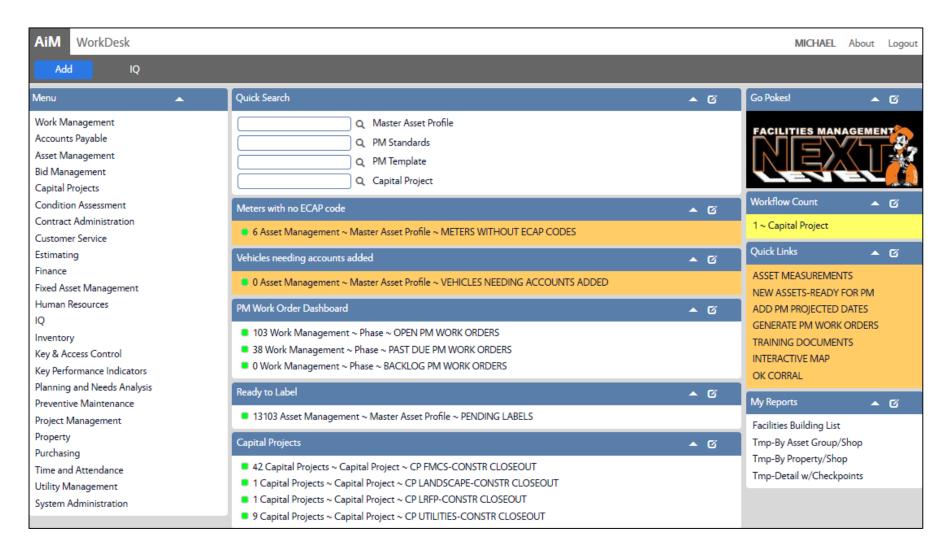
OV-06 AiM SOP User Guide

## WorkDesk Overview: Preventive Maintenance Specialist

Standardized AiM home pages called "WorkDesks" have been created for AiM users. Not all WorkDesks are universal, but this document identifies the basic setup for a Preventive Maintenance Specialist.

Training Guide: PM-08-Preventive Maintenance Program Approach



## **CHANNELS**

1. Quick Search Links to commonly used screens

2. Meters with no ECAP code

3. Vehicles needing accounts added

4. PM Work Order Dashboard Shows current PM work order activity

5. Ready to Label Shows newly created asset records pending labels. Once

labeled, you will add the asset to the PM program

6. Capital Projects Shows capital projects in CLOSEOUT status

## **QUICK LINKS**

1. Asset Measurements Checkpoint measurements and notes per Asset.

2. New Assets – Ready for PM Report of assets that need to be added to the PM program.

3. Add PM Projected Dates Training Guide: PM-04-PM Schedule Date Generator

4. Generate PM Work Orders Training Guide: PM-06-PM Generator

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

6. Interactive Map Interactive Campus map

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

## **MY REPORTS**

Facilities Building List List of buildings by Zone

2. Tmp-By Asset Group/Shop Useful for troubleshooting and verifying projected dates for like

assets.

3. Tmp-By Property/Shop This report shows existing assets in the PM program. Review the

report with each Supervisor to ensure that the new assets you add to PM templates are consistent with similar assets already

setup in that building.

4. Tmp-Detail w/Checkpoints View the PM program for a specific asset's checkpoints.