AIMS TRACKER & HOW TO's
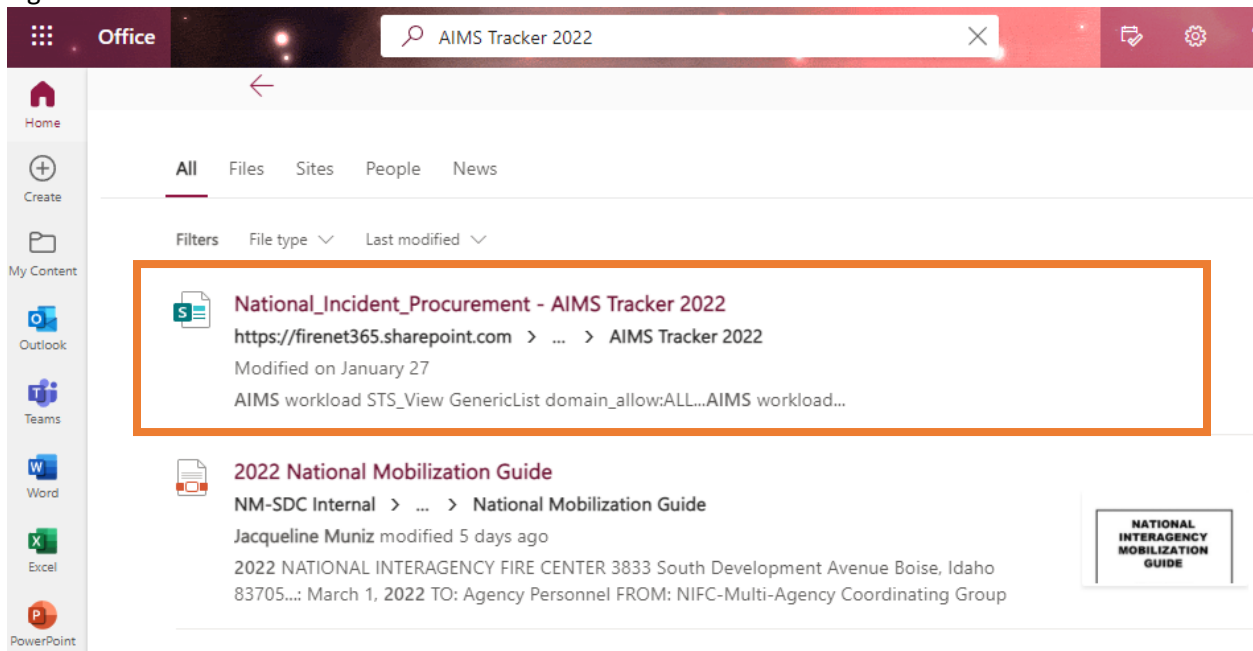
Access: Anyone with a FireNet Account can view

NAMED ACCOUNT VIEW STATUS/ INFORMATION

Log into FireNet using portal.office.com

At the main screen search "AIMS Tracker 2022" per Figure 1 & Select the SharePoint from the top of the list

Figure 1

Window in Figure 2 will populate.

Figure 2

Column header can be used to sort or filter to locate your incident.

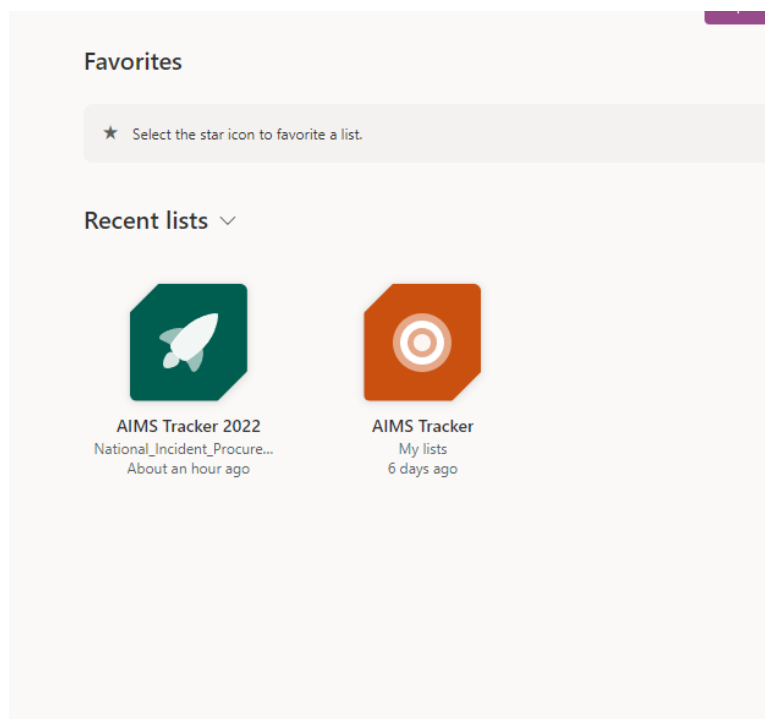**Save the AIMS Tracker as a "Favorite"**

Future use select the list here or from applications list here and you will see this view
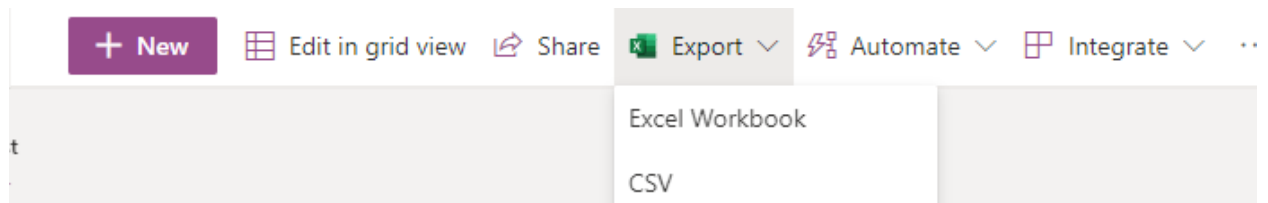
Figure 3

Then you can click the star in the upper-right corner of the icon to Favorite the list.

Exporting the Information

Select "Export" from the top menu

Select either Excel Workbook or CSV and download to your computer.