GCA: Processing Work Orders

Work Orders

When baseline services are requested by the campus, GCA is simply notified by email. **OSU Facilities** Management will assign GCA actual work orders for add-on services, including:

- After Hours Service
- Apartment Cleaning
- Construction Cleanup (requested by user)
- Event Services

Once add-on services have been completed, GCA will log-in to AiM to process their work orders by simply marking work orders as *complete* and submitting charges directly in AiM.

GCA users should have a query channel setup in their **Work Desk**. This channel will allow GCA users to pull up **Phases** associated to **GCA**.

| ≡ WorkDesk | | | | STWGCA | About | Logout |
|---|--|---|---|----------------|-------|--------|
| Add | | | | | | AiM |
| Menu 🔺 | GCA Above Baseline Work Orders | • | Ø | Go Pokes! | • | Ø |
| Work Management Finance Property System Administration | 21 Work Management ~ Phase ~ GCA - OPEN WORK ORDERS 0 Work Management ~ Phase ~ GCA - COMPLETED WORK MISSING INVOICES 0 Work Management ~ Phase ~ GCA - CHARGE ERROR | | | FACILITIES MAN | NT | |
| | GCA Billable Work Order History | • | Ø | | 31 | |
| | 2 Work Management ~ Phase ~ GCA - COMPLETED WORK 2 Work Management ~ Phase ~ GCA - COMPLETED WORK NO CHARGE | | | | | |

- 1. To change a Phase status, click: Edit
- 2. Click: **Zoom** next to the **Status** field.

| AiM Phase | | | | | | ADMINISTRATOR | R About Loge | jout | |
|--|----------------|---|-----------------|--|--------------|--------------------|--------------|------|--|
| Done Add | Cancel | | | | | | | | |
| Action | 003 | Created By MADALYN COBLE On 10/09/2015 02-49 PM | | | | | ٩ | | |
| Copy | NEED ROOM 340 | Last Edited by MADALYN COBLE On 10/09/2015 02:51 PM NEED ROOM 340 FLOORS STRIPED AND WAXED [SEE WO EXTRA DESC]. Work Orde | | | | | | | |
| View | | | | | | \$0.00 | | | |
| Extra Description Shop Stock | | | | | Location | AiM 🔳 | Phase Sta | atus | |
| Budget Change Order | | | | | | Done | Search | | |
| Condition Assessment Information | Shop | SERVICE CONTRACTS Q | Estimated Start | | Funding Meth | | Dearch | | |
| Checkpoint Measurements | | Service contracts | | | Work Code Gr | | | | |
| Cost Analysis Dependencies | | SERVICE CONTRACTS - AAD0520 | Estimated End | | Work Code | OPEN | | | |
| Material Requests | Primary Person | | Actual Start | | | OPEN-GCA | | | |
| | | | | | | OFLINGER | | | |
| 3. The user will be given a list of statuses. Click: WORK COMPLETE | | | | | | AWAITING MATERIALS | | | |
| 4. Click: Don | 4. Click: Done | | | | | MATERIALS ON ORDER | | | |
| | | | | | HOLD | | | | |
| | | | | | | | | | |
| | | | | | | MATERIALS ON ORDER | | | |

REASSIGN