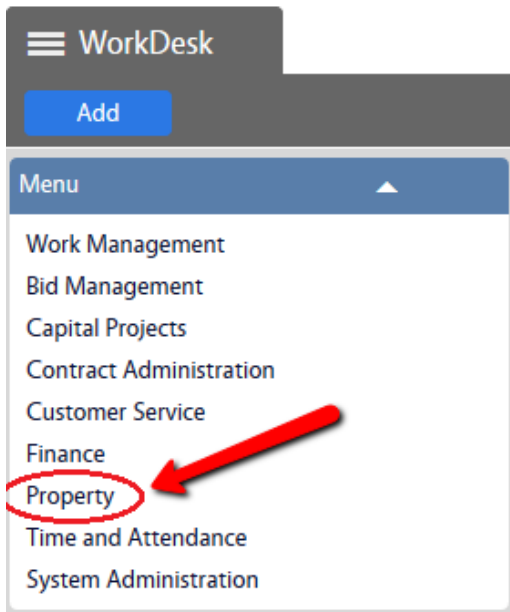


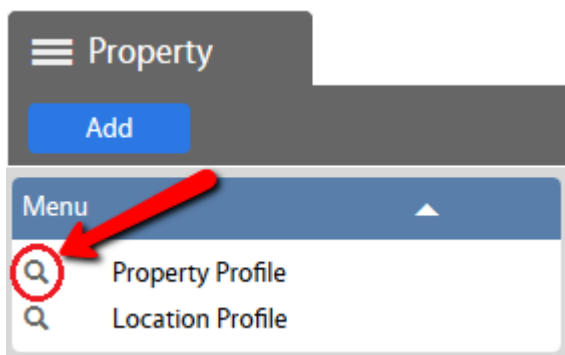
HOW TO USE THE AiM SPACE VIEWER

The **AiM Space Viewer** will allow you to look at the floor plans for any Property in AiM. In order to open and use the Space Viewer, please follow these steps:

1. Log into the AiM system, and go to the **Property** screen from the main Menu.



2. Click the magnifying glass next to **Property Profile** to Search



3. Search for the building by entering the name into the **Description** field.
If you know the building code you can enter it into the **Property** field.

The screenshot shows the 'Property Profile' search interface. At the top, there are navigation links for 'About' and 'Logout', and a logo for 'AiM'. Below this is a search bar with 'Execute', 'Advanced Search', and 'Reset' buttons. The main search area is a table with columns for 'Action', 'Display Order', 'Sort', and 'Operator'. The 'Property' and 'Description' rows are circled in red. Red arrows point to the search input boxes for 'Property' and 'Description'.

Action	Display Order	Sort	Operator
New Query	<input type="checkbox"/> County	- ▾ = ▾	<input type="text"/>
View	<input type="checkbox"/> Campus	- ▾ = ▾	<input type="text"/>
	<input type="checkbox"/> Property	- ▾ = ▾	<input type="text"/>
	<input type="checkbox"/> Description	- ▾ contains ▾	<input type="text"/>
	<input type="checkbox"/> Status	- ▾ = ▾	<input type="text"/>
	<input type="checkbox"/> Property Type	- ▾ = ▾	<input type="text"/>
	<input type="checkbox"/> Property Class	- ▾ = ▾	<input type="text"/>

NOTE: There are many fields available to refine your search.

4. After you enter your search criteria, click **Execute**
 - I used "coliseum" as an example search for the Description field.

The screenshot shows the 'Property Profile' search interface after a search. The 'Execute' button is highlighted with a red arrow. The 'Description' field contains the text 'coliseum'. The 'Property' field is empty. The 'Status', 'Property Type', and 'Property Class' fields are also empty.

Action	Display Order	Sort	Operator
New Query	<input type="checkbox"/> County	- ▾ = ▾	<input type="text"/>
View	<input type="checkbox"/> Campus	- ▾ = ▾	<input type="text"/>
	<input type="checkbox"/> Property	- ▾ = ▾	<input type="text"/>
	<input type="checkbox"/> Description	- ▾ contains ▾	<u>coliseum</u>
	<input type="checkbox"/> Status	- ▾ = ▾	<input type="text"/>
	<input type="checkbox"/> Property Type	- ▾ = ▾	<input type="text"/>
	<input type="checkbox"/> Property Class	- ▾ = ▾	<input type="text"/>

5. Select AA_S0601

Property Profile About Logout

Search AiM

Action	Property ↓	Description	County	Campus
Export	AA_S0601	Beard-Eaves Memorial Coliseum	LEE	AA
View				

6. In the Property Profile, under the **Location** section, select the desired Location (Room #)
- For this example we will use Location 1000
 - This will open the Location profile.

Property Profile About Logout

Search Browse AiM

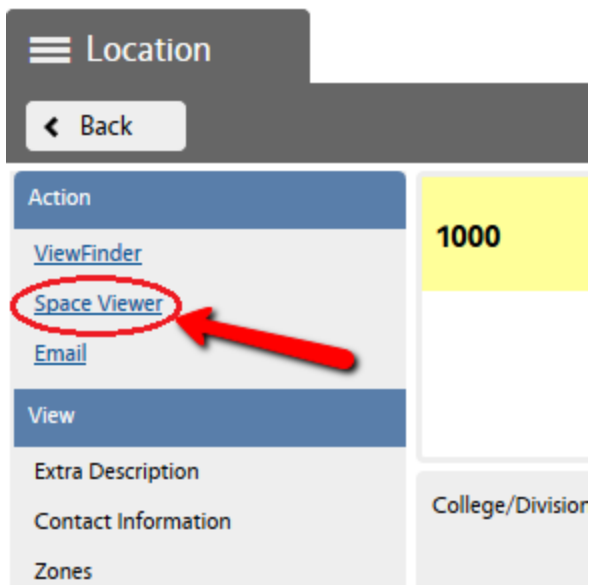
AA_S0601 Created By On 07/19/2008 02:04 PM
Last Edited by On 05/26/2015 07:32 PM
Beard-Eaves Memorial Coliseum

County	LEE	Address 1	650 BIGGIO DR
	LEE COUNTY	Address 2	
		City	AUBURN
		County	LEE
Campus	AA	State	AL
		Zip Code	36849
	AUBURN	Country Code	US
			UNITED STATES

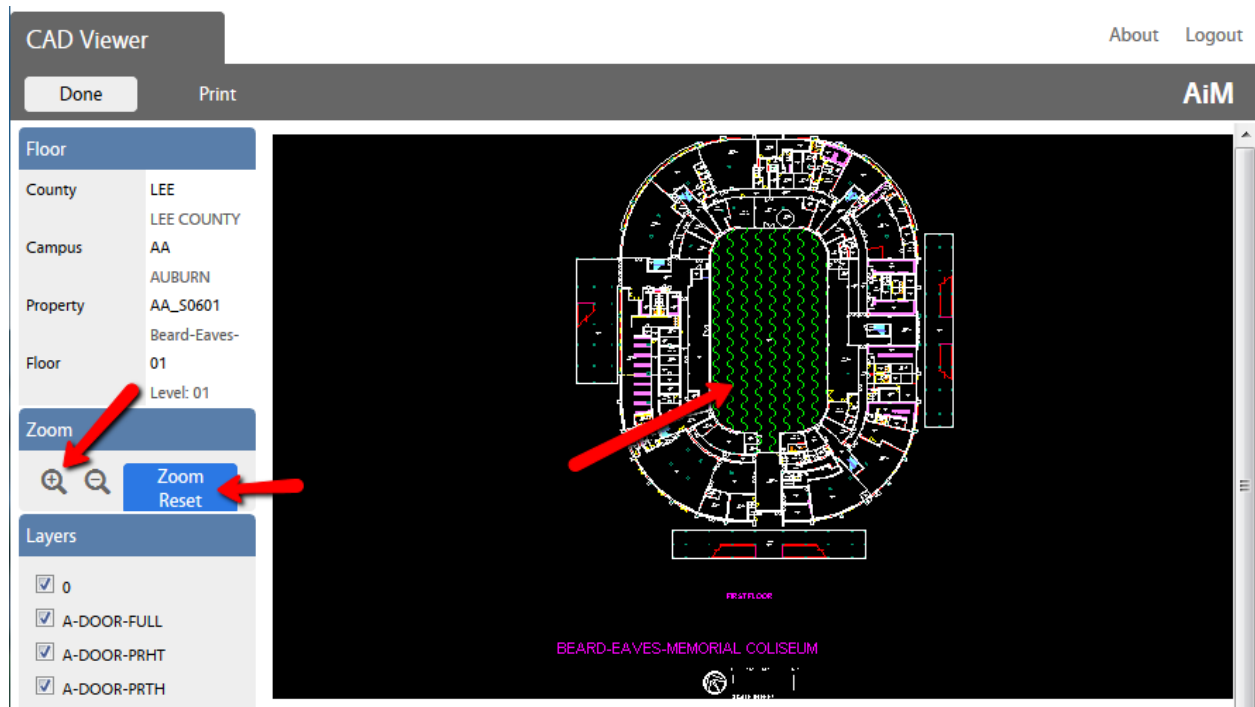
Location

Location	Description	Floor	Room Type	Space Type	Status
UTIL001	COLISEUM BOILER PLANT & SWIMMING POOL				VACANT
1000		01	520	ASSIGNABLE	OCCUPIED
1002		01	525	ASSIGNABLE	OCCUPIED
1002A		01	525	ASSIGNABLE	OCCUPIED
1002B		01	525	ASSIGNABLE	OCCUPIED
1002C		01	525	ASSIGNABLE	OCCUPIED

7. Notice the Action menu in the top left.
Select **Space Viewer**



8. This opens the **CAD Viewer**, and you'll see the room hatched in a green pattern on the location/room.
 - If you want to zoom into the room, click your mouse once on the room, then click the + magnifying glass icon.



NOTE: You can use the **Zoom Reset** if you only see a spec in the Cad Viewer and this will zoom the image to its extents.

NOTE: This viewer will be updated in the fall because currently it is not very user friendly!

9. Click **Done** to exit the CAD Viewer (Space Viewer)

