Select <u>Property</u> from the WorkDesk screen in AiM

Firefox

WorkDesk

gatech.edu | https://fmax2.fac.gatech.edu/fmax/screen/WORKDESK?module=PROPERTY

Google

AiM

Hello, AKHAN   Logout   About   Help

Property

Menu   ^

🔍 ▢ Property Profile
🔍 ▢ Location Profile
        Rapid Location Update
🔍 ▢ Property Insurance
🔍 ▢ Deed
🔍 ▢ Tract

Setup   ...

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https://fmax2.fac.gatech.edu/fmax/screen/PROPERTY_VIEW
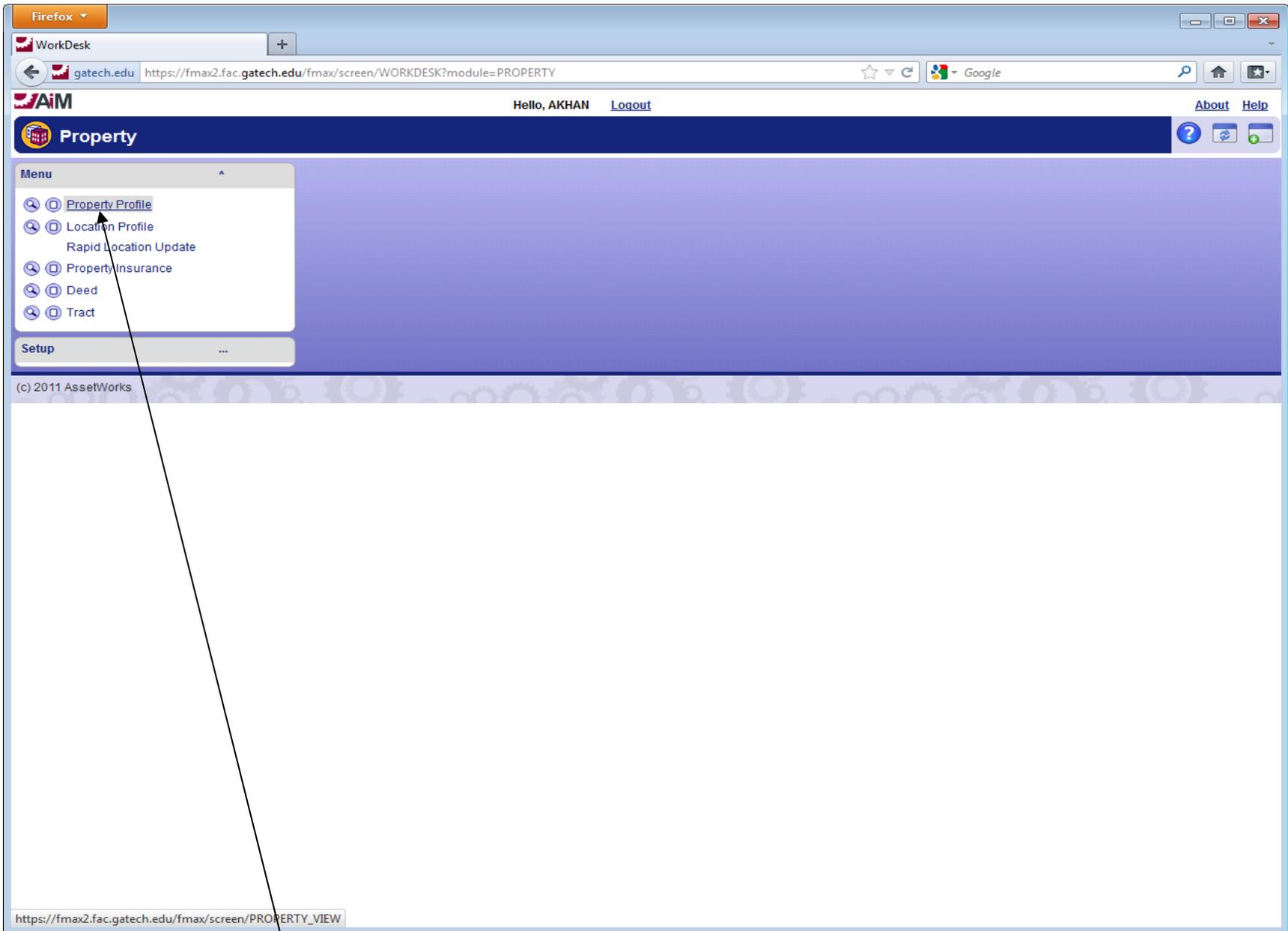
Click on <u>Property Profile</u> from the Property Screen

AiM

Hello, AKHAN   Logout

About   Help

Property Profile

View: Select

Property		Editor	
		Edit Date	
Description			

Hierarchy

Region

Facility

Address

Address 1

Address 2

City

County

State

Zip Code

Country Code

Property Status

Property Type

Property Class

Location

Location	Description	Floor	Location Type	Space Type	Location Status

003

Input the building number here

Click search here after entering building number

Click on View:-> Select -> Related Documents

The following screen displays a list of reports available for this building. Click on <u>View</u> to select the report you wish to see.

Click on <u>View</u> t open the report

The report will appear on a new tab that automatically opens in your browser.
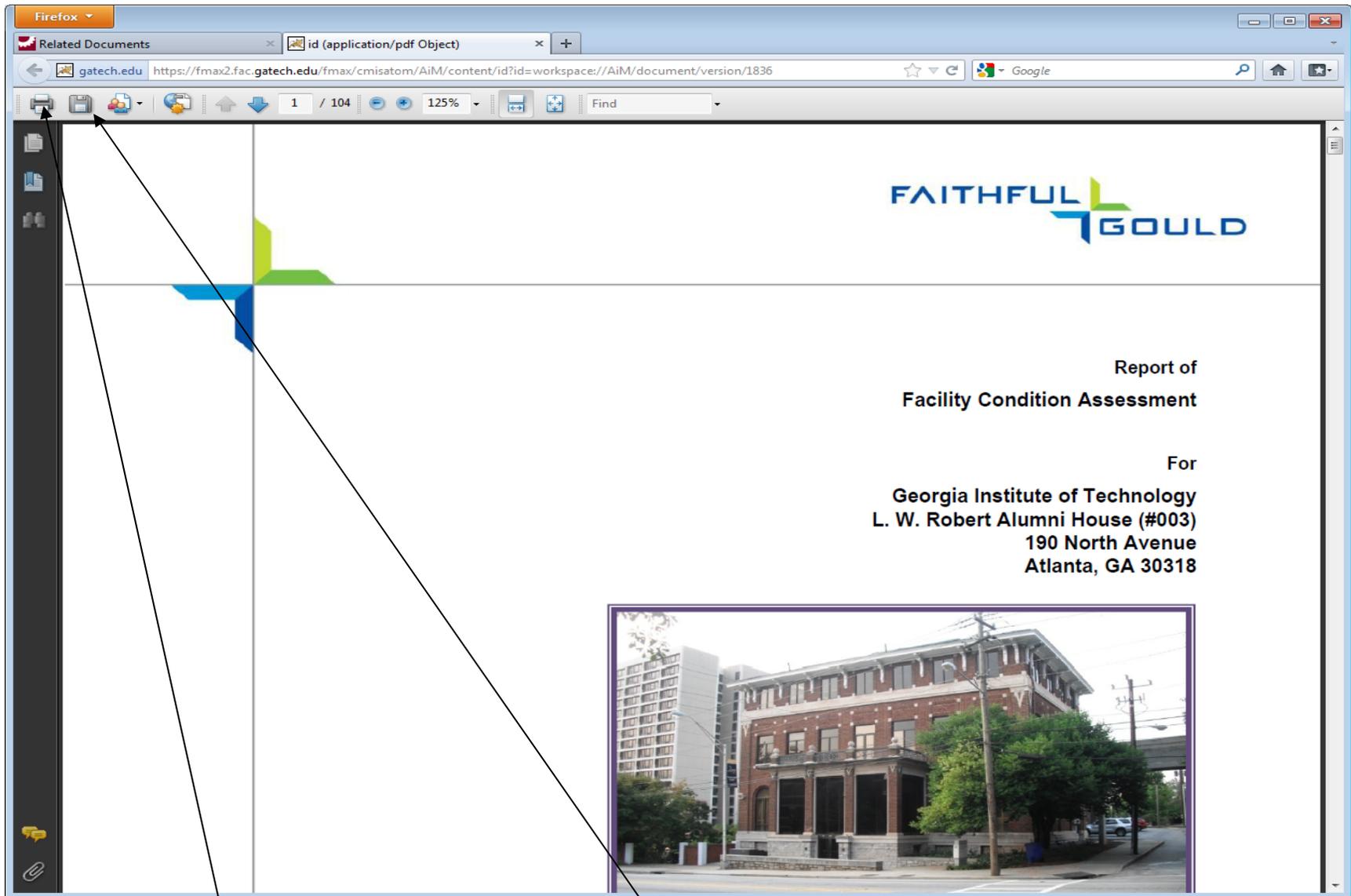
Click on the printer icon to print the report.

Click on the disk icon to save the report.