# AiM Search/Query Practice

Now that you have watched the search video (Searches-In-AiM) log into AiM to practice with the following examples.

**EXAMPLE 1**:

Create a PHASE search that will show open or assigned phases to Facilities Electric shop employees. The search results should include:

Work Order Number

Phase Number

Phase Description

Property

Phase Status

As of June 2, 2020, the query will return 47 phases. The number of records found will vary depending on when the query is run. The work order, phase, phase description, property and status will display across the top of the screen.

**EXAMPLE 2:**

Using example 1, modify the search to show work orders created in the last two weeks.

**HINT:** You will need to change the **operator** for the work order date created. Add date created as the last column in the display order.

As of June 2, 2020, the query will return 13 records. Number of records will vary depending on when the query is run.

**EXAMPLE 3:**

Save this search as a **new query**. Be the title is descriptive. You will need to show this query in the **query listing**. Set alerts for the **query count** by entering a warning number (**yellow**) and an action needed number (**red**).

See if you can run the query from your work desk (home page) in AiM. Please see if you can add “Personal Query Listing” to the Work Management module desktop also. If you do not remember how to edit the work desk, please watch AiM Basics Navigation Session 1 at <https://www.fm.colostate.edu/iwms_training>.