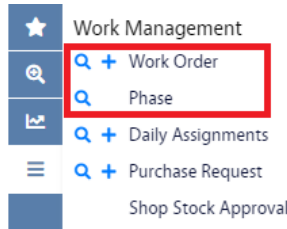
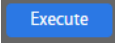


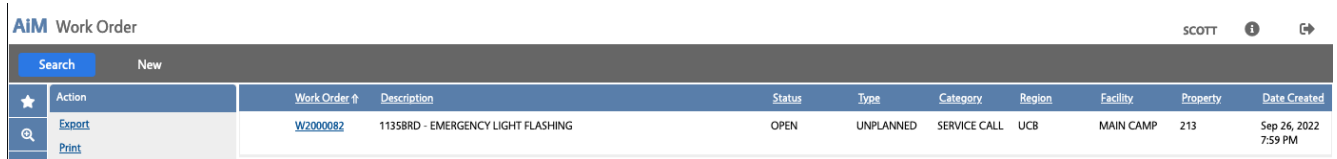
## Finding a Phase

There are several ways to find a Phase. If you know the Work Order number, you can look up the Work Order and then select the Phase from that screen. You can also use the Phase query screen to go directly to the Phase.

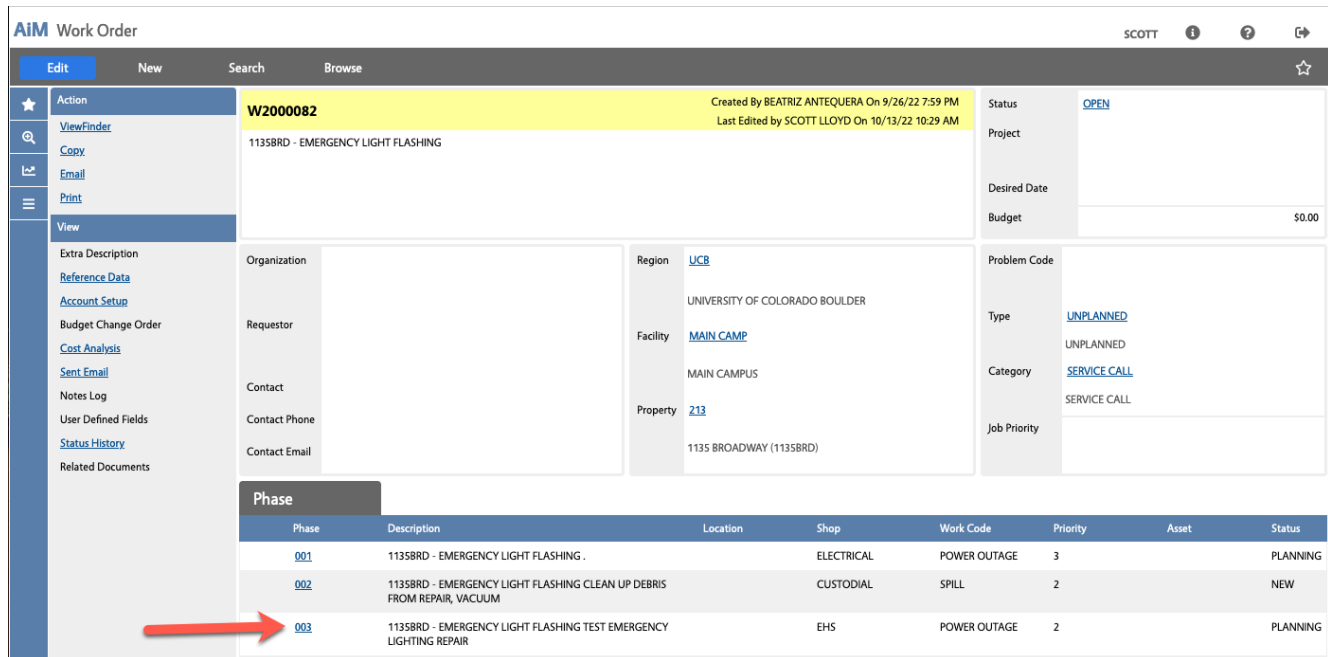
1. On the menu, under **Work Management**, click  on the **Work Order** or **Phase** line.



2. The query screens look similar, but there are differences. Enter the criteria for the search and click .
3. If you used the Work Order query screen the search will return a list of Work Orders meeting your criteria.



4. You will need to click on the Work Order hyperlink. This will take you to the Work Order screen.



- a. The Phases are listed at the bottom of the screen. Click on the Phase hyperlink to view the Phase.
5. If you used the Phase query screen the search will return a list of Work Orders and Phases meeting your criteria.

AiM Phase SCOTT ⓘ ↗

Search

Action	Work Order #	Phase #	Description	Shop	Status
Export	W2000082	<a href="#">001</a>	1135BRD - EMERGENCY LIGHT FLASHING .	ELECTRICAL	PLANNING
View	W2000082	<a href="#">002</a>	1135BRD - EMERGENCY LIGHT FLASHING CLEAN UP DEBRIS FROM REPAIR, VACUUM	CUSTODIAL	NEW
	W2000082	<a href="#">003</a>	1135BRD - EMERGENCY LIGHT FLASHING TEST EMERGENCY LIGHTING REPAIR	EHS	PLANNING



6. You will need to click on the Phase hyperlink. This will take you to the Phase screen.

AiM Phase SCOTT ⓘ ? ↗

Edit Search Browse ☆

- Action
- ViewFinder
- Space Viewer
- Timecard
- External Charge
- Purchase Request
- Transaction Transfer
- Shopping Cart
- Shop Assignment
- Work Planner
- Work Scheduler
- Daily Assignment Browse
- Email
- Print
- View
- Extra Description
- Shop Stock
- Budget Change Order
- Checkpoint Measurements
- Cost Analysis
- Dependencies
- Purchase Requests
- Unit Costs
- Sent Email
- Survey History
- Notes Log
- User Defined Fields
- Status History
- Related Documents

**003** Created By SCOTT LLOYD On 10/13/22 10:38 AM  
Last Edited by SCOTT LLOYD On 10/13/22 11:47 AM

1135BRD - EMERGENCY LIGHT FLASHING  
TEST EMERGENCY LIGHTING REPAIR

Status: [PLANNING](#)  
Work Order: [W2000082](#)  
Budget: \$0.00  
Location:

Shop: <a href="#">EHS</a>	Estimated Start: Oct 13, 2022 10:39 AM	Funding Method: Work Order
ENVIRONMENTAL HEALTH & SAFETY	Estimated End: Oct 24, 2022 10:39 AM	Billing Preset:
Primary Person:	Actual Start:	Work Code Group: ELECTRIC
Priority: 2	Actual End:	Work Code: <a href="#">POWER OUTAGE</a>
	Percent Complete:	Request Method: POWER OUTAGE

Type:	Capital Project:	Contract Type:
Asset:		
Asset Group:	Component Group:	
Failure Code:		
Template:	Component:	
PM Standards:		
Inspection:		

**Shop Person**

Shop Person	Name	Primary	Certified	Assigned By	Assigned Date
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