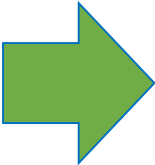


<b>View</b>	<b>318271</b> Last Edited by TERRI ZEIGER On 01/27/2016 03:33 PM	Status	OPEN 🔍					
Extra Description	Problem Code	Desired Date	Feb 05, 2016 📅					
Comments	DELIVERY/MOVE 🔍	Activity Code						
Account Setup	Description	Organization	55105 🔍					
Notes Log	Set up room	UNIVERSITY CATERING	Account	160000 55105 78050 91000 🔍	Region	UND 🔍		
<a href="#">Status History</a>	Requestor	ANTHONY COLEMAN 🔍	DEPT-CATERING	Subcode	NA-1 🔍	UND	Facility	ON CAMPUS 🔍
Related Documents	ANTHONY COLEMAN	Contact	ANTHONY COLEMAN	NA-1	Property	ON CAMPUS	1008 🔍	
	Contact Phone	631-7859	Contact Email	acolema2@nd.edu	MAIN BUILDING	Location	100 🔍	



1

Select **Related Documents** from the View drop down

Documents can be attached from any screen that has the View column. This shows customer request, but documents can be attached to work orders, phases, assets, etc.

← → ↻ [https://assetworks.cc.nd.edu:8443/fmax/screen/WO\\_RELATED\\_DOCS\\_EDIT](https://assetworks.cc.nd.edu:8443/fmax/screen/WO_RELATED_DOCS_EDIT) 🔍 ☆ 🔔 📧 ☰

**AiM** Related Documents TERRI About Help Logout

Done Cancel

**1628571** Created By LISA TOWN On 01/26/2016 10:17 AM  
Last Edited by LISA TOWN On 01/26/2016 10:17 AM

101206

2 Click the blue Add box to add a document

Document Listing

Attach Link Remove Add

Thumbnail	Title	Current Version	Document Type	Extra Description	Related On
-----------	-------	-----------------	---------------	-------------------	------------

3

**Choose the file** from your computer (this is exactly like attaching a document to an email, just follow the same steps). After you choose the file, **click Next** in the top left corner

← → ↻ [https://assetworks.cc.nd.edu:8443/fmax/screen/DOC\\_LOADER\\_](https://assetworks.cc.nd.edu:8443/fmax/screen/DOC_LOADER_) 🔍 ☆ 🔔 📧 ☰

**AiM** ☰ New Document

Next Cancel

Upload File(s) Please select document(s) to load:  
Choose Files No file chosen

[Add Meta Data](#)

[Add Attributes](#)

[Add Permissions](#)

3 Choose the file from your computer (this is exactly like attaching a document to an email, just follow the same steps). After you choose the file, click Next in the top left corner

AiM New Document TERRI About Help Logout

Next Cancel

Upload File(s)

Add Meta Data

Add Attributes

Add Permissions

Title: 1625296.pdf

Type: IMAGES

Tags: catering

File Name(s): 1625296.pdf

4

You can name the image in the **Title box**, select **"AIM:DOCUMENT"** from the **type pop-up menu**. You do not need to add a tag.

AiM New Document TERRI About Help Logout

Next Cancel

Permissions

Upload File(s)

Add Meta Data

Add Attributes

Add Permissions

Role	Description	View	Edit
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6

5

The next two screens require nothing, just click through with the **Next box** in the top left corner until you get back to the related documents screen.

AiM New Document TERRI About Help Logout

Next Cancel

Attributes

Upload File(s)

Add Meta Data

Add Attributes

Add Permissions

Label	Value
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7

**318383** Last Edited by TERRI ZEIGER On 01/28/2016 01:32 PM

DELIVER 6-8' TABLES AND 40 CHAIRS. SET UP PER ATTACHED DIAGRAM

Document Listing Attach Link Remove Add

Thumbnail	Title	Current Version	Document Type	Extra Description	Related On
	1625296.pdf	1.0	AIM:DOCUMENT		Jan 28, 2016

Click Done and Save

8

**318383** Last Edited by TERRI ZEIGER On 01/28/2016 01:32 PM Status: OPEN

**Save** Cancel

- View
- Extra Description
- Comments
- Account Setup
- Notes Log
- [Status History](#)
- [Related Documents](#)

**318383** Last Edited by TERRI ZEIGER On 01/28/2016 01:32 PM

Problem Code: DELIVERY/MOVE

Description: DELIVER 6-8' TABLES AND 40 CHAIRS. SET UP PER ATTACHED DIAGRAM

Desired Date: Feb 12, 2016

Activity Code:

Organization: 55105 UNIVERSITY CATERING

Requestor: AMBER KIRK

Contact: AMBER KIRK

Contact Phone: 631-7859

Contact Email: AKIRK2@ND.EDU

Account: BUILDING

Subcode: NA-1

Region: UND

Facility: ON CAMPUS

Property: 1008

Location: MAIN BUILDING