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 Engineering 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