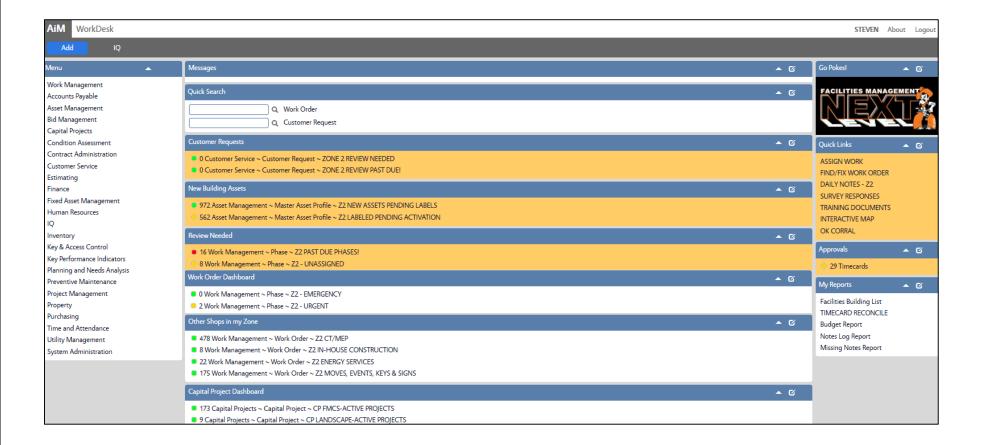# WorkDesk Overview – Managers and Supervisors

Standardized AiM home pages called "WorkDesks" have been created for managers and supervisors. Not all WorkDesks are universal, but this document identifies the basic setup common to most Facilities Management managers and supervisors.

Sections (called "Channels" in AiM) that shaded in light orange are *actionable*. This means that managers and supervisors should respond to and deal with any link with a yellow or red stoplight. White channels are dashboards; they simply show you work order activity in the shops and areas you oversee.

CHANNELS

1. Customer Requests   *Training Guide:* CS-03-Work Request Manager Review

2. New Building Assets   *Training Guide:* AM-01-Building Asset Review

3. Review Needed   *Training Guide:* WM-05-Manager Supervisor Review Channel

4. Work Order Dashboard Shows open activity for your shop.

5. Other Shops in Zone   For zone managers; identifies other shops working in your zone.

6. Capital Project   Shows capital projects and statuses.

QUICK LINKS

1. Assign Work   *Training Guide:* WM-06-Assign Work

2. Find/Fix Work Order   *Training Guide:* WM-07-Find Fix Work Order

3. Daily Notes – (Zone)   Report contains all notes entered per Employee by Zone

4. Training Documents   Link to step-by-step procedures

5. Interactive Map   Interactive Campus map

6. OK Corral   Login page to OK Corral (*Accounting/Procurement Services*)

APPROVALS CHANNEL
1. Timecards   *Training Guide:* TM-01-Timecard Approval

MY REPORTS
1. Facilities Building List   List of buildings by Zone

2. Timecard Reconcile   Review timecards for errors and reconcile hours.

3. Budget Report   Run by account to view expenditures by account.

4. Notes Log   Run to view all notes.

5. Missing Notes   Run to when notes are consistently entered on phases.