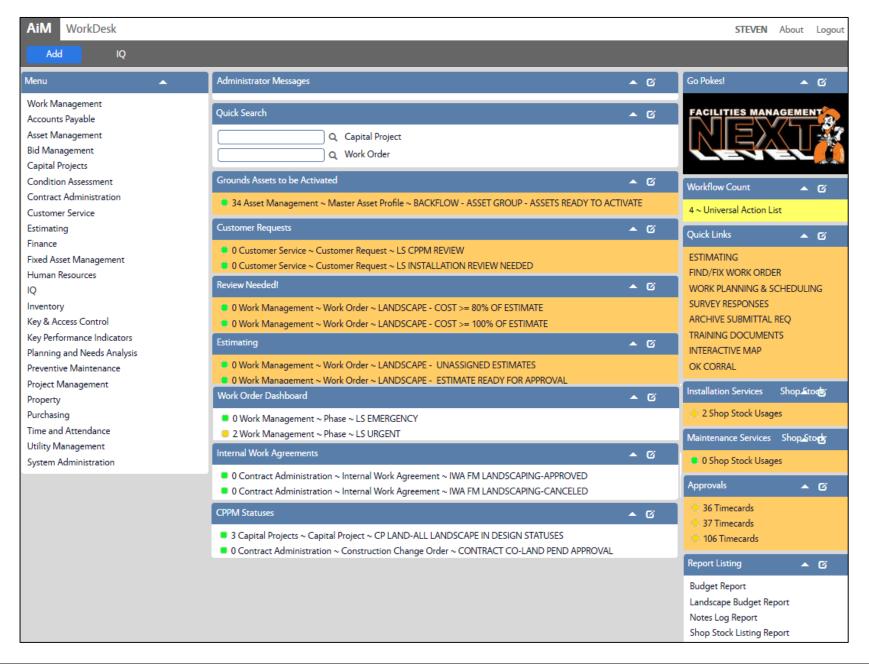
OV-9.1 AiM SOP User Guide

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

Grounds Assets to Activate Review and approve Asset Profiles entered into AiM
Customer Requests Training Guide: CS-03-Work Request Manager Review
Review Needed Training Guide: WM-05-Manager Supervisor Review Channel
Estimating Training Guide: ES-01-Formal Construction Estimates

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

1. Shop Stock Usages Training Guide: WM-18-Shop Stock Approval

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.