

## 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 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.

The screenshot displays the AiM WorkDesk interface. At the top, the user is identified as KEVEN, with links for 'About' and 'Logout'. A navigation bar includes an 'Add' button and an 'IQ' icon. The main content area is divided into several sections:

- Menu:** A vertical list of management categories 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:** A section titled 'Review Needed' with a yellow background, containing five items, each with a green square icon and a count of 0: '0 Work Management ~ Phase ~ LMZ2 PAST DUE PHASES', '0 Work Management ~ Phase ~ LMZ2 ADD ESTIMATED START/END DATES', '0 Work Management ~ Phase ~ LMZ2 AWAITING MATERIALS', '0 Work Management ~ Phase ~ LMZ2 MATERIALS ON ORDER', and '0 Work Management ~ Phase ~ LMZ2 CHARGE ERRORS'. Below this is a 'Work Order Dashboard' section with three items: '0 Work Management ~ Phase ~ LMZ2 EMERGENCY', '0 Work Management ~ Phase ~ LMZ2 URGENT', and '0 Work Management ~ Work Order ~ LMZ2 OPEN'.
- Go Pokes!:** A section featuring a graphic for 'FACILITIES MANAGEMENT NEXT LEVEL' with a cartoon character.
- Quick Links:** A section with a yellow background containing links for 'ASSIGN WORK', 'ARCHIVE SUBMITTAL REQ', 'TRAINING DOCUMENTS', 'INTERACTIVE MAP', and 'OK CORRAL'.
- Approvals:** A section with a yellow background showing '22 Timecards'.
- My Reports:** A section with a white background showing 'Landscape Budget Report'.

**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.