

## WorkDesk Overview: EHS Manager

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 EHS 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.

The screenshot displays the AiM WorkDesk interface for an EHS Manager. The top navigation bar includes the AiM logo, the title 'WorkDesk', and user options: 'EHS MANAGER', 'About', and 'Logout'. A blue 'Add' button is located below the navigation bar.

The main content area is organized into several channels:

- Customer Requests** (Actionable - Light Orange):
  - 0 Customer Service ~ Customer Request ~ EHS REVIEW NEEDED
  - 0 Customer Service ~ Customer Request ~ EHS REVIEW PAST DUE!
- Review Needed** (Actionable - Light Orange):
  - 47 Work Management ~ Phase ~ EHS PAST DUE PHASES
  - 87 Work Management ~ Phase ~ EHS UNSCHEDULED WORK
  - 0 Work Management ~ Phase ~ EHS CHARGE => 80% OF ESTIMATE
  - 0 Work Management ~ Phase ~ EHS CHARGE => 100% OF ESTIMATE
  - 0 Work Management ~ Phase ~ EHS AWAITING MATERIALS
  - 0 Work Management ~ Phase ~ EHS MATERIALS ON ORDER
  - 4 Work Management ~ Phase ~ EHS CHARGE ERRORS
- Emergency & Urgent Assignments** (Actionable - Light Orange):
  - 0 Work Management ~ Phase ~ EHS - UNASSIGNED EMERGENCY CALLS
  - 2 Work Management ~ Phase ~ EHS UNASSIGNED URGENT CALLS
- Work Order Dashboard** (Dashboard - White):
  - 0 Work Management ~ Phase ~ EHS EMERGENCY
  - 14 Work Management ~ Phase ~ EHS URGENT
  - 32 Work Management ~ Work Order ~ EHS OPEN - MAINTENANCE WOS
  - 67 Work Management ~ Work Order ~ EHS OPEN RENOVATIONS/DEPT FUNDED
  - 4 Work Management ~ Work Order ~ EHS OPEN CUSTOMER SUPPORT
- Capital Project Dashboard** (Dashboard - White):
  - 0 Contract Administration ~ Internal Work Agreement ~ IWA EHS-UNDER REVIEW
  - 0 Contract Administration ~ Internal Work Agreement ~ IWA EHS-APPROVED

The right sidebar contains:

- Go Pokes!** (Actionable - Light Orange): Includes a 'FACILITIES MANAGEMENT NEXT' graphic with a cartoon character.
- Quick Links** (Actionable - Light Orange):
  - DAILY ASSIGNMENTS
  - ARCHIVE SUBMITTAL REQ
  - TRAINING DOCUMENTS
  - INTERACTIVE MAP
  - OK CORRAL
- Approvals** (Actionable - Light Orange):
  - 44 Timecards

A 'Menu' section on the left lists various management categories: Work Management, Asset Management, Contract Administration, Customer Service, Estimating, Preventive Maintenance, Project Management, Property, Purchasing, Time and Attendance, and System Administration.

**CHANNELS**

1. Customer Requests *Training Guide: CS-03-Work Request Manager Review*
2. Review Needed *Training Guide: WM-05-Manager Supervisor Review Channel*
3. Emergency and Urgent Shows activity for your shop that needs immediate assignment
4. Work Order Dashboard Shows open activity for your shop.
5. Capital Project Dashboard Shows capital projects and statuses.

**QUICK LINKS**

1. Daily Assignment *Training Guide: WM-09-Daily Assignments*
2. Archive Submittal REQ Requirements for Project Archives submittals & Design reviews
3. Training Documents Link to step-by-step procedures
4. Interactive Map Interactive Campus map
5. OK Corral Login page to OK Corral (*Accounting/Procurement Services*)

**APPROVALS CHANNEL**

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

**ADDITIONAL DOCUMENTS**

*Training Guide: CS-08-EHS Request Equipment Repair*