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.
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*