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.

    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*)

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**