

# Grounds Supervisor/Lead

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

- Shop Supervisor (Outdoor Services staff)

## Topics Covered

- Intro/Navigation
- Find NEW phases for shop Using Personal Query
- Cancel a one time WO Phase
- Assign a Shop Person to a Standing WO
- Updating/Removing Shop Person Assignment
- Team Scheduler (Demo)
- Go WM Technician Demo (for SWOs)
- Add/view Notes
- Enter/Update Phase Estimate
- Find Phases Assigned to an Employee
- Timecard Entry
- Timecard Approval
- Enter Purchase Request in AiM
- Purchase Request Approval
- One Time Service Purchase Order (Discussion)