

WorkDesk Overview: Landscape Supervisor

AiM WorkDesk STEVEN About Logout

Add IQ

Menu

- Work Management
- Accounts Payable
- Asset Management
- Bid Management
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- Condition Assessment
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- Estimating
- Finance
- Fixed Asset Management
- Human Resources
- IQ
- Inventory
- Key & Access Control
- Key Performance Indicators
- Planning and Needs Analysis
- Preventive Maintenance
- Project Management
- Property
- Purchasing
- Time and Attendance
- Utility Management
- System Administration

Administrator Messages

Quick Search

- Capital Project
- Work Order

Grounds Assets to be Activated

- 34 Asset Management ~ Master Asset Profile ~ BACKFLOW - ASSET GROUP - ASSETS READY TO ACTIVATE

Customer Requests

- 0 Customer Service ~ Customer Request ~ LS CPPM REVIEW
- 0 Customer Service ~ Customer Request ~ LS INSTALLATION REVIEW NEEDED

Review Needed!

- 0 Work Management ~ Work Order ~ LANDSCAPE - COST >= 80% OF ESTIMATE
- 0 Work Management ~ Work Order ~ LANDSCAPE - COST >= 100% OF ESTIMATE

Estimating

- 0 Work Management ~ Work Order ~ LANDSCAPE - UNASSIGNED ESTIMATES
- 0 Work Management ~ Work Order ~ LANDSCAPE - ESTIMATE READY FOR APPROVAL

Work Order Dashboard

- 0 Work Management ~ Phase ~ LS EMERGENCY
- 2 Work Management ~ Phase ~ LS URGENT

Internal Work Agreements

- 0 Contract Administration ~ Internal Work Agreement ~ IWA FM LANDSCAPING-APPROVED
- 0 Contract Administration ~ Internal Work Agreement ~ IWA FM LANDSCAPING-CANCELED

CPPM Statuses

- 3 Capital Projects ~ Capital Project ~ CP LAND-ALL LANDSCAPE IN DESIGN STATUSES
- 0 Contract Administration ~ Construction Change Order ~ CONTRACT CO-LAND PEND APPROVAL

Go Pokes!

FACILITIES MANAGEMENT NEXT LEVEL

Workflow Count

- 4 ~ Universal Action List

Quick Links

- ESTIMATING
- FIND/FIX WORK ORDER
- WORK PLANNING & SCHEDULING
- SURVEY RESPONSES
- ARCHIVE SUBMITTAL REQ
- TRAINING DOCUMENTS
- INTERACTIVE MAP
- OK CORRAL

Installation Services Shop Stock

- 2 Shop Stock Usages

Maintenance Services Shop Stock

- 0 Shop Stock Usages

Approvals

- 36 Timecards
- 37 Timecards
- 106 Timecards

Report Listing

- Budget Report
- Landscape Budget Report
- Notes Log Report
- Shop Stock Listing Report

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 Landscape 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 | <i>Training Guide: CS-03-Work Request Manager Review</i> |
| 3. Review Needed | <i>Training Guide: WM-05-Manager Supervisor Review Channel</i> |
| 4. Estimating | <i>Training Guide: ES-01-Formal Construction Estimates</i> |
| 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 | <i>Training Guide: WM-07-Find Fix Work Order</i> |
| 3. Work Planning & Scheduling | <i>Training Guide: WM-06-Assign Work</i> |
| 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 (<i>Accounting/Procurement Services</i>) |

INSTALLATION AND MAINTENANCE SERVICES

- | | |
|----------------------|--|
| 1. Shop Stock Usages | <i>Training Guide: WM-18-Shop Stock Approval</i> |
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APPROVALS CHANNEL

- | | |
|--------------|--|
| 1. Timecards | <i>Training Guide: TM-01-Timecard Approval</i> |
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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. |