


BEIMS – FIRST ACCESS CHEATSHEET

BEIMS – How to Access

1. Install CSU VDI (Virtual Desktop Infrastructure) onto your PC – [click here](#) for directions
2. Click on BEIMS icon  and use your CSU Username & password to login
3. Once in BEIMS you can click on each of the sections eg: Planned Maintenance and look at the reports etc. that are available. At this initial stage

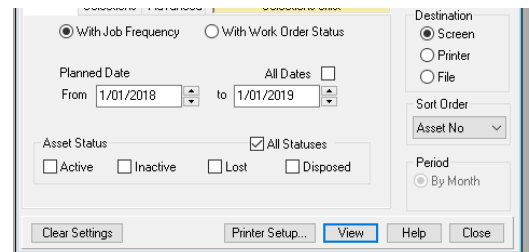
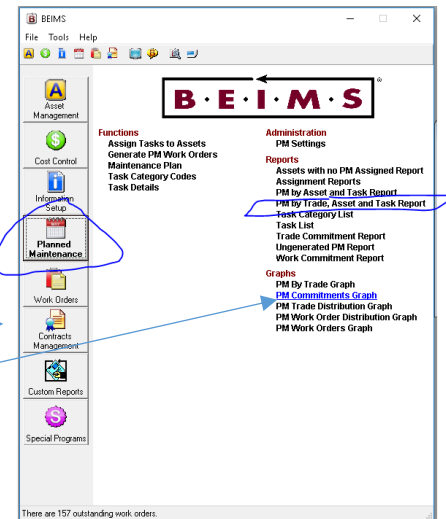
Some useful reports that you can try

PM by Trade, Asset and Task Report

This report will display a page (or more) for each cleaner (Trade) showing what building (Asset) they are scheduled to clean for a certain period. This is a good report for checking that the correct Trades and Tasks are allocated to each building.

How to run this report:

1. Select the **<Planned Maintenance>** icon which is on the left column of buttons/icons
2. Select **<PM by Trade, Asset and Task Report>** which is on the right hand side under Reports heading
3. You will be presented with options for customising this report let's use the following initially and then you can try different selections yourself later;
 - Select **<With Job Frequency>**
 - Untick **<All Dates>** and enter the date range for the report in the **<Planned Date>** fields eg: 01/01/2018 to 01/01/2020
 - Select **<All Statuses>** as Asset Status
 - Select **<Screen>** as destination
 - Select the **<Selection>** Tab
 - Select **<View>** to run the report



From here you can click on the Trades listed on the left to view each cleaner's building/tasks. Select the arrows at the top to move to the next page

You can export the report or print it by clicking the icons at the top. (if you have trouble with this you may need to set up your default printer within VDI)



Asset	Task No.	Task Freq Type	1/2018	2/2018	3/2018	4/2018
CSBR0754 - Learning and Teaching Hub	CS034-W13Z	Weekly			13 W	
	CS035-W26Z	Weekly				
	CS036-W52Z	Weekly	52 W			
	CSCAL-W4D	Weekly	4 W	4 W	4 W	4 W

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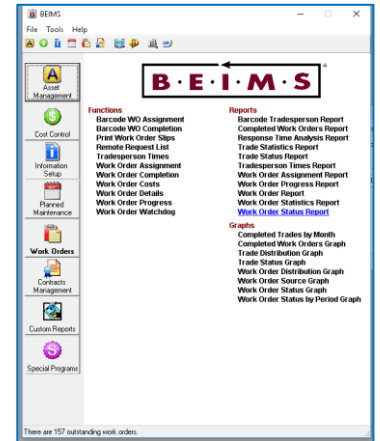
Work Order Status Report

This report will display the Work Order Status for each Work Order with different options available to filter and sort. The steps below will guide you to report on outstanding Work Orders sorted by Site (Campus)

How to run this report:

1. Select the **<Work Orders>** icon
2. Select the **<Work Order Status Report>** which is on the right hand side list under Reports Header
3. Complete the fields as in this screenshot below:

The screenshot shows the 'Work Order Status Report' dialog box with the 'General' tab selected. The 'Sort Order' is set to 'Site Code'. The 'Select By Date' is set to 'Date Requested'. The 'Date Requested' is set to 'All Dates'. The 'Destination' is set to 'Screen'. The 'View' button is highlighted.



4. Select the **<Selections>** tab and complete the fields as in this screenshot below:

The screenshot shows the 'Work Order Status Report' dialog box with the 'Selections' tab selected. The 'Work Order Status' is set to 'O'. The 'Asset Category' is set to 'CS-55'. The 'View' button is highlighted.

Asset Category has value of CS-55 to show only the Assets that are buildings
Work Order Status has a value of O to show only the outstanding Work Orders
You can try out different selections to to display the data you need eg: select Completed for Work Order Status to show Work Orders completed etc.

5. Select **<View>** button to run the report

Supervisor Dashboard


This link will take you to the Supervisor Dashboard in your web browser which has many reporting options and data can be exported. Use your CSU Login to access:

<http://beimsw01.csumain.csu.edu.au/BEIMSDASHBOARD/OutstandingJobs.aspx>

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
FEATURES TO RUN THE REPORTS AND GRAPHS:

The report/graph options include View - print to the screen, Print - print to the printer and File - print to a nominated file.

1. Click on the View button to run the report to the screen. The report/graph is presented using the selection criteria made.
2. Use the Scroll Bars to view the entire page, adjust the page size by clicking on the Magnification Factor button at the top centre of the screen.
3. If the format is O.K, you can print a hard copy of the report/graph, by clicking on the  button.

Note: As the report/graph has already run it should start printing straight away providing the printer is ready (On-Line). This can also depend on your printer/network settings.

It is possible to export the report/graph using the  button.

4. Click on the  button in the top right corner of the screen to close the printed report.
5. Now, click on the  button to close the Report/graph screen.