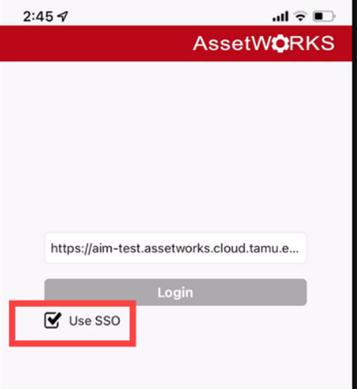
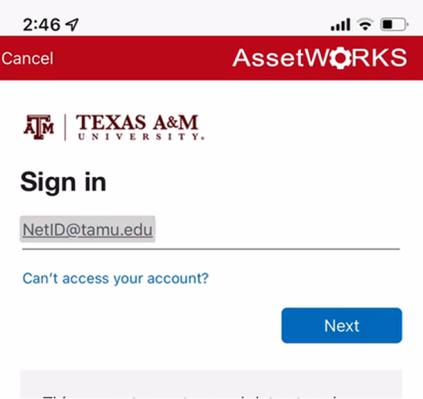
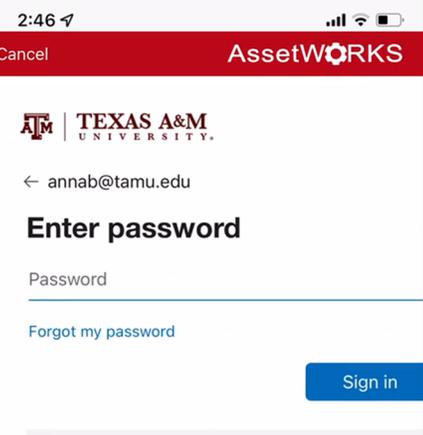
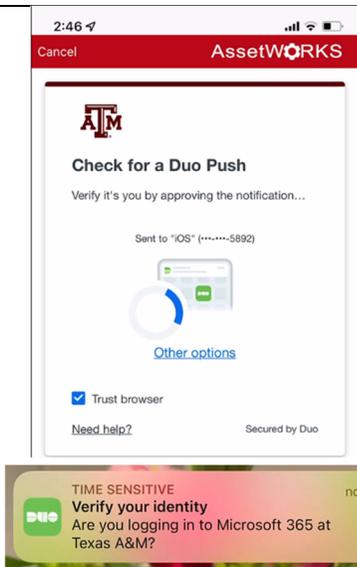


**Creating Elevator Inspection**

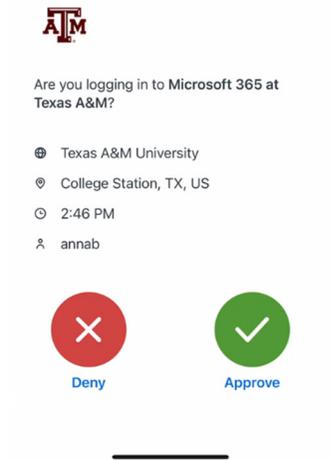
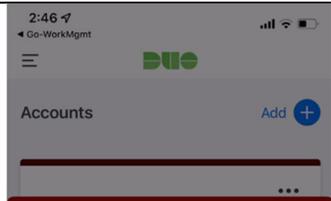
**Add unit to Down Report**

January 2025

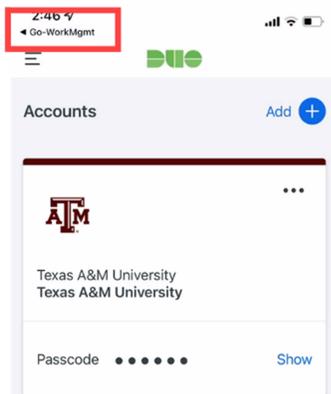
 <p>The image shows the Go-AM app icon, which features a green circle with 'Am' and '13.4' inside, and the text 'Go-AM' below it.</p>	<ul style="list-style-type: none"> <li>• Open the Go-Asset Management App</li> </ul>
 <p>The image shows the AssetWORKS login screen. At the top, it says 'AssetWORKS'. Below that, there is a URL: 'https://aim-test.assetworks.cloud.tamu.e...'. A 'Login' button is visible. A red box highlights the 'Use SSO' checkbox, which is checked.</p>	<ul style="list-style-type: none"> <li>• Check Use SSO</li> <li>• Touch Login</li> </ul>
 <p>The image shows the AssetWORKS sign in screen. At the top, it says 'AssetWORKS' and 'Cancel'. Below that, the Texas A&amp;M University logo is displayed. The text 'Sign in' is prominent. There is a text input field containing 'NetID@tamu.edu'. Below the field, there is a link that says 'Can't access your account?'. A blue 'Next' button is at the bottom right.</p>	<ul style="list-style-type: none"> <li>• Enter NetID as indicated on the line. <ol style="list-style-type: none"> <li>1. Ex: NetID is annab</li> <li>2. Enter <a href="mailto:annab@tamu.edu">annab@tamu.edu</a> on the line</li> </ol> </li> <li>• Touch Next</li> </ul>
 <p>The image shows the AssetWORKS enter password screen. At the top, it says 'AssetWORKS' and 'Cancel'. Below that, the Texas A&amp;M University logo is displayed. The text 'Enter password' is prominent. There is a text input field for the password. Below the field, there is a link that says 'Forgot my password?'. A blue 'Sign in' button is at the bottom right.</p>	<ul style="list-style-type: none"> <li>• Enter NetID password</li> <li>• Touch Sign In</li> </ul>



- Open the popup to Verify your identity



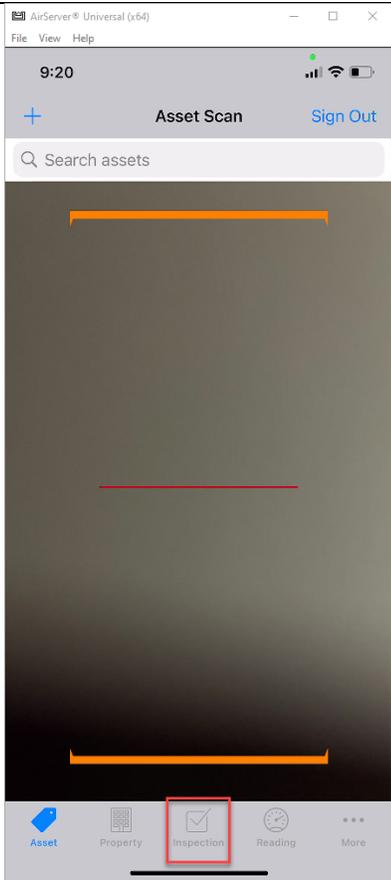
- Touch the Green circle to Approve the login



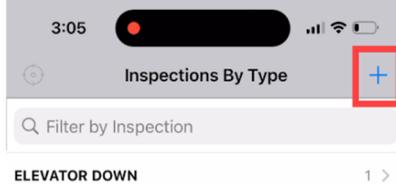
- Touch Go WorkMgmt to return to the app



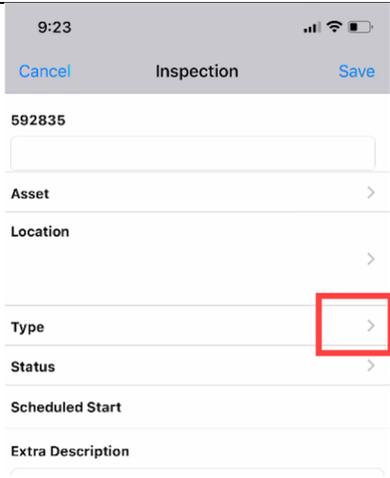
- Touch Yes



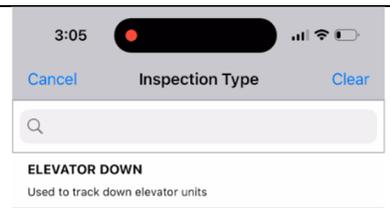
- At the bottom of the screen, choose Inspection



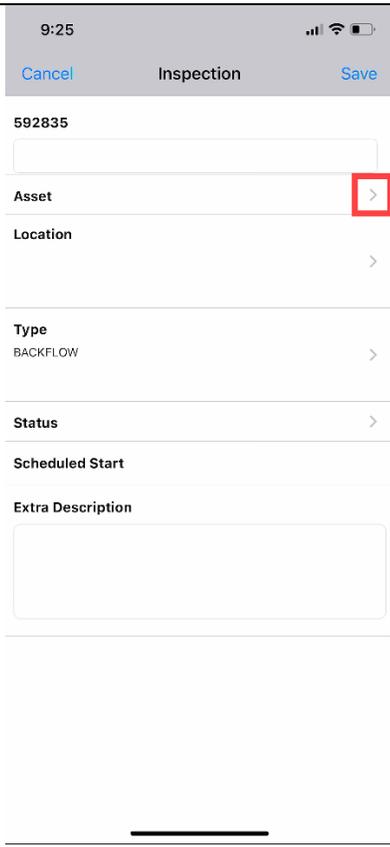
- Choose the Plus sign in top right corner



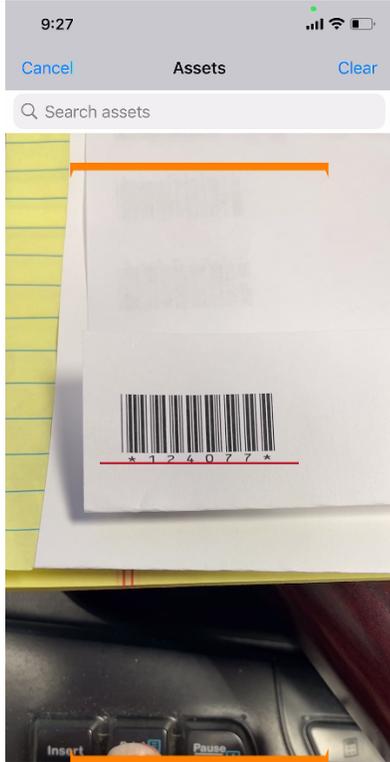
- Touch > on the Type row



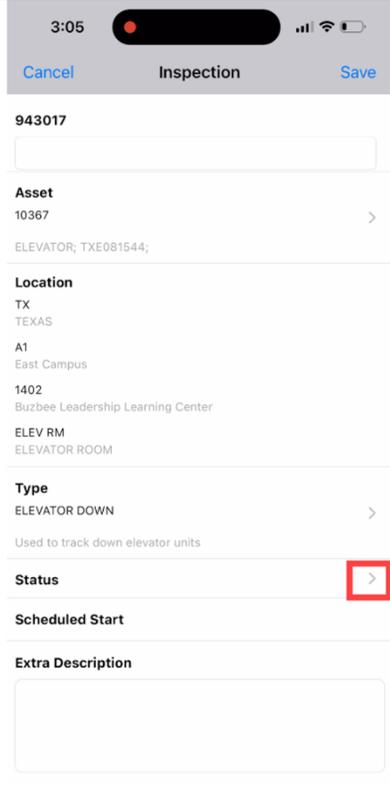
- Choose ELEVATOR DOWN



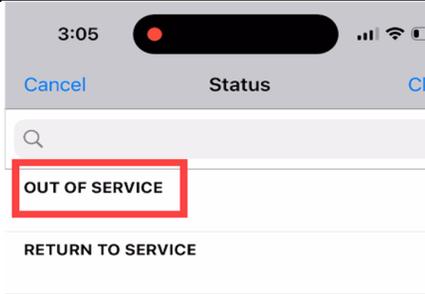
- Choose > for Asset



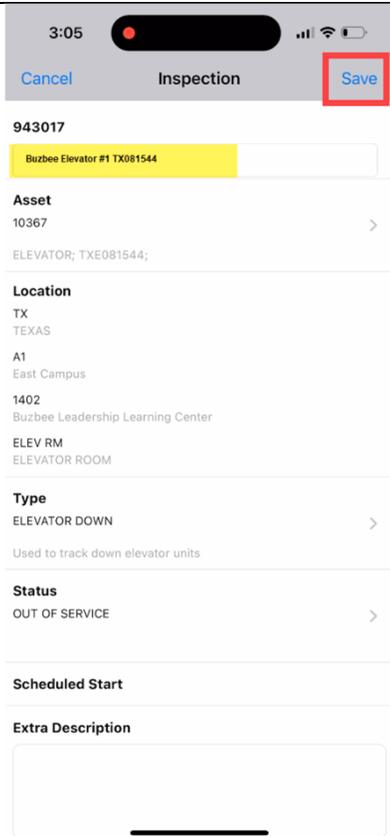
- Scan the SSC Barcode or type the number in the Search Assets bar



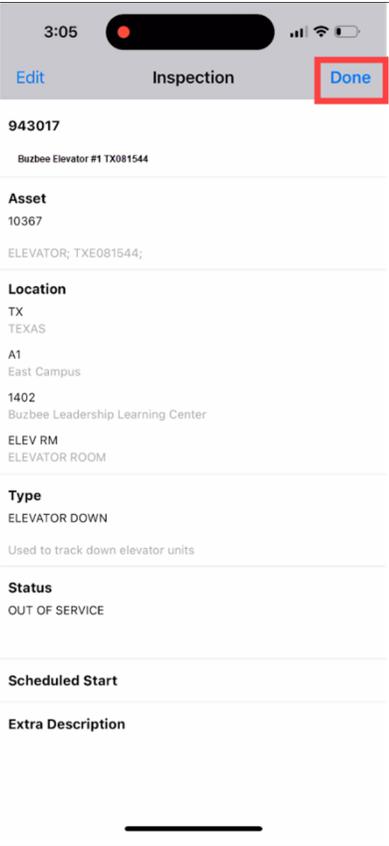
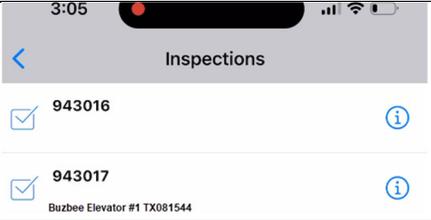
- Choose > next to Status



- Choose OUT OF SERVICE

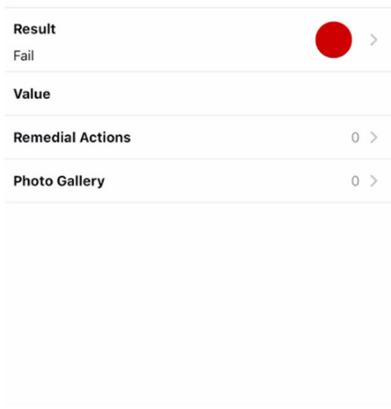


- In the box under the Inspection number, enter the elevtaor information.
- Choose SAVE

 <p>3:05</p> <p>Edit Inspection Done</p> <p>943017</p> <p>Buzbee Elevator #1 TX081544</p> <p><b>Asset</b> 10367 ELEVATOR; TXE081544;</p> <p><b>Location</b> TX TEXAS A1 East Campus 1402 Buzbee Leadership Learning Center ELEV RM ELEVATOR ROOM</p> <p><b>Type</b> ELEVATOR DOWN Used to track down elevator units</p> <p><b>Status</b> OUT OF SERVICE</p> <p>Scheduled Start</p> <p>Extra Description</p>	<ul style="list-style-type: none"> <li>• Choose Done</li> </ul>
 <p>Inspections By Type</p> <p>Filter by Inspection</p> <p>BACKFLOW 2 &gt;</p> <p>ELEVATOR DOWN 2 &gt;</p> <p>TAMU REACTIVE 21304 &gt;</p>	<ul style="list-style-type: none"> <li>• Choose ELEVATOR DOWN</li> </ul>
 <p>3:05</p> <p>Inspections</p> <p>943016</p> <p>943017 Buzbee Elevator #1 TX081544</p>	<ul style="list-style-type: none"> <li>• Touch on the Inspection Number</li> </ul>



- Touch on each line to complete the inspection



- For each item,
  1. Choose a Result
    - Fail – Choose NO for Remedial Action
    - Not Applicable
  2. Choose a Value
    - Complete line 1 and 2
    - 1. Is the date it is taken down
    - 2. Is a multiple choice for why it is being taken down
  3. Add a Photo if needed
  4. Choose Next
 

\*\*Must Choose Next to save the information.

Then Choose Cancel to return to the main screen

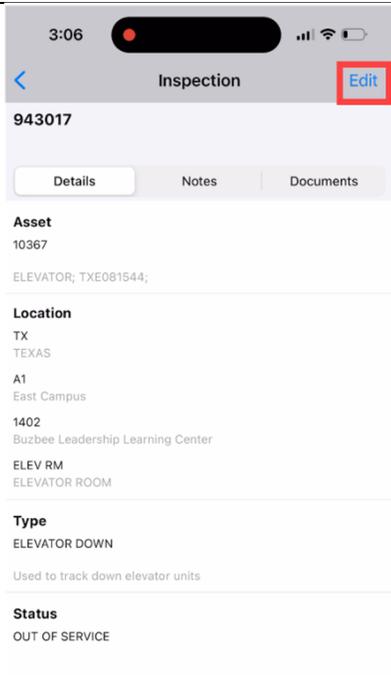
### Add Notes Daily



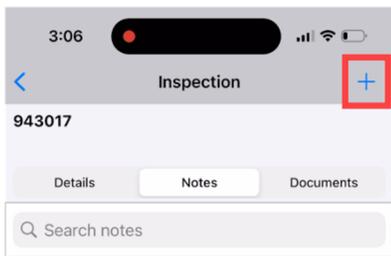
Each day, Notes need to be added. This can be done in the app or on the computer.

In the App –

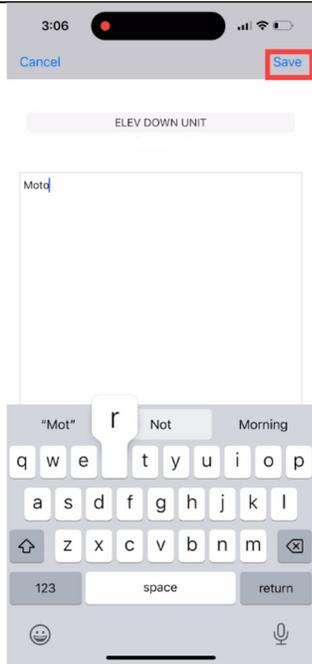
- Touch the 



- Choose Edit



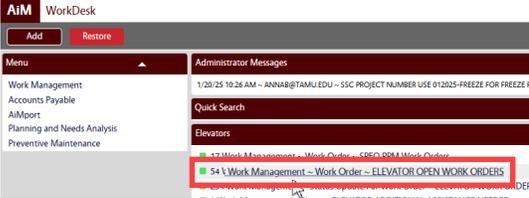
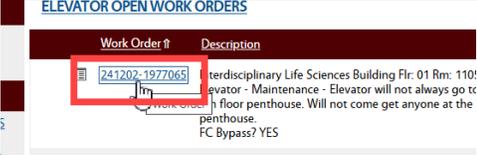
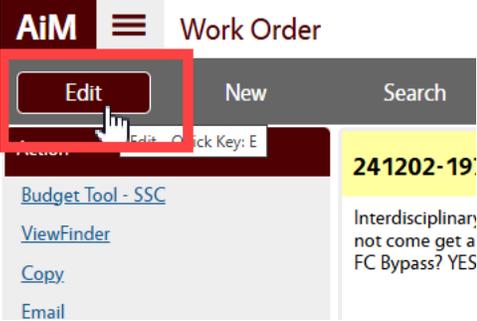
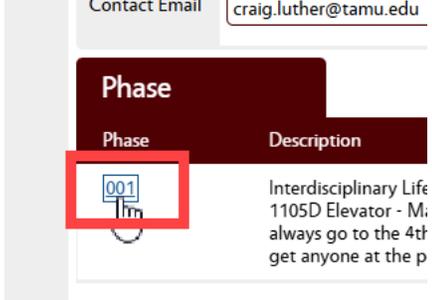
- Touch Notes tab
- Touch the + sign

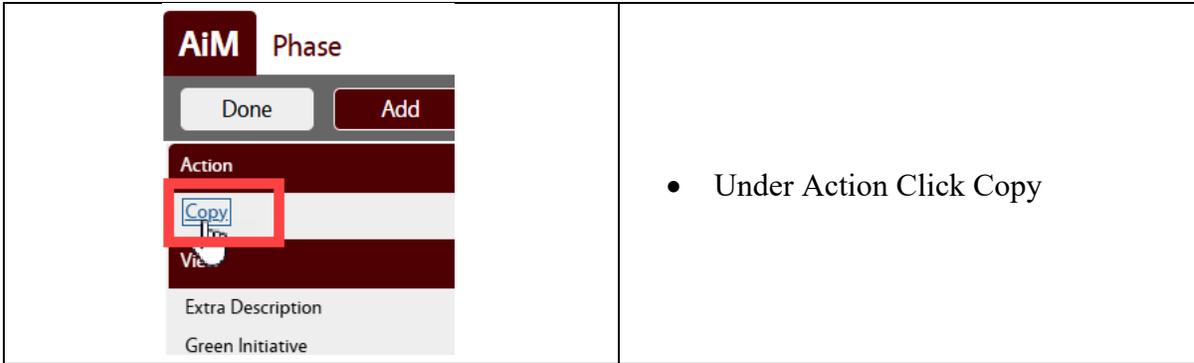


- Choose ELEV DOWN UNIT
- Enter the note in the box
- Choose SAVE

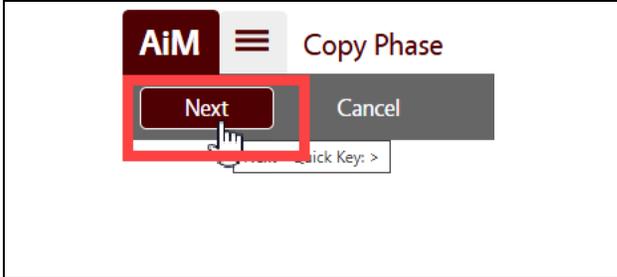
	<ul style="list-style-type: none"> <li>• When the elevator is returned to service, answer the last 2 inspection lines.</li> <li>• Change the status to RETURN TO SERVICE</li> </ul>
--	---

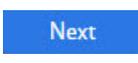
## ADD WORK ORDER TO THE INSPECTION

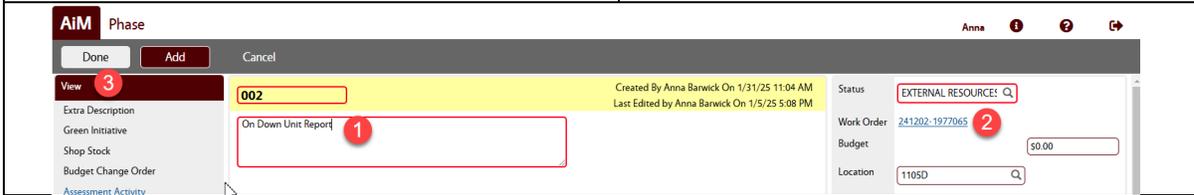
	<ul style="list-style-type: none"> <li>• Click on the ELEVATOR OPEN WORK ORDERS query</li> </ul>
	<ul style="list-style-type: none"> <li>• On the list that is returned, click on the Work Order of the Work Order for the Elevator that was taken out of service</li> </ul>
	<ul style="list-style-type: none"> <li>• Click </li> </ul>
	<ul style="list-style-type: none"> <li>• Click Phase 001</li> </ul>



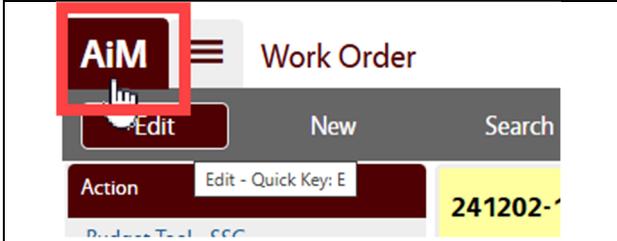
- Under Action Click Copy



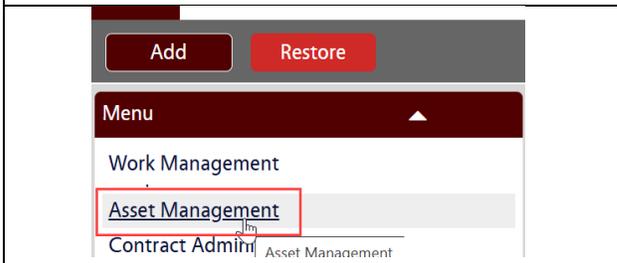
- Click 



1. Change the description to “ON THE DOWN UNIT REPORT
2. Set the Status to EXTERNAL RESOURCES
3. Click 
4. Click 
5. Copy the Work Order number



- Click on the word AiM to return to the main WorkDesk



- In AiM, Click on Asset Management

**AiM** Asset Management

Add Restore

Menu

- Master Asset Profile
- Asset Meter
- Asset Availability
- Asset Package
- Asset Release/Return
- Inspection**
- Relocation for Assets
- Status Update for Assets

- Click on the magnify glass next to Inspection

**AiM** Inspection

Back Execute Advanced

Action

[New Query](#)

[Edit Query](#)

View

[First](#) [Previous](#) [Next](#) [Last](#)

[Failed Backflow inspections](#)

**ELEVATOR DOWN UNIT**

Display Ord

Insp

Des

Stat

Typ

Assi

- Run the Elevator Down Unit query

**AiM** Inspection

Search New

Action	Inspection #	Description	Type
<a href="#">Export</a>	<b>943016</b>	elevator information	ELEVA DOWN

View

[Failed Backflow inspections](#)

- Click on the inspection number

**AiM** Inspection

**Edit** New Search

Action

[Email](#)

View

Extra Description

Sent Email

**943016**

elevator information

- Click [Edit](#)

**AiM Inspection** Anna ⓘ ↗

Save Cancel

---

**View**

- Extra Description
- Sent Email 4
- Notes Log
- User Defined Fields
- [Status History](#)
- Related Documents

**943018** Last Edited by Anna Barwick On 1/22/25 11:05 AM

Region	TX TEXAS	Schedule Date	<input type="text" value=""/>
Facility	A1 East Campus	Actual Date	<input type="text" value=""/>
Property	1402 Buzbee Leadership Learning Center	Review Date	<input type="text" value=""/>
Location	ELEV RM ELEVATOR ROOM		

Status:

Type:

Reference:

---

Asset:

ELEVATOR, TXE081544;

Work Order:

Phase:

**Line Items**

Line	Line Group	Description	Result
1		Date taking out of service	
2		Why is the system being taken down?	
4		What was the final resolution?	
5		Date to remove from the report.	

©2023 AssetWorks Inc.

1. Add the work order and Phase 002
2. Enter Schedule Date as the date it is going on the Down Unit report
3. These are the questions the techs are answering
4. Notes Log – Please to add daily notes that will be added to the report
5. Click Save