Overview

The Management Console provides a way to access AIM+ data in both pre-made reports as well as custom created reports based on selected criteria. The report results can be exported to Excel for further customization and manipulation as needed. Follow the steps below to access the console and the training material within the console.
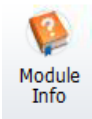
Note: The AIM+ data accessed by the console is not live data. The console is updated every few hours. A *Data Good Through* date and time is posted in the bottom right corner of the application.
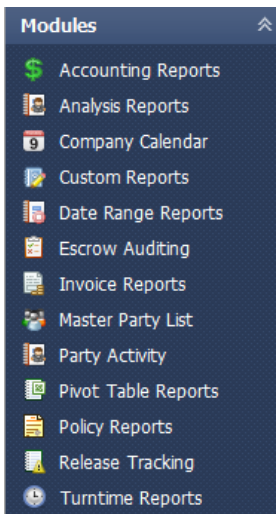
Steps

1. Click the **AIM+ Management Console** icon located in the AIM+ Desktop.

2. Click the **Module Info** icon to view a description of each module available in the console.

3. The modules appear in the pane on the left side of the screen.

4. For additional information regarding using the console, click the **Help** icon on the toolbar.