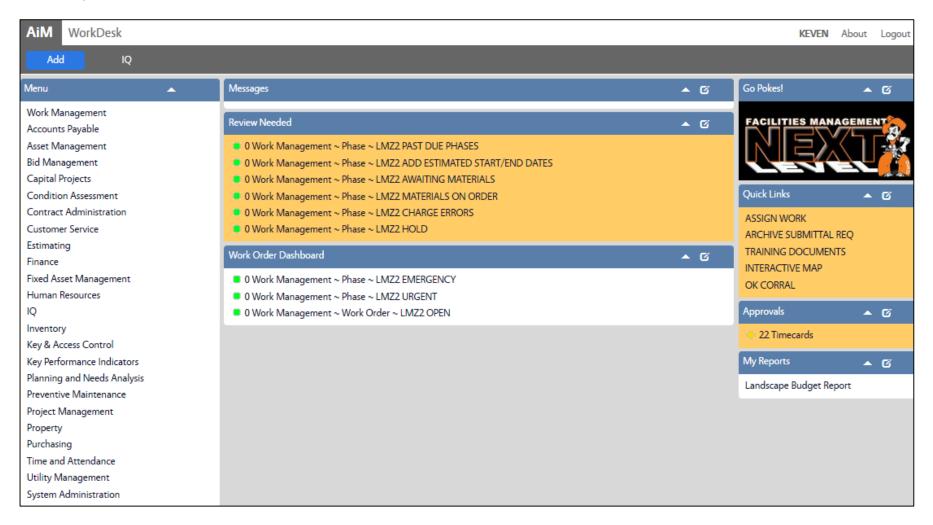
OV-09 AiM SOP User Guide

WorkDesk Overview: Landscape Manager

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. Review Needed Training Guide: WM-05-Manager Supervisor Review Channel

2. Work Order Dashboard Shows current activity within your shop

QUICK LINKS

1. Assign Work *Training Guide:* WM-06-Assign Work

2. Archive Submittal REQ Requirements for Project Archives submittals & Design reviews

3. Training Documents Link to step-by-step procedures

4. Interactive Map Interactive Campus map

5. OK Corral Login page to OK Corral (Accounting/Procurement Services)

APPROVALS CHANNEL

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

MY REPORTS

1. Landscape Budget View actions taken and costs for labor, materials, equipment

and contracted work.