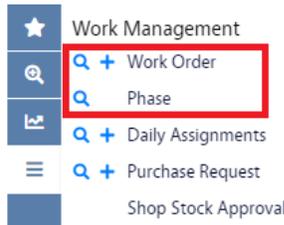
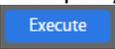


## Update Phase Status

AiM tracks time and expenses for a job at the Phase level. The Phase Status is designed to allow technicians and supervisors to quickly see where a job is at by looking at the status.

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

**AiM Work Order** SCOTT ⓘ ? ↗

Edit New Search Browse ☆

<ul style="list-style-type: none"> <li>★ Action</li> <li>🔍 View Finder</li> <li>📄 Copy</li> <li>✉ Email</li> <li>🖨 Print</li> <li>☰ View</li> <li>Extra Description</li> <li>🔗 Reference Data</li> <li>⚙ Account Setup</li> <li>Budget Change Order</li> <li>📊 Cost Analysis</li> <li>✉ Sent Email</li> <li>📝 Notes Log</li> <li>User Defined Fields</li> <li>📜 Status History</li> <li>📁 Related Documents</li> </ul>	<p><b>W2000082</b> <span style="float: right;">Created By BEATRIZ ANTEQUERA On 9/26/22 7:59 PM Last Edited by SCOTT LLOYD On 10/13/22 10:29 AM</span></p> <p>1135BRD - EMERGENCY LIGHT FLASHING</p>	<p>Status: <a href="#">OPEN</a></p> <p>Project:</p> <p>Desired Date:</p> <p>Budget: \$0.00</p>
	<p>Organization: Requestor</p> <p>Contact:</p> <p>Contact Phone:</p> <p>Contact Email:</p>	<p>Region: <a href="#">UCB</a></p> <p>UNIVERSITY OF COLORADO BOULDER</p> <p>Facility: <a href="#">MAIN CAMP</a></p> <p>MAIN CAMPUS</p> <p>Property: <a href="#">213</a></p> <p>1135 BROADWAY (1135BRD)</p>
	<p>Problem Code:</p> <p>Type: <a href="#">UNPLANNED</a></p> <p>UNPLANNED</p> <p>Category: <a href="#">SERVICE CALL</a></p> <p>SERVICE CALL</p> <p>Job Priority:</p>	

Phase							
Phase	Description	Location	Shop	Work Code	Priority	Asset	Status
<a href="#">001</a>	1135BRD - EMERGENCY LIGHT FLASHING .		ELECTRICAL	POWER OUTAGE	3		PLANNING
<a href="#">002</a>	1135BRD - EMERGENCY LIGHT FLASHING CLEAN UP DEBRIS FROM REPAIR, VACUUM		CUSTODIAL	SPILL	2		NEW
<a href="#">003</a>	1135BRD - EMERGENCY LIGHT FLASHING TEST EMERGENCY LIGHTING REPAIR		EHS	POWER OUTAGE	2		NEW

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

5. With the Phase you want to edit on the screen, click



6. Click the  on the field for the Status.

7. You will be shown a list of possible statuses. Click on the Status hyperlink for the status you want. (You will automatically be returned to the Phase screen.)

Status	Description
<a href="#">NEW</a>	NEW
<a href="#">CANCELED</a>	CANCELED
<a href="#">ASSESSMENT</a>	ASSESSMENT
<a href="#">PLANNING</a>	PLANNING
<a href="#">SCHEDULED</a>	SCHEDULED

8. Click

