

Campus Building Services Supervisor/Lead

If you have the following roles in AiM you are required to take this course:

- Shop Supervisor (Custodial/IPM/Recycling/Solid Waste)

Topics Covered

- Intro/Navigation
- Find NEW, and RESCHEDULE phases for shop using Personal Query
- Change status of Phase
- Update Phase Priority
- Add/view Notes
- Rapid Timecard
- Enter Timecard for other staff
- View Timecard
- Timecard Approval
- Enter Purchase Request in AiM
- Purchase Request Approval Discussion
- One Time Service Purchase Order (Discussion)
- Set Phase to APPROVED FOR CLOSE