word 'Phase'. Below the header is a navigation bar with buttons for 'Edit', 'Search', and 'Browse'. The main content area is divided into two sections. On the left is an 'Action' menu with several options: ViewFinder, Timecard, External Charge, Purchase Request, Shopping Cart, Work Planner, Work Scheduler, Daily Assignment Browse, Email (highlighted with a red box), Print, and View. On the right is a record view for '001' with the address '483 THOMPSON HALL ROOM 010A, PUMP ROOM, AHU 1 NEEDS 1'. Below this, there are fields for 'Shop' (ZONE B), 'Primary Person' (709796), and a note 'FOR REFERENCE FIELD AND REPORTS ONLY'. A tooltip for the 'Email' button shows 'Email - Quick Key: M'.

- Under the Action Menu, Click Email

**AiM** Phase ANNA About Logout

Done Cancel

To  Load Contacts

CC  Load Contacts

From

Subject

Message

Add URL  [https://sscaimapp.assetworks.com:443/fmax/screen/PHASE\\_VIEW?multitenantId=1&proposal=170623-359040&sortCode=001](https://sscaimapp.assetworks.com:443/fmax/screen/PHASE_VIEW?multitenantId=1&proposal=170623-359040&sortCode=001)

**Document Listing** Attach

Thumbnail	Title	Current Version	Document Type	Extra Description
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**RED** fields are required.

1. Enter the email address of the recipient. Multiple addresses can be entered separated by a comma.
2. Enter the email address for a CC.
3. Enter your email for the From
4. Enter the Subject of the Email
5. Enter a message.
6. If left checked , a link to the record in AiM will be available in the email. Only individuals with AiM accounts will be able to access the link.
7. If documents are attached to the record in AiM, they can be attached to the email.

### To Attach a Document

**AiM** Related Documents ANNA About Logout

Done Cancel

	Title	Extra Description	Created By	Date Created
<input checked="" type="checkbox"/>	Electric motor information plate		709287	Jun 23, 2017 11:07 AM

Done

- Click Attach to pull up the list of available documents.
- Check the documents to attach
- Click Done

**AiM** ☰ Phase ANNA About Logout

**Done** **Cancel**

To:  [Load Contacts](#)

CC:  [Load Contacts](#)


From:

Subject:

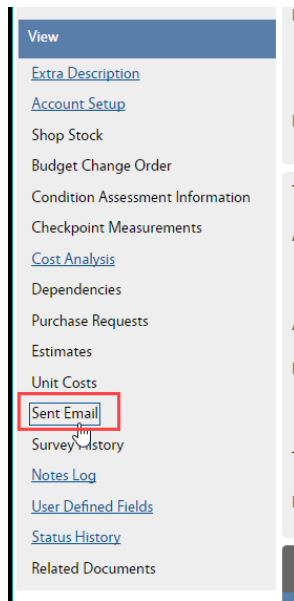
Message:

Add URL:  [https://sscscserv.com:443/fmax/screen/PHASE\\_VIEW?multitenantId=1&proposal=170623-359040&sortCode=001](https://sscscserv.com:443/fmax/screen/PHASE_VIEW?multitenantId=1&proposal=170623-359040&sortCode=001)

**Document Listing** **Remove** **Attach**

Thumbnail	Title	Current Version	Document Type	Extra Description
	<a href="#">Electric motor information plate</a>	1.0	IMAGES	

- Click **Done** to send the email.



A vertical navigation menu with various options. The option 'Sent Email' is highlighted with a red rectangular box. Other visible options include View, Extra Description, Account Setup, Shop Stock, Budget Change Order, Condition Assessment Information, Checkpoint Measurements, Cost Analysis, Dependencies, Purchase Requests, Estimates, Unit Costs, Survey History, Notes Log, User Defined Fields, Status History, and Related Documents.

Once sent the email will appear on the Sent Email page.

< Back

View

Status Email History

**001**

Created By KRISTA PHILLIPS On 05/17/2017 09:40 AM  
 Last Edited by ANNA BARWICK On 06/23/2017 04:51 PM

Joe spray for weeds on sidewalk and in ornamental beds.

**Sent Email** Filter Detail Clear

From    contains

To

Launch	Subject	To	From	Date Created	Attachments
<a href="#">View</a>	<a href="#">Redirect</a>	anna.barwick@sscsev.com	anna.barwick@sscsev.com	Jun 23, 2017 04:51 PM	0