

Moving Supervisor/Lead

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

- Shop Supervisor (moving shop)

Topics Covered

- Navigation Review
- Find NEW, and RESCHEDULE phases for shop Using Personal Query
- Assign a Shop Person
- Team Scheduler
- Change assigned Shop Person
- Change status of Phase
- Update Phase Priority
- Add/view Notes
- Enter/Update Phase Estimate
- Find Phases Assigned to an Employee
- Timecard Approval
- Update Phase to APPROVED FOR CLOSE