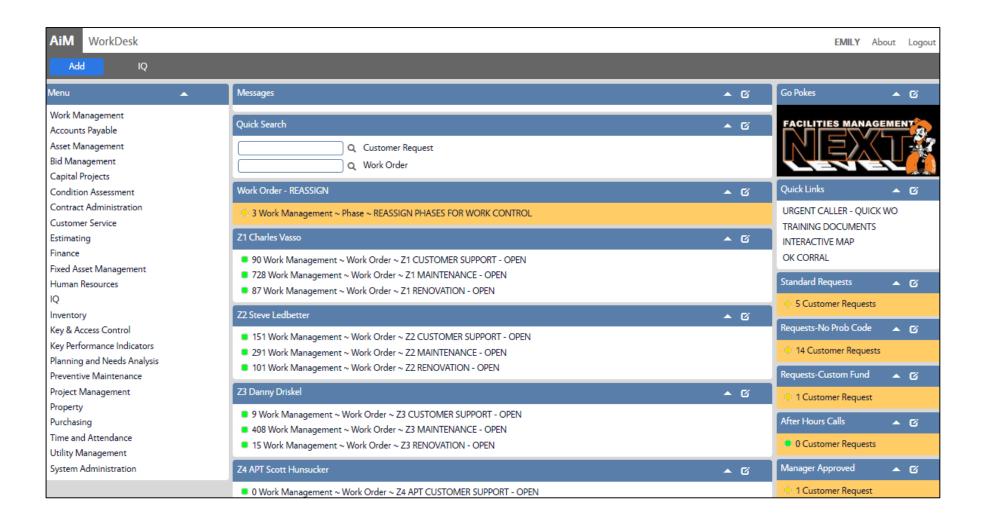
OV-02-WORKDESK-Work Control AiM SOP User Guide

WorkDesk Overview - Work Control

This is an example of a standard AiM WorkDesk for Work Control.



CHANNELS

1. Work Order - REASSIGN Training Guide: WM-04_Request Work from Another Shop

2. Work Order Queries show activity by Zone

a. Z1 Charles Vasso

b. Z2 Steve Ledbetter

c. Z3 Danny Driskel

Urgent Caller-Quick WO

d. Z4 APT Scott Hunsucker

e. Z4 VET Scott Hunsucker

QUICK LINKS

Training Documents Link to step-by-step procedures
Interactive Map Interactive Campus map
OK Corral Login page to OK Corral (Accounting/Procurement Services)
Standard Requests Training Guide: CS-01-Processing Non-Urgent Work Requests
Requests-No Prob Code Training Guide: CS-01-Processing Non-Urgent Work Requests

Training Guide: WM-01_Urgent and Emergency Calls

7. Requests-Custom Fund Training Guide: CS-01-Processing Non-Urgent Work Requests

8. After Hours Calls *Training Guide:* CS-07-Processing After Hours Calls

9. Manager Approved Training Guide: CS-03-Work Request Manager Review

ADDITIONAL DOCUMENTS

1. *Training Guide:* CS-06_GCA Baseline Custodial Requests

2. Training Guide: WM-02 Assigning Billable Work Orders to GCA

3. Training Guide: WM-16_Processing Work Orders and Invoicing-GCA