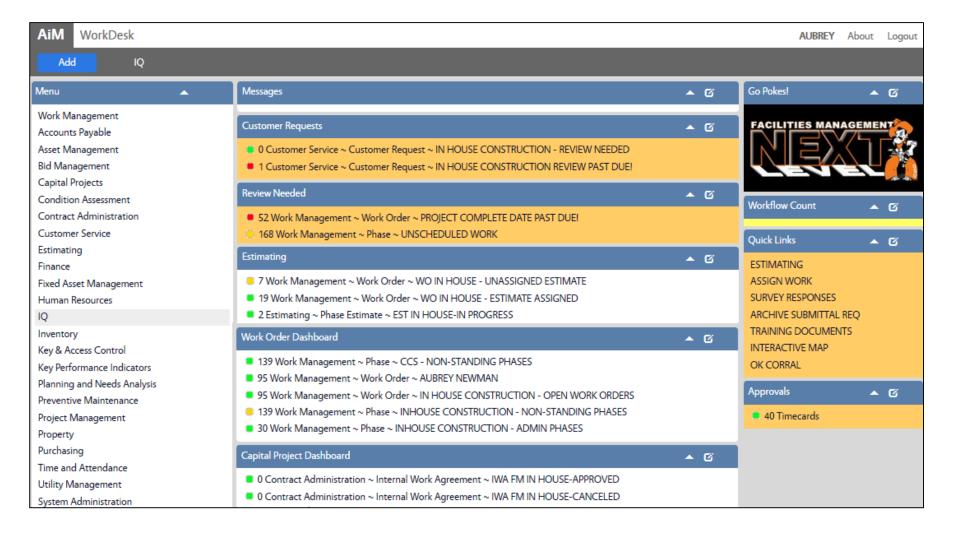
OV-04 AiM SOP User Guide

# WorkDesk Overview - Construction Manager

Standardized AiM home pages called "WorkDesks" have been created for construction managers and supervisors. Not all WorkDesks are universal, but this document identifies the basic setup common to FMCS, Landscape and Utilities Enginnering managers.

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 and capital project activity in the shops and areas you oversee.



#### **CHANNELS**

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

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

3. Estimating Training Guide: ES-01-Formal Construction Estimates

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

5. CPPM Statuses Shows capital projects and statuses.

### **CPPM Workflow Count**

1. Workflow Count Workflow items awaiting a response grouped by screen

### **QUICK LINKS**

1. Estimating Opens the Estimating Screen

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

3. Archive Submittal REQ Requirements for Project Archives submittals & Design reviews

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