

# Shop Supervisor

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

- Shop Supervisor (Trades)

## Topics Covered

- Intro/Navigation
- Find NEW, and RESCHEDULE phases for shop Using Personal Query
- Assign a Shop Person
- Team Scheduler
- Change assigned Shop Person
- Go WM Technician Demo
- PM Checkpoint Discussion
- Change status of Phase
- Update Phase Priority
- Add/update asset on Phase
- Add/view Notes
- Enter/Update Phase Estimate
- Find Phases Assigned to an Employee
- Timecard Approval
- Enter Purchase Request in AiM
- Approve Purchase Request
- One Time Service Purchase Order (Discussion)
- Approve Shop Stock
- Update Phase to APPROVED FOR CLOSE
- Counter Release/Return for Shop Warehouse (Select Trainees)
- Time Card Entry (including leave)