


Add Zones and Assignment Default to a Property

Once new properties are added or imported from Archibus, there is additional setup required in AiM for zone type and assignment defaults.

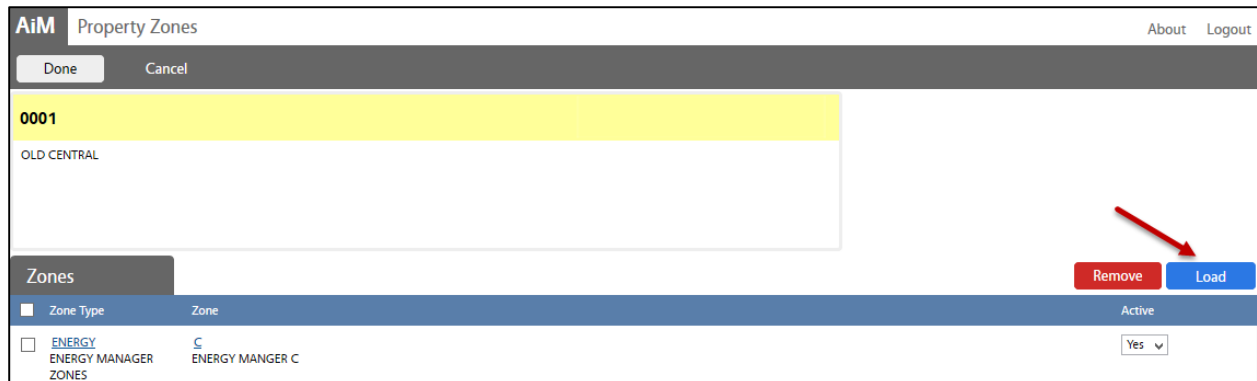
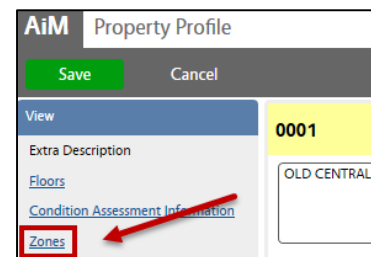
Add Zones


1. From the WorkDesk, Click: **Property > Property Profile**

2. Use Quick Search box (*lower right*) to find the Property.
Enter **building number** and click: 

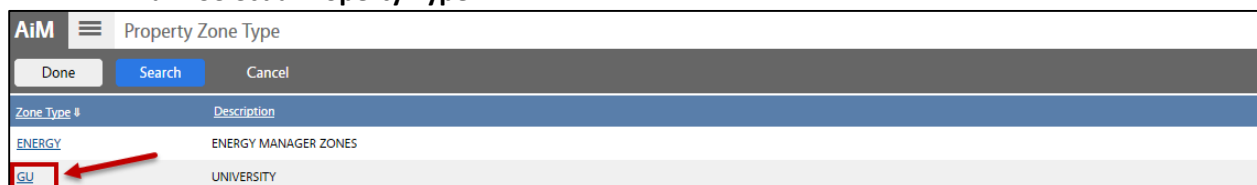


3. From the Property Profile screen, click: **EDIT**
4. From View menu (left side bar), click: **Zones**
5. From Zones section, Click: **Load**

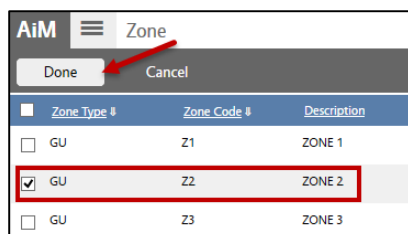


6. Click:  ZOOM, search for Zone Type

a. Select a **Property Type**




7. Select **Zone**, Click: **DONE**

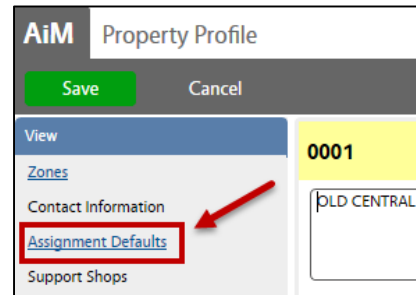



Repeat steps 5 -6 to add additional Zone Types.

8. From Property Profile, click: **SAVE**

Assignment Defaults

1. From the Property Profile screen, click: **EDIT**
2. From View menu, click: **Assignment Defaults**
3. From the Assignment Default section, click: **Add**
4. Click:  **ZOOM**, search for **Type, Category & Work Code**
The form auto-fills as selections are made.



5. Click:  **ZOOM**, search for **Shop** and select
 - a. **Leave Shop Person blank**, Click: **DONE**
6. Assign another default, click: **ADD** or if complete, click: **DONE**
7. Click: **DONE**
8. On the Property Profile screen, click: **SAVE**