

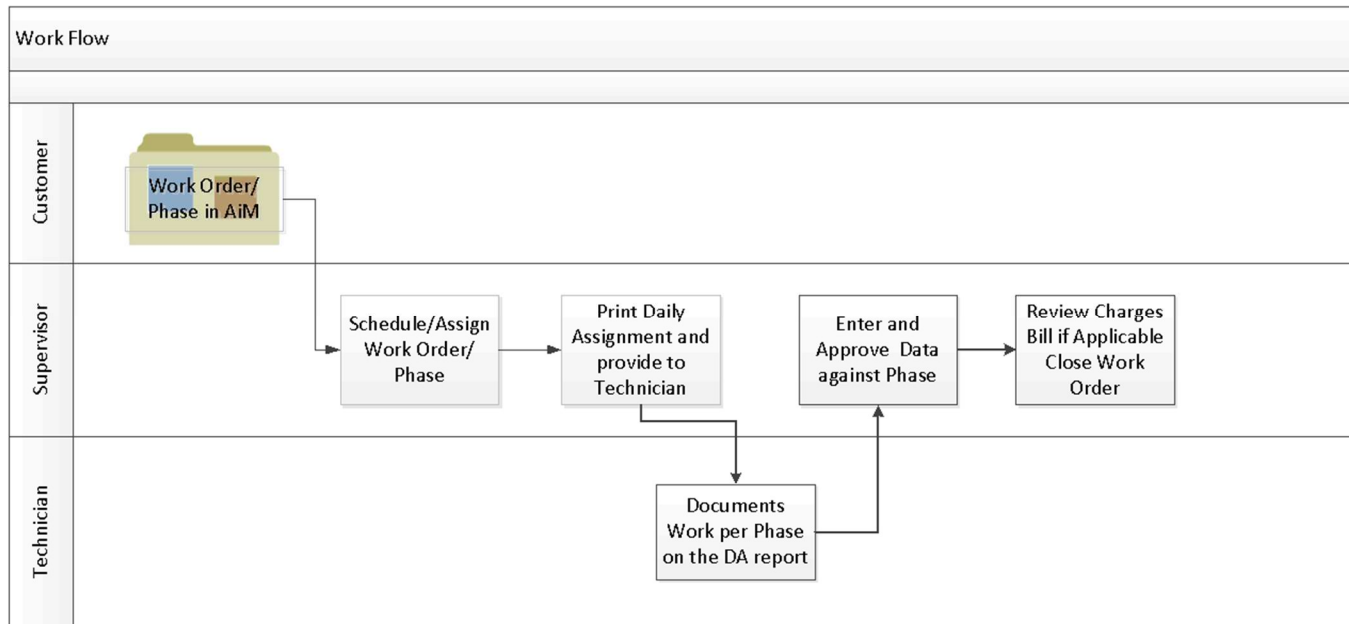
Grounds - Work Order Process

AiM

2017

Need help: call IMS 862-3388 <https://sscaimapp.assetworks.com/fmax>

Process Review



1. Work Order is requested and assigned to shop.
 - a. Customer submits through AggieWorks site.
 - i. AggieWorks Center promotes Work Order to Grounds Admin office.
 - ii. Grounds Admin office assigns Work Order to shop
 - b. Grounds employee submits through Grounds website.
 - i. Work Order automatically assigned to shop supervisor and submitting technician.
2. Work Order is scheduled.
 - a. Supervisor uses Shop Phase Manager screen to assign the Work Order to a day and technician..
 - b. Status is updated to ASSIGNED or WORK STARTED when applicable.
3. Daily Assignment is printed and distributed to technicians.
4. Technicians record tasks.
 - a. Time worked
 - b. Notes of work completed
 - c. Equipment used
 - d. Current status of job
5. Supervisor creates Timecards from the Daily Assignments.
 - a. Manager approves Timecards.
6. Supervisor creates Equipment Rental to document Equipment usage.
 - a. Supervisor approves Equipment Rental.

7. Technician or Supervisor documents any material used through the Grounds website.
 - a. Submission becomes a Purchase Request in AiM.
 - b. Supervisor totals Purchase Requests and creates an External Charge.
 - c. Supervisor approves the External Charge.
8. Supervisor documents purchased material and contractors.
 - a. Supervisor creates Purchase Order in AiM
 - b. Supervisor provides vendor with Purchase Order number.
 - c. Supervisor saves PO in FULLY RECEIVED status once items are purchased.
 - d. Supervisor creates Purchase Receive.
 - e. Supervisor creates Purchase Disbursement.
9. Supervisor updates status on Work Order to WORK COMPLETED once all work is done.
10. Once all charges have been entered and approved on the Work Order/Phase, the Supervisor changes the Phase status to REVIEWED FOR FINAL.
11. Grounds Admin office will process Work Order/Phases in the REVIEWED FOR FINAL status and send invoice information to Corporate.