

FIM Resources

1. Log in to AOS using your username and password
2. Go to the FIM drop down menu (figure 98)
3. Click on “FIM Resources”

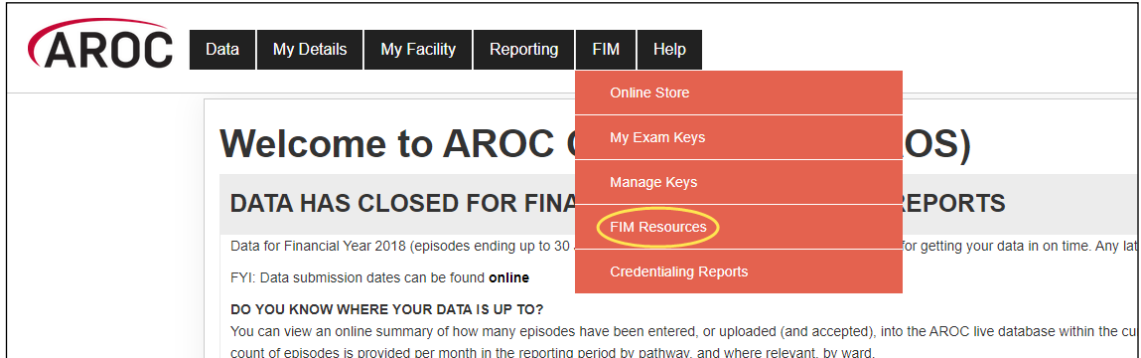


Figure 1: Accessing FIM Resources

4. Use the search bar or select the category you wish to search in



Figure 2: FIM Resources Search Bar

5. Select the resource you wish to download or open by clicking the blue “Download” button.

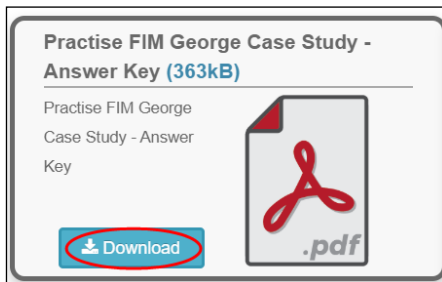


Figure 3: Downloading FIM online resources

6. The download should appear in you downloads bar in the bottom left corner of the screen (if you are using Google Chrome.)



Figure 4: Opening downloaded files in the Google Chrome downloads bar

7. Left click the file to open it.
8. If you wish to move the file to a separate location left click and drag to your desired destination.

NB: If you are using “Internet Explorer” complete steps 1-5 and you will be given the option to “Save” (This saves the file in your ‘Downloads folder’) or you can select “Save as” to save the file to your desired destination.

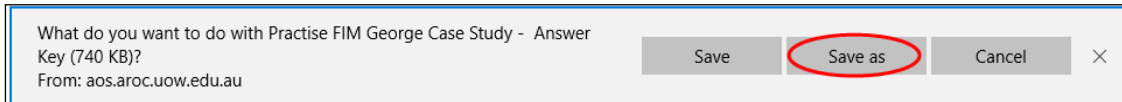


Figure 5: Using “Save” or “Save as” in Internet Explorer

If you have chosen to “Save as” You will be asked to provide a location to save the file. Browse through and select your desired destination (Desktop chosen here) and click on “Save”

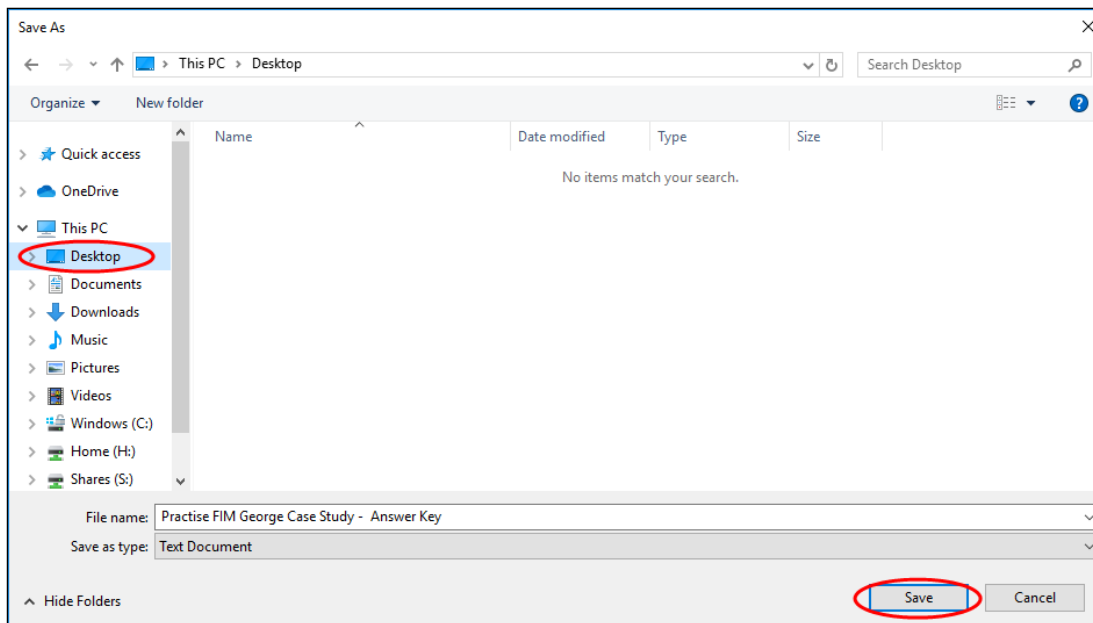


Figure 6: Using “Save As” in Internet Explorer

Then you can select ‘Open’ to view your file (make sure you have the correct software installed to view the file.)

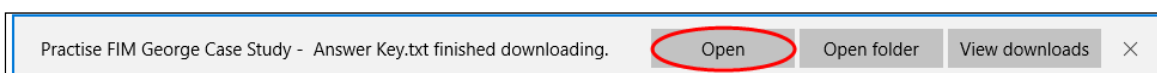



Figure 7: Opening a Saved File in Internet Explorer

NB: If you see a blocked symbol (), this may be because you do not have appropriate permission to move things from your computer to the device you are using. Please try on your personal computer or contact your IT department.