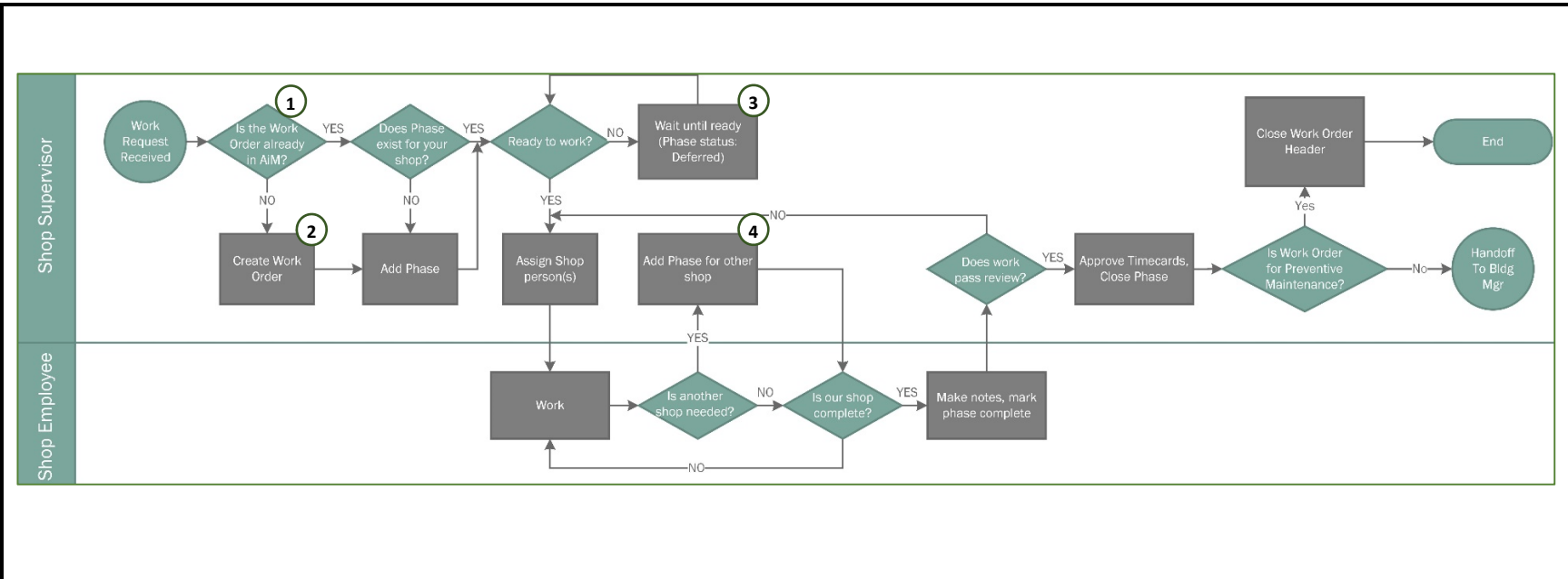


# Standard Work for Supervisors & Shop Employees



No.	Process Steps (Brief descriptions)
1	Search AiM by clicking the magnifying glass icon and entering search criteria.
2	Work order & phase may be created together using Quick Work Order tool
3	Work might be deferred due to lack of staff, materials or access to work site.
4	Set Phase Status to "Unassigned" unless you are supervisor of that shop. If need is urgent, contact other shop supervisor by fastest means possible (telephone, radio, etc.)
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Maintained By: Tina Bowers | Last Updated: 04/20/2018