HOW TO SEARCH – MATERIAL REQUESTS

A third option is to search for previous Material Request orders. This can also be limited to previous orders within your trade, or your shop.

Work Management > Material Request > Search

PRIOR PURCHASES BY TRADE FOR FS STORES PARTS (STOCK)

In the Description (1) put the trade designation (CARP, ELEC, PLUM) and scroll down to the Line Items section, on the Line Type field (2) change the blank drop down box to “Stock” and (3) Execute Search.

Click on any Transaction to view the Line Item Description of the part ordered, then you can use the navigation buttons at the center bottom of the screen to view all the other orders in the search result.

**NOTE:** If you have not been entering your Material Requests using the recommended 6 character set for the shop crew (EX: 14CARP, 15ELEC, 16PLUM, 56SMTL) the results in this type of search will be
incomplete. If you consistently use another abbreviation (EX: 17E), you could try setting the condition to “Starts With” for the Description field and typing 17E in the text box to capture the missing orders.

The search results will be “stock parts” or those parts purchased from FS Stores previously.

YOUR SHOP’S PREVIOUS ORDERS OF STORES PARTS (STOCK)

If you want to search only your shop’s purchases of parts in FS Stores, erase the text typed into the Description field and continue to scroll down the search screen to the Phase section. Select your shop’s name by clicking on the Zoom button at the end of the field.

The result will vary depending upon how much history has been accumulated in AiM. Most shops have only been using the Material Request screen to order Stock parts for the last six months. As more purchases are entered into AiM this particular search may provide more helpful information.
YOUR SHOP’S PREVIOUS ORDERS OF VENDOR PARTS (NON-STOCK)

This same idea can be used to search for previous orders of items purchased from outside vendors. In this case substitute “Non Stock” for “Stock” as your choice in the Line Type field and continue with all the other steps given above for stock parts (begins on page 1).

ADDITIONAL SEARCH CONDITIONS - can be used to change the results of the search:

1. Dates can be set later than a specific date, between two different dates, or within a day/week/month/year.

2. A search can be limited to one building only by using the Property field with the building FACNUM. The FACNUM can be obtained from the Work Order or the Building Coordinator List on the Technology Toolbox.

3. The Requested By field can limit the results to any one person’s order by entering the employee’s ID number (EID).

4. Columns can be sorted by choosing either ASC for ascending or DSC for descending.