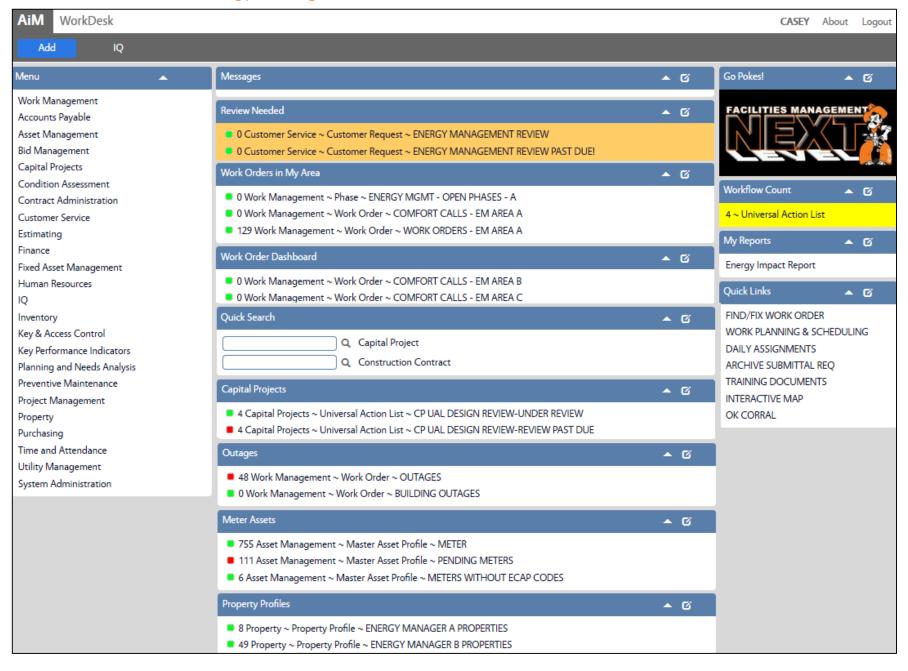
OV-08 AiM SOP User Guide

# WorkDesk Overview - Energy 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 for Energy Managers.

### **CHANNELS**

1	Review Needed	Trainina Guide: WM-05-Manager Supervisor Review Channel
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2. Work Orders in My Area Shows your comfort calls and energy audit related work orders

3. Work Order Dashboard Shows all current comfort calls and energy audit related work

orders

4. Capital Projects Shows capital projects and statuses.

5. Outages Power outages and statuses.

6. Meter Assets Shows assets with meters and statuses.

7. Property Profiles Shows a list of properties by area.

### **CPPM Workflow Count**

Workflow Count Workflow items awaiting a response grouped by screen

## **MY REPORTS**

1. Energy Impact Report *Training Guide:* EM-01-Energy Manager Follow-up

# **QUICK LINKS**

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

2. Work Planning & Scheduling *Training Guide:* WM-06-Assign Work

3. Daily Assignments *Training Guide:* WM-09-Daily Assignments

4. Archive Submittal REQ Requirements for Project Archives submittals & Design reviews

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)

# **ADDITIONAL DOCUMENTS**

1. Training Guide: CS-05-Energy Audit Findings