# Table of Contents

## Contents

- Navigation ........................................................................................................................................................................ 3
- Logging into AiM .......................................................................................................................................................... 3
- Employee Profile .......................................................................................................................................................... 4
- Employee Profile Update ........................................................................................................................................ 4
- Shop Profile .............................................................................................................................................................. 12
- Shop Profile Add Shop Person .................................................................................................................................. 12
- Shop Profile Remove Shop Person ............................................................................................................................ 20
- Shop Profile Change Labor Rates ............................................................................................................................... 27
- Shop Profile Change Accounts .................................................................................................................................. 39
Navigation

Logging into AiM

Logging into the system: https://mcc.battery.cofc.edu/fmax

User Name: This field is populated with the user login.
Password: This field is populated with the user's password.
Login: Clicking the login button passes the user login and password information to the system.
Employee Profile

Employee Profile Update

This method is used to update an employee profile. Employees are interfaced into the system.

1) Login to AiM™ and click the ‘Human Resources’ link from the menu channel.

Figure 1
2) From the ‘Human Resources’ menu channel, click the ‘Employee Profile’ link.

![Figure 2]

3) Click the ‘Search’ link.

![Figure 3]
4) Click the ‘Execute’ button.

*Note: Add search criteria to find specific profile(s).*
5) Enter the Shop Person, then click the ‘Zoom’ icon.

![Figure 5](image1)

6) Click the ‘Edit’ button.

![Figure 6](image2)
7) Click the ‘Time Type’ Zoom icon.

![Figure 7](image1)

**Figure 7**

8) Select the appropriate default Time Type. Click the ‘Time Type’ link. This value will default for all new time card entries.

![Figure 8](image2)

**Figure 8**
9) Click the ‘Labor Class’ Zoom icon.

![Figure 9]

10) Select the appropriate default Labor Class. Click the ‘Labor Class’ link. This value will default for all new time card entries.

![Figure 10]
11) Click the ‘Employee Type’ drop down arrow. Select the ‘Shop Person’ option. This marks the employee eligible to be added to a Shop.

![Figure 11](image1)

12) Click the ‘Save’ button.

![Figure 12](image2)
13) Click AiM™ logo to return to main Work Desk.

![Image](image1.png)

**Figure 13**

14) The Main Work Desk. The process is complete.

![Image](image2.png)

**Figure 14**
Shop Profile

**Shop Profile Add Shop Person**

This method is used to update a Shop profile and add a Shop Person.

1) Login to AiM™ and click the ‘Human Resources’ link from the menu channel.

*Figure 15*
2) From the ‘Human Resources’ menu channel, click the ‘Shop’ link.

![Figure 16]

3) Click the ‘Search’ button.

![Figure 17]
4) Click the ‘Execute’ button.

*Note: Add search criteria to find specific shop(s).*
5) Select the appropriate Shop.

Figure 19

6) Select the ‘Edit’ button.

Figure 20
7) Click the ‘Add’ button.

Figure 21

8) Click the ‘Shop Person’ Zoom icon. Then follow the prompts.

Figure 22
9) Select the appropriate Shop Person.

Figure 23

10) Select the From Date. Click the ‘Calendar’ icon. The From Date is also known as the start date.

Figure 24
11) Click the ‘Done’ button.

Figure 25

12) Click the ‘Save’ button.

Figure 26
13) Click AiM™ logo to return to main Work Desk

Figure 27

14) The Main Work Desk. The process is complete.

Figure 28
**Shop Profile Remove Shop Person**

This method is used to update a Shop profile and remove a Shop Person from a shop.

1) Login to AiM™ and click the ‘Human Resources’ link from the menu channel.
2) From the ‘Human Resources’ menu channel, click the ‘Shop’ link.

Figure 30

3) Click the ‘Search’ button.

Figure 31
4) Click the ‘Execute’ button.

Figure 32

5) Select the appropriate Shop.

Figure 33
6) Click the ‘Edit’ button.

![Figure 34](image)

7) Select the Shop Person to remove.

![Figure 35](image)
8) Select the 'To Date'. Click the ‘Calendar’ icon. The To Date is also known as the end date.

9) Click the 'Done' button.
10) Click the ‘Save’ button.

11) Click AiM™ logo to return to main Work Desk.
12) The Main Work Desk. The process is complete.
Shop Profile Change Labor Rates
This method is used to update a Shop profile and expire an existing Labor Rate and add a new Labor Rate.

1) Login to AiM™ and click the ‘Human Resources’ link from the menu channel.
2) From the ‘Human Resources’ menu channel, click the ‘Shop’ link.

![Figure 42](image1)

3) Click the ‘Search’ button.

![Figure 43](image2)
4) Click the ‘Execute’ button.

Figure 44

5) Select the appropriate Shop.

Figure 45
6) Click the 'Edit' button.

![Figure 46]

7) Click the 'Labor Rates' link.

![Figure 47]
8) Select the Labor Rate to expire. Click the ‘Sequence’ number link.

9) Select the End Date. Click the ‘Calendar’ icon.
10) Click the ‘Done’ button.

![Figure 50](image1)

11) Click the ‘Add’ button.

![Figure 51](image2)
12) Select the Time Type, Click the ‘Time Type’ Zoom icon.

13) Select appropriate Time Type. Only one Time Type can have an active Labor Rate.
14) Click the ‘Labor Class’ Zoom icon.

**Figure 54**

15) Select the appropriate Labor Class.

**Figure 55**
16) Select the Start Date. Click the ‘Calendar’ icon.

![Figure 56](image1)

**Figure 56**

17) Add the Labor Rate.

![Figure 57](image2)

**Figure 57**
18) Click the ‘Done’ button.

19) Click the ‘Done’ button.
20) Click the 'Save' button.

21) Click AiM™ logo to return to main Work Desk.
22) The Main Work Desk. The process is complete.

Figure 62
Shop Profile Change Accounts
This method is used to update a Shop profile and expire an existing Account and add a new Account.

1) Login to AiM™ and click the ‘Human Resources’ link from the menu channel.
2) From the ‘Human Resources’ menu channel, click the ‘Shop’ link.

![Figure 64](image)

3) Click the ‘Search’ button.

![Figure 65](image)
4) Click the ‘Execute’ button.

Figure 66

5) Select the appropriate Shop.

Figure 67
6) Click the 'Edit' button.

Figure 68

7) Click the ‘Account Setup’ link.

Figure 69
8) Select the Account to expire. Click the ‘Account’ number link.

Figure 70

9) Select the End Date. Click the ‘Calendar’ icon.

Figure 71
10) Click the ‘Done’ button.

![Figure 72](image1)

11) Click the ‘Add’ button.

![Figure 73](image2)
12) Select the Index and Account, Click the ‘Index’ Zoom icon. Follow the prompts

13) Select appropriate Subledger: All, Labor, Material, Equipment, or Contract.
14) Select the Start Date. Click the ‘Calendar’ icon.

Figure 76

15) Click the ‘Done’ button.

Figure 77
16) Click the ‘Done’ button.

![Figure 78](image1.png)

17) Click the ‘Save’ button.

![Figure 79](image2.png)
18) Click AiM™ logo to return to main Work Desk.

![Figure 80](image1.png)

**Figure 80**

19) The Main Work Desk. The process is complete.

![Figure 81](image2.png)

**Figure 81**