

BEIMS – How to Access

1. Connect to BEIMS via this path:
(you can save this to your desktop for future)
 - a. <S:\Common\Thin Client Access\Applications\Wagga Wagga\Category 2 Applications.rdp>
2. Click on BEIMS and use your CSU 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.
4. This link will take you to the Supervisor Dashboard if you'd like to look at that as well. Use your CSU Login to access:

<http://beimsww01.csumain.csu.edu.au/BEIMSDASHBOARD/OutstandingJobs.aspx>

Create a Work Order

(for Additional Work outside of SLA)

1. Click on <Work Orders> Button
2. Select <Work Orders Details> from Functions list
3. From Work Order Details screen press <Tab> on your keyboard
4. Fill out all the required details for each field on the screen. Bold labels are mandatory
 - a. Choose Job Types that begin with CS
 - b. In the <reference No.> field we want to include the origin of WO request eg: DFM BEIMS #
5. When complete you can either select <Queue to Print> check box and <Save> for printing later or select <Print> to save and print now.

Generate Planned Maintenance to Work Orders

(for Calendar Tasks and PM)

1. Click on <Planned Maintenance> button
2. Select <Generate PM work Orders> from the Functions list
3. Click on the days that you want to generate – they will turn black
4. Click on <Generate>
5. The Work Orders will now be queued to print as Work Orders Select <Work Orders> button then <Print Order Slips> link in Functions list

Change Trade allocated to PM

1. Click on <Planned Maintenance> button
2. Select <Maintenance Plan>
3. Refine by Selection eg: Building Code – select building and press <Show Jobs> button
4. Click on a date to display jobs and select a job
5. Click on <Trades> button to display Trades allocated – add, change or remove Trades.

BEIMS HOW TO: Create an Additional Work Order

1. Select to the **Work Orders Tab/button from the main menu**
2. **Select Work Order Details link from the Functions list**
3. Complete the fields as in screenshot below
4. Click on **Additional Details** tab and complete fields if you have this information
5. Click on **Extra Text** tab If you have instructions that are too long to complete in the Description field that was in screenshot below. You can also select a Task if you want to add the Task text here.
6. You can press **View Work Order Slip** button in top right hand corner to view and print WO or the WO will be **queued to print** by default and you can do it later.
7. Once you press save it will save and create the WO and it will clear the fields ready for another WO to be entered.
8. You can find the WO by clicking on Search in the WO Details Screen or go to the WO Watchdog from the main menu.

Job Sub Type: Enter the department code for the area requesting the additional work

Select the building that the work is to be performed in

You can select an existing task to make entry quicker

Job Type – Select CSW CS Additional Works – Campus Services Only

Engineer Approval appears as CSCS Approval on WO so is the CSCS person

Trades – enter the Trade responsible for managing the work. This would normally be the CSCS Supervisor who can then allocate work to appropriate cleaner.

Job Sub Type: CS Cleaners – Res Life and Other

Priority: Choose applicable from A to G (not Planned Maintenance)

Status: Choose applicable status. If you are entering Work Order after job was completed you can select Complete so you don't have to Complete separately

Reference No: Use this field to record original DFM Beims reference or other client/origin reference. This will be printed at top of work under under label "Client Reference"

BEIMS HOW TO: Create an Additional Work Order

CSCS BEIMS - Chargeable Additional Works Billing/Expense codes

To be used when creating a Addl Chargeable CSCS BEIMS Work Order

BILLING COST CODE	EXPENSE CODE	USE FOR
606	254	Facilities Clean CSCS Albury
421	254	Facilities Clean CSCS Bathurst
847	254	Facilities Clean CSCS Canberra
554	254	Facilities Clean CSCS Dubbo
826	254	Facilities Clean CSCS Orange
6722	254	Facilities Clean CSCS Port Macquarie
430	254	Facilities Clean CSCS Wagga
6073	254	Res Cleaning CSCS Albury
6067	254	Res Cleaning CSCS Bathurst
6068	254	Res Cleaning CSCS Dubbo
6069	254	Res Cleaning CSCS Orange
6064	254	Res Cleaning CSCS Port Macquarie
6074	254	Res Cleaning CSCS Wagga
6062	254	CPD - CSCS Bathurst