WorkDesk: Facilities Support Services Manager

Standardized AiM home pages called “WorkDesks” have been created for managers and supervisors. Not all WorkDesks are universal, but this document identified the basic setup common to most managers and supervisors in Facilities Support Services.

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

3. New Emergency & Urgent Calls  
   *Training Guide: WM-01-Urgent and Emergency Calls*

4. Estimates  
   *Training Guide: ES-01-Formal Construction Estimates*

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

QUICK LINKS

1. Estimating  
   Opens the Estimating Screen

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

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

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*

2. Shop Stock Usages  
   *Training Guide: WM-18-Shop Stock Approval*

3. External Charges  
   Shows any external charges requiring your approval

MY REPORTS

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

2. Notes Log  
   Run to view all notes

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

4. FM Thumbnail Estimates  
   Shows estimate by work order

5. Shop Stock Listing Report  
   Run to view a listing of Shop Stock by Location