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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 password.
Login: Clicking the login button passes the user login and password information to the system.
Preventative Maintenance

**PM Standards Creation**
This method is used to create a PM Standard.

1) Login to AiM™ and click the ‘Preventive Maintenance’ link from the menu channel.
2) From the 'Preventive Maintenance' menu channel, click the 'PM Standards' link.

![Figure 2](image1.png)

3) Click the 'New' button.

![Figure 3](image2.png)
4) Add the PM Standards’ ID.

Figure 4

5) Add a Detailed Description.

Figure 5
6) Click the ‘Frequency’ Zoom 🔍 icon.

![Figure 6](image)

7) Select the appropriate Frequency. Click the Frequency link.

![Figure 7](image)

8) **Optional:** All Labor, Material, Equipment, and/or Contract estimated dollars amounts.

![Figure 8](image)
9) Add Checkpoints. These are the tasks to be done at the given frequency. Click the ‘Add’ button.

Figure 9

10) Add the Checkpoint ID.

*Note: Pad the number with leading zero’s (00).*

Figure 10
11) Add Checkpoint instructions.

**Figure 11**

12) Add Checkpoints Hours.

*Note: These are fractional, in tenths of 1 hour. For example, .06 is ten minutes.*

**Figure 12**
13) Click the ‘Add’ button to add another Checkpoint. Follow the previous steps (2 through 4)

![Figure 13]

14) After the last checkpoint has been added, click the ‘Done’ button.

![Figure 14]
15) Click the ‘Save’ button.

Figure 15

16) Click the AiM™ logo to return to the main Work Desk.

Figure 16
17) You are now back to the main Work Desk. The Process is complete.
PM Template Creation
This method is used to create a PM Template.

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

![Figure 18](image)

2) From the ‘Preventive Maintenance’ menu channel, click the ‘PM Template’.

![Figure 19](image)
1) Click the ‘New’ button.

**Figure 20**

Complete the form as outlined below:

**Figure 21**
1) Add a detailed template description.

*Note: This description will appear in the Work Order Description.*

![Figure 22](image)

2) **Optional:** Click the ‘Organization’ Zoom icon. Follow the prompts and add the Organization Information.

![Figure 23](image)
3) Click the ‘Type’ Zoom icon. Follow the prompts and select the correct Type, Category and Work Order Status.

![Figure 24](image)

4) Select a Work Order Grouping.

![Figure 25](image)

- **Property by Template**: Generates one Work Order with one Phase for each similar Asset in the Property.
- **Asset by Template**: Generates one Work Order with one Phase for each similar Asset in the Property.

5) After selecting Work Order Grouping, Select a PM Type and Frequency.

![Figure 26](image)
6) Click the Template Phase Add button.
7) Add Detailed Phase Description.

*Note:* This will appear on the Work Order Phase description.

![Figure 28](image)

8) Select the Priority, Work Code, and Status values. Click each Zoom icon and select the appropriate value.
Figure 29
9) Click the ‘PM Standards’ Zoom icon. Follow the prompts and select the appropriate PM Standard.

![PM Standards Table](image)

Figure 30

10) Add the Assets. Click ‘Load Asset’ button.

![Asset Management Interface](image)

Figure 31

11) Click the Execute Search Icon to view all eligible assets.

*Note: Add search criteria before clicking ‘Execute’ to find specific Asset(s).*
12) Select the desired Assets by clicking the box next to the Asset ID.

13) Click the ‘Done’ button.
Figure 34

14) Click the ‘Done’ button.

Figure 35

15) Click the ‘Save’ button.
Template Projection Date Generation

16) Click the ‘Edit’ button.

![Figure 37](image1)

17) Add the Project End Date. Click the Calendar icon. Select a future date to project too.

*Note:* The system limits the future date to 5 years from today’s date.

![Figure 38](image2)
18) Click ‘Save’ button.

19) An Informational Box will appear to confirm the Run Date Projection function. Click the ‘Yes’ button.
20) Click the AiM™ logo to return to the main Work Desk.

![Figure 41]

21) You are now back to the main Work Desk. The process is complete.

![Figure 42]

**PM Generation**

This method is used to Generate Preventive Maintenance. This step is done on a regular schedule.
1) Login to AiM™ and click the ‘Preventive Maintenance’ link from the menu channel.

![Figure 43](image1)

2) From the ‘Preventive Maintenance’ menu channel, click on the ‘PM Generator’ link.

![Figure 44](image2)
3) Click the 'New' button.

Figure 45

Complete the form as described below.

Figure 46
4) Add a detailed Description.

![Figure 47](image)

5) Add the End Date. Click the Calendar icon. This date should be in the future.

![Figure 48](image)

6) Select a Work Order Grouping.

*Note: This selection must be the same as the value selected on the PM Template(s). If both methods are used, the PM Generation task must be repeated for both types.*

![Figure 49](image)
Property By Template: Generates One Work Order With A Phase For Each Similar Asset On The Property.
Asset By Template: Generates One Work Order With One Phase For Each Similar Asset On The Property.

7) Click the ‘Filter PM’ drop down menu. Select the ‘Asset’ option.

8) Click ‘Save’ button.
9) Click the ‘Generate’ button.

10) The scheduled PM Work Order(s) will generate.

Note: Click the Work Order number link to view Work Order.
11) Click the AiM™ logo to return to the main Work Desk.

Figure 53

12) You are now back to the main Work Desk. The process is complete.

Figure 54