

## WorkDesk Overview - Construction Manager

Standardized AiM home pages called “WorkDesks” have been created for construction managers and supervisors. Not all WorkDesks are universal, but this document identifies the basic setup common to FMCS, Landscape and Utilities Engineering 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.

The screenshot displays the AiM WorkDesk interface for user AUBREY. The interface is organized into several sections:

- Header:** AiM WorkDesk, AUBREY, About, Logout.
- Navigation:** Add, IQ.
- Menu (Left):** A list of functional areas including Work Management, Accounts Payable, Asset Management, Bid Management, Capital Projects, Condition Assessment, Contract Administration, Customer Service, 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, and System Administration.
- Messages (Top):** A section for incoming messages.
- Customer Requests (Actionable):**
  - 0 Customer Service ~ Customer Request ~ IN HOUSE CONSTRUCTION - REVIEW NEEDED
  - 1 Customer Service ~ Customer Request ~ IN HOUSE CONSTRUCTION REVIEW PAST DUE!
- Review Needed (Actionable):**
  - 52 Work Management ~ Work Order ~ PROJECT COMPLETE DATE PAST DUE!
  - 168 Work Management ~ Phase ~ UNSCHEDULED WORK
- Estimating (Actionable):**
  - 7 Work Management ~ Work Order ~ WO IN HOUSE - UNASSIGNED ESTIMATE
  - 19 Work Management ~ Work Order ~ WO IN HOUSE - ESTIMATE ASSIGNED
  - 2 Estimating ~ Phase Estimate ~ EST IN HOUSE-IN PROGRESS
- Work Order Dashboard (Dashboard):**
  - 139 Work Management ~ Phase ~ CCS - NON-STANDING PHASES
  - 95 Work Management ~ Work Order ~ AUBREY NEWMAN
  - 95 Work Management ~ Work Order ~ IN HOUSE CONSTRUCTION - OPEN WORK ORDERS
  - 139 Work Management ~ Phase ~ INHOUSE CONSTRUCTION - NON-STANDING PHASES
  - 30 Work Management ~ Phase ~ INHOUSE CONSTRUCTION - ADMIN PHASES
- Capital Project Dashboard (Dashboard):**
  - 0 Contract Administration ~ Internal Work Agreement ~ IWA FM IN HOUSE-APPROVED
  - 0 Contract Administration ~ Internal Work Agreement ~ IWA FM IN HOUSE-CANCELED
- Go Pokes! (Actionable):** A section for quick actions, featuring a "FACILITIES MANAGEMENT NEXT LEVEL" graphic.
- Workflow Count (Actionable):** A section for workflow counts.
- Quick Links (Actionable):**
  - ESTIMATING
  - ASSIGN WORK
  - SURVEY RESPONSES
  - ARCHIVE SUBMITTAL REQ
  - TRAINING DOCUMENTS
  - INTERACTIVE MAP
  - OK CORRAL
- Approvals (Actionable):**
  - 40 Timecards

**CHANNELS**

1. Customer Requests *Training Guide: CS-03-Work Request Manager Review*
2. Review Needed *Training Guide: WM-05-Manager Supervisor Review Channel*
3. Estimating *Training Guide: ES-01-Formal Construction Estimates*
4. Work Order Dashboard Shows open activity for your shop.
5. 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. Assign Work *Training Guide: WM-06-Assign Work*
3. Archive Submittal REQ Requirements for Project Archives submittals & Design reviews
4. Training Documents Link to step-by-step procedures
5. Interactive Map Interactive Campus map
6. OK Corral Login page to OK Corral (*Accounting/Procurement Services*)

**APPROVALS CHANNEL**

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