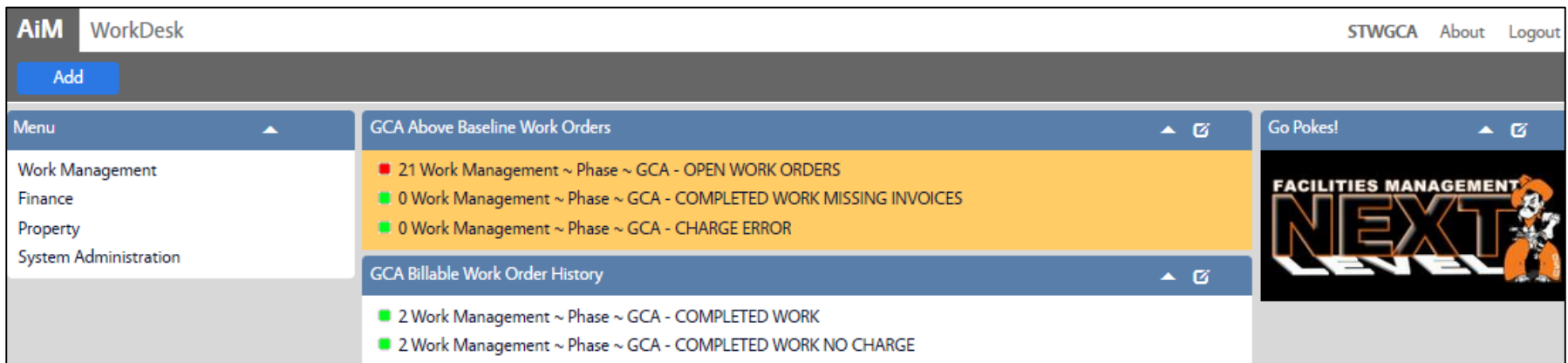## WorkDesk: GCA

Standardized AiM home pages called "WorkDesks" have been created for AiM Users. This document identifies the basic setup common GCA and and potentially other service contractors that will use AiM.

Sections (called "Channels" in AiM) that shaded in light orange are *actionable*. You should promptly respond to and deal with any link with a yellow or red stoplight. White channels are dashboards; they simply show you work order activity.

CHANNELS

1. Above Baseline Work Orders   *Training Guide:* WM-03-Processing GCA Work Orders

2. Billable Work Order History   Shows completed and billed work orders.

ADDITIONAL DOCUMENTS

Training Guide: CS-06-GCA Baseline Custodial Requests