


Energy Manager – Follow-up

Energy Impact Report

1. Under My Reports channel, run the **Energy Impact Report**.
2. After a consultation with the Campus requestor, via the report enter notes and fill-in timecard.
 - a. Click: **Phase number link** to open the Work Order Phase in AiM.



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OSU Energy Impact Report

December 7, 2014 - December 7, 2014

OLD CENTRAL
MEP-MECHANICAL
HVAC

Work Order	Phase	Phase Description	Editor	Date/Time	Work Code	Notes
15-0005162	001	TOO HOT/COLD	AIMCKIS	Dec 7, 2014, 12:40 PM	HVAC	PLEASE FOLLOW UP WITH REQUESTOR. TEMP IS IS PROPER RANGE, NOT SURE WHY SHE'S WEARING A SWEATER IN JULY....

- b. **REQUIRED-** From Phase screen, enter notes. Click: **EDIT**
- c. From **View** menu, select **Notes Log**
 - i. Click: **Add**
 - ii. Note Type: Select **General**
 - iii. Enter comments in Notes box.
 - iv. Click: **SAVE**
 - v. Click: **DONE**
- d. Click: **SAVE**

Time Entries

1. From Phase screen, click: **Timecard** (left side bar)

AiM CASEY About Logout

Rapid Timecard Entry

Done **Save** Cancel

Reset Remove Add

Work Date	Shop Person	Time Type/Labor Class	Leave Code	Work Order/Phase	Action Taken	Hours	Start	Stop
Dec 08, 2014	10062922 CASEY KEYSER	RT TRADES		16-0168369 001		2		

2. From the Rapid Timecard Entry screen , enter the following:
 - a. Work Date
 - b. Shop Person
 - c. Hours / Time – Enter Hours spent consulting
 - d. Click: **SAVE**
 - e. Click: **DONE**