WorkDesk Overview: Landscape 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 Lanscape Services managers.

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 and capital project activity in the shops and areas you oversee.
CHANNELS

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

2. Work Order Dashboard  
   Shows current activity within your shop

QUICK LINKS

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

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*

MY REPORTS

1. Landscape Budget  
   View actions taken and costs for labor, materials, equipment and contracted work.