

TRAINING DEMO



LOGISTICS SUPPLY SERVICES

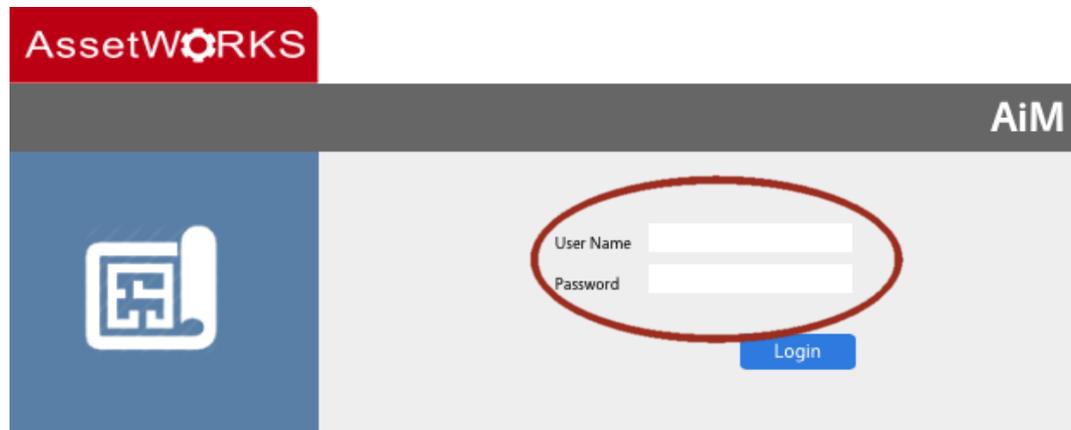
**CUSTOMER SHOPPING CART
TRAINING**



ACCESS AiM – SCHOOL STAFF

- Click the AiM icon on your desktop or type in the following URL in your web browser:

<https://apsapp.assetworks.com/fmax>

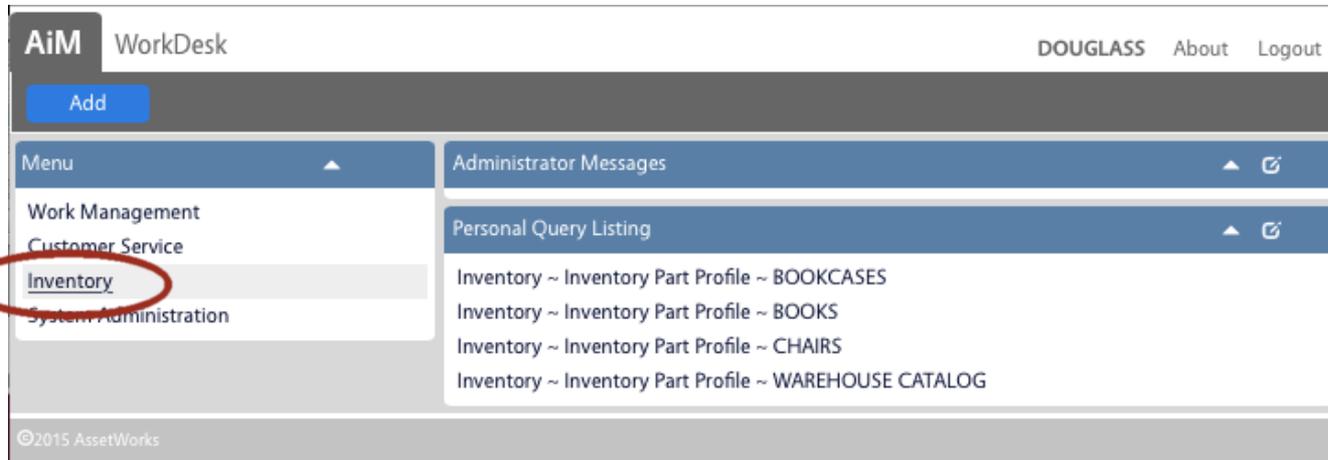


The screenshot shows the login interface for AssetWORKS AiM. At the top left is the 'AssetWORKS' logo in a red box. To the right, in a dark grey bar, is the text 'AiM'. Below this is a blue sidebar with a white icon of a document with a gear. The main area is light grey and contains a login form. The form has two input fields: 'User Name' and 'Password'. A red oval highlights these two fields. Below the fields is a blue button labeled 'Login'.

- Enter your username and password credentials
- Click the “Log-in” button to continue.



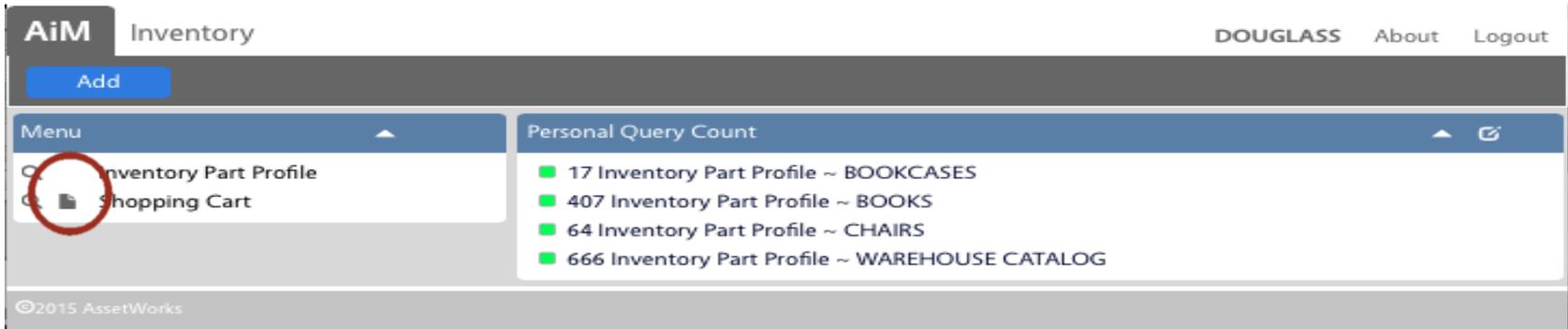
SCHOOL STAFF WORK DESK



- The AiM “**Work Desk**” appears which displays three windows:
 - Menu
 - Administrator Messages
 - Personal Query Listing
- Click the “**Inventory**” link on the Menu window.



SCHOOL STAFF WORK DESK



The “Inventory” screen appears which displays the “Shopping Cart” link.

- Click the icon that appears as a sheet of paper , to the left of the “Shopping Cart” link, to begin your shopping experience.



BASIC INFO

1235 Created By DOUGLASS On 05/22/2016 11:27 AM
Last Edited by DOUGLASS On 05/22/2016 11:33 AM

* Indicates Required Fields,
Click Add to Cart to begin shopping,
Click the Furniture link for available items,
Enter your amount into the Requested Quantity field,
Click Add to Cart then click Save

Status	REQUESTED
Warehouse	LSS LOGISTIC SUPPLY SERVICE
Estimated Total	\$7.00

Organization	HIGH SCHOOLS	Cluster	HIGH SCHOOLS
Requestor	DOUGLASS	Facility	4058
* Contact	Jane Dough	Property	DOUGLASS HS
* Contact Phone	JDOUGH@EMAIL.CC	Location	
Contact Email	555-555-5555		

Work Order	16022614
Phase	001
Reference	
Desired Date	

Line Items

Line	Part	Unit Cost (No Cost to Customer)	UOM	Quantity on Hand	Requested Quantity	Quantity Acquired	Status
------	------	---------------------------------	-----	------------------	--------------------	-------------------	--------

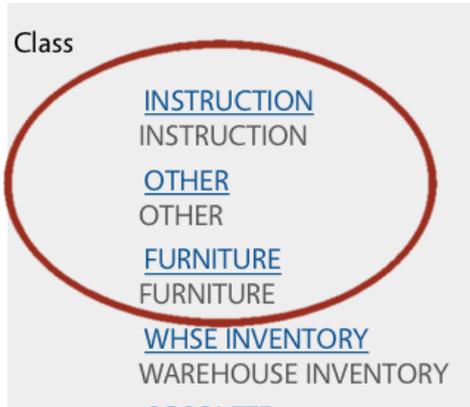
Add to Cart

Note that most required fields (in red) are auto-populated for you.

- Fill in the “**Contact Name**”, “**Contact Phone**” and “**Contact Email**” fields located on the left side of the screen.
- Next, click the “**Add to Cart**” button located on the lower right hand side of the screen to begin making your selection.



SHOPPING CART FORM



- Select **“Instruction”** or **“Furniture”** from the list that appears on the left side of the screen

The next page displays available items and their on-hand quantities.

- Enter the desired amount in the “Requested Quantity” field
- Click the “Add to Cart” button.

You can advance to the next page and view more items by clicking the arrows at the top of the page.

Page 1 of 20 Go [Navigation Arrows] Results 1 - 25 of 500

Part ↓	Unit Cost (No Cost to Customer)	UOM	Quantity on Hand	Requested Quantity	
 0-02-103267-9 The United States Modern Times S. S. 5th Grade T.E.	\$0.00	EA	0.00	<input type="text"/>	Add to Cart
 0-02-151355-0 TE TIMELINKS GA. GRADE K-3 WORLD ATLAS	\$0.01	EA	4.00	<input type="text"/>	Add to Cart
 0-02-152367-2 TE TIMELINKS GA. GRADE K CITIZENSHIP	\$0.01	EA	220.00	<input type="text" value="10"/>	Add to Cart
 0-02-153703-7 TE TIMELINKS GA. GRADE K FLIPCHART	\$0.01	EA	13.00	<input type="text"/>	Add to Cart
 0-02-153712-9 OUR DEMOCRATIC HERITAGE S.S. 3rd grade	\$0.01	EA	2.00	<input type="text"/>	Add to Cart

The "Requested Quantity" field for the third item is circled in red in the original image.

SHOPPING CART FORM

Once you've completed your selection, click the **“Done”** button located at the upper left hand side of the screen.



The next page allows you to review your shopping cart. Once you're satisfied with your shopping cart selection, click the **“Save”** button located on the upper left hand corner of the screen.

A screenshot of the shopping cart form. The top left corner shows a 'Save' button highlighted with a red circle. The form contains several sections: a header with 'AiM Shopping Cart' and 'DOUGLASS About Logout'; a main area with a yellow header '2275' and a status dropdown set to 'REQUESTED'; a left sidebar with navigation links; a central form with fields for Organization, Requestor, Contact, Cluster, Facility, Property, and Location; a right sidebar with Warehouse, Work Order, Phase, Reference, and Desired Date; and a bottom section titled 'Line Items' with a table of items and an 'Add to Cart' button.

Line	Part	Unit Cost (No Cost to Customer)	UOM	Quantity on Hand	Requested Quantity	Quantity Acquired	Status
1	0-02-152367-2 TE TIMELINKS GA. GRADE K CITIZENSHIP	\$0.01	EA	220.00	10.00	0.00	Open
2	0-02-295674-5 Spotlight On Music 1st GR	\$0.01	EA	19.00	5.00	0.00	Open

SHOPPING CART FORM - COMPLETED

AiM
Shopping Cart
DOUGLASS [About](#) [Logout](#)

Edit
New
Search
Browse

Action

[Copy](#)

[Email](#)

View

Extra Description

Sent Email

[Status History](#)

User Defined Fields

Notes Log

Related Documents

2275 Created By DOUGLASS On 11/11/2017 07:08 PM
Last Edited by DOUGLASS On 11/11/2017 07:35 PM

* Indicates Required Fields. Click Add to Cart. Click the Furniture or Instruction link to begin shopping. Enter your amount into the Requested Quantity field. Click Add to Cart then click Save

Organization	HIGH SCHOOLS HIGH SCHOOLS	Cluster	HIGH SCHOOLS HIGH SCHOOLS CLUSTER
Requestor	DOUGLASS DOUGLASS HIGH SCHOOL	Facility	4058 DOUGLASS HIGH SCHOOL
* Contact	Jane Dough	Property	DOUGLASS HS DOUGLASS HS
* Contact Phone	JDOUGH@EMAIL.CO	Location	
* Contact Email	555-555-5555		

Status: REQUESTED

Warehouse: [LSS](#)
LOGISTIC SUPPLY SERVICE

Estimated Total: \$0.15

Work Order: [16022614](#)
WAREHOUSE DELIVERY

Phase: [001](#)
WAREHOUSE DELIVERY

Reference:

Desired Date:

Line Items

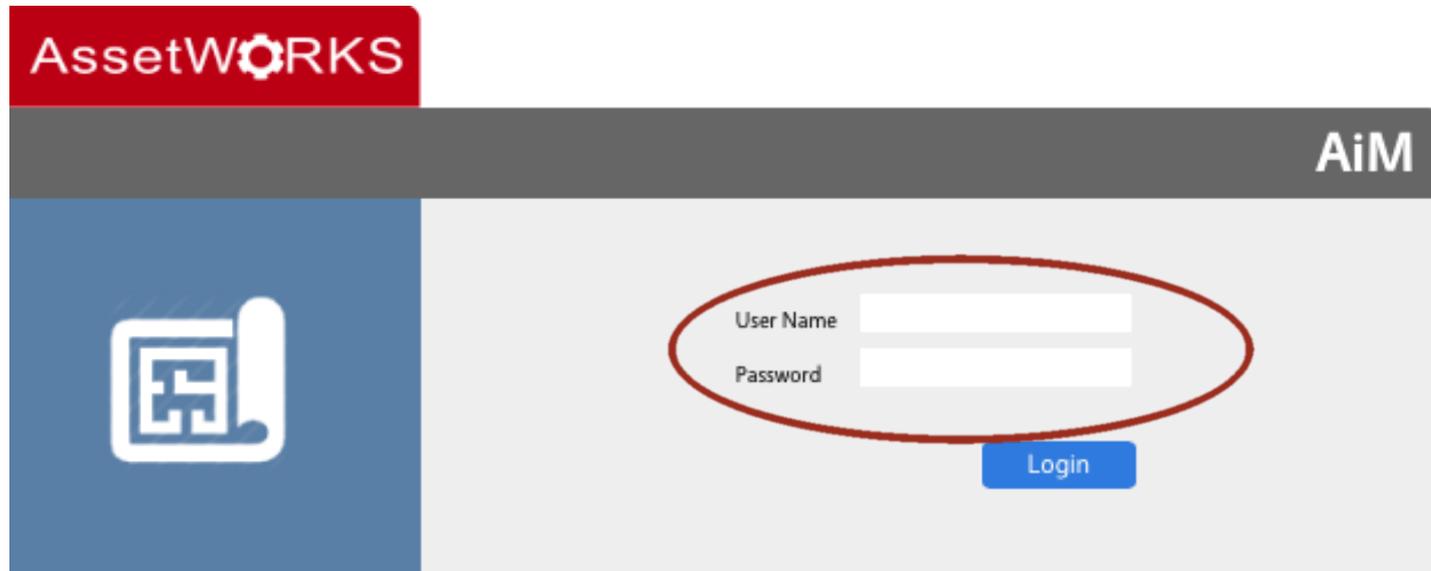
Line	Part	Unit Cost (No Cost to Customer)	UOM	Quantity on Hand	Requested Quantity	Quantity Acquired	Status
1	0-02-152367-2 TE TIMELINKS GA. GRADE K CITIZENSHIP	\$0.01	EA	220.00	10.00	0.00	Open
2	0-02-295674-5 Spotlight On Music 1st GR	\$0.01	EA	19.00	5.00	0.00	Open

Record of 1 Go
First
Previous
Next
Last



ACCESS AiM – PRINCIPALS/DESIGNEES

- Click [here](https://apsapp.assetworks.com/fmax) or type in the following URL in your web browser:
<https://apsapp.assetworks.com/fmax>



The screenshot shows the login interface for AssetWORKS AiM. At the top left is the 'AssetWORKS' logo in white on a red background. To the right, in a dark grey bar, is the text 'AiM'. On the left side, there is a blue vertical bar containing a white icon of a document with a gear. The main area is light grey and contains a login form. The form has two input fields: 'User Name' and 'Password'. Below these fields is a blue button labeled 'Login'. A red oval is drawn around the 'User Name' and 'Password' input fields and the 'Login' button.

Note: Principals/Designees will log-in using the credentials provided via email. Log-in credentials are in all lower case font.



PRINCIPAL/DESIGNEE WORK DESK

The screenshot shows the AiM WorkDesk interface. At the top, there is a navigation bar with 'AiM WorkDesk' on the left, 'DHOLLAND About Logout' on the right, and an 'Add' button. Below this is a 'Menu' dropdown with options: 'Work Management', 'Customer Service', 'Inventory', and 'System Administration'. To the right, there are two panels: 'Administrator Messages' and 'Personal Query Count'. The 'Personal Query Count' panel lists several items with green square icons and status indicators. The item '14 Inventory ~ Shopping Cart ~ Requested' is circled in red.

Item	Status
72 Customer Service ~ Customer Request	APPROVED
4 Customer Service ~ Customer Request	CANCELED
0 Customer Service ~ Customer Request	OPEN
48 Customer Service ~ Customer Request	REJECTED
0 Customer Service ~ Customer Request	SUBMITTED
14 Inventory ~ Shopping Cart	Requested
5977 Work Management ~ Work Order	COMPLETE
29 Work Management ~ Work Order	OUTSTANDING

- **Personal Query Count Window**
 - Click the link labeled **“Inventory ~ Shopping Cart ~ Requested”**

Note: The “Personal Query Count” window keeps track of all Customer Requests, Work Orders, and Shopping Cart Orders entered by school staff. It quickly displays the number of records in real-time saving you the effort of manually searching for them.



REVIEW SHOPPING CART ORDERS

AiM ☰ Shopping Cart DHOLLAND About Logout

[Search](#) [New](#)

Action	Transaction ↓	Description	Status	Warehouse	Cluster	Facility	Property	Location	Work Order	Phase	Desired Date	Entry Clerk	Editor	Edit Date
Export	1003		ON ORDER	LSS	HIGH SCHOOLS	4058	DOUGLASS HS		16022614	001		JUDIXON	JUDIXON	Oct 30, 2015 09:12 AM
View	1164		ON ORDER	LSS	DOUGLASS	4058	DOUGLASS		16022614	001		DOUGLASS	DOUGLASS	Nov 18, 2015 11:28 AM
On Order	1176	Need two student desk and one file cabinet	ON ORDER	LSS	HIGH SCHOOLS	4058	DOUGLASS HS		16022614	001		DOUGLASS	DOUGLASS	Nov 19, 2015 08:33 PM

This screen displays shopping cart orders.

- Click the **transaction number** to view and update the status of a Shopping Cart.



REVIEW SHOPPING CART ORDERS

The screenshot shows the AiM Shopping Cart interface. At the top, there's a navigation bar with 'Edit', 'New', 'Search', and 'Browse' buttons. The main content area is divided into several sections:

- 1**: A yellow header bar for order 1235, showing creation and editing dates.
- 2**: A status box showing 'REQUESTED' and 'LOGISTIC SUPPLY SERVICE'.
- 3**: Contact information for Jane Dough, including email and phone.
- 4**: School information, including 'DOUGLASS HS'.
- 5**: Work order details, including '16022614' and 'WAREHOUSE DELIVERY'.
- 6**: A table of line items with columns for Line, Part, Unit Cost, UOM, Quantity on Hand, Requested Quantity, Quantity Acquired, and Status.

Line	Part	Unit Cost (No Cost to Customer)	UOM	Quantity on Hand	Requested Quantity	Quantity Acquired	Status
1	 CLSRM DSK SD CMBR NY CLASSROOM STUDENT DESK COMBO NAVY	\$0.00	EA	50.0000	5.0000	0.0000	Open
2	 TRCHRNY Teacher Chair, Old Style, Navy	\$0.00	EA	34.0000	2.0000	0.0000	Open

Review key details of the Shopping Cart to determine if the order should be approved or canceled.

1. Description
2. Status
3. Contact information
4. School
5. Work order
6. Line items & quantity

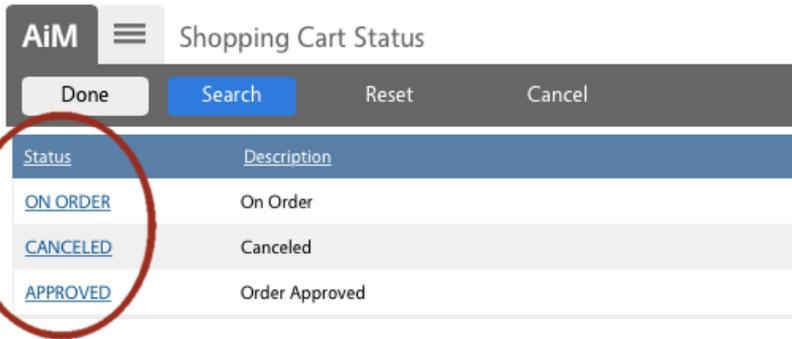
- Click the **“Edit”** button located on the upper left hand corner of the screen to *Approve* or *Cancel* the shopping cart.



APPROVE/CANCEL SHOPPING CART



Status 



AiM  Shopping Cart Status

Done Search Reset Cancel

Status	Description
ON ORDER	On Order
CANCELED	Canceled
APPROVED	Order Approved



AiM Shopping Cart

Save Cancel

- Click the **zoom** icon which appears as a magnifying glass on the right side of the **“Status”** field.
- Select an appropriate status from the available list:
 - “Approved”** – *To forward the Shopping Cart Order to Logistic Supply Service for processing and delivery.*
 - “Cancel”** – *To cancel the Shopping Cart Order. No further action will be taken by Logistic Supply Service*
- Click the **“Save”** button on the top left corner of the screen.



ENABLE POP-UPS

Note: AiM uses pop-ups to display selection lists. Make sure that your browser is set to enable pop-ups from AiM's website. If an information bar appears reading: "Internet Explorer blocked a pop-up from apsapp.assetworks.com"

- *Select the "Always allow" option*
- *Click the "Retry" button.*

Internet Explorer blocked a pop-up from **apsapp.assetworks.com**.

Allow once

Options for this site ▼

Always allow

More settings



To display the webpage again, the web browser needs to resend the information you've previously submitted.

If you were making a purchase, you should click Cancel to avoid a duplicate transaction. Otherwise, click Retry to display the webpage again.

Retry

Cancel



Q&A – KEY CONTACTS

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- **Aleja Arenas, System Administrator**
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 - Phone: 404-802-2646

