WorkDesk Overview: Landscape Supervisor
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. Grounds Assets to Activate  Review and approve Asset Profiles entered into AiM  
2. Customer Requests  *Training Guide: CS-03-Work Request Manager Review*  
5. Work Order Dashboard  Shows open activity for your shop.  
6. Internal Work Agreements  Capital project contracts for insourced services & statuses.  
7. CPPM Statuses  Shows capital projects and statuses.

**CPPM Workflow Count**

1. Workflow Count  Workflow items awaiting a response grouped by screen

**QUICK LINKS**

1. Estimating  Opens the Estimating Screen  
2. Find/Fix Work Order  *Training Guide: WM-07-Find Fix Work Order*  
3. Work Planning & Scheduling  *Training Guide: WM-06-Assign Work*  
4. Survey Responses  Customer survey feedback  
5. Archive Submittal REQ  Requirements for Project Archives submittals & Design reviews  
6. Training Documents  Link to step-by-step procedures  
7. Interactive Map  Interactive Campus map  
8. OK Corral  Login page to OK Corral (Accounting/Procurement Services)

**INSTALLATION AND MAINTENANCE SERVICES**


**APPROVALS CHANNEL**

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

**MY REPORTS**

1. Budget Report  View preventive & reactive costs for labor, materials, equipment & contracted work.  
2. Landscape Budget  View actions taken and costs for labor, materials, equipment and contracted work.  
3. Notes Log Report  Run to view all notes.  
4. Shop Stock Listing  Run to view a listing of Shop Stock by Location.