

Asgard Inspection Module – Quick Reference Guide



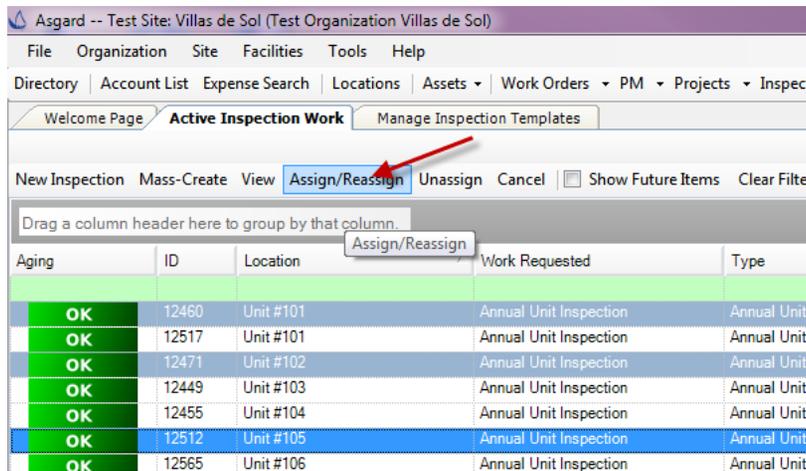
The Asgard Inspection Module allows creation and completion of Pass/Fail Work Orders, for the purpose of inspecting the cleanliness and condition of a unit, the functionality/condition of site assets, the quality of an employee's work, the completion of other Work Orders, and more.

Establishing a New Inspection Program

Templates for any type of Inspection, and reoccurring Inspection work orders for periodic unit Inspections will be created and scheduled by System Administrators with input from your site's Corporate Team. For questions or concerns contact support@katanasoft.com

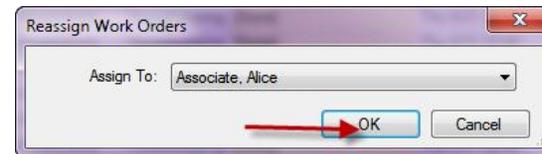
Assigning Inspection Work

Before you can complete an Inspection Work Order, it must be assigned to an Asgard assignee.



You can Assign Inspection work orders on the Active Inspection Work screen.

While holding the CTRL key, select the Inspection work orders that you want and click Assign/Reassign. Choose the employee you want to do the work. Click OK.



Completing Inspection Work

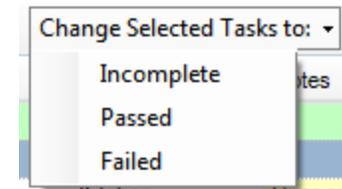
Inspections can be completed using Mobile Devices, or manually using back-dated data entry. Sites that are using mobile devices have received separate, specific instruction for completing work orders. For all others:

Just like with Standard Work Orders, you can print a Worksheet or Detail report from the Work Order detail screen or the Active/Follow-Up screen. Once the actual Inspection is finished, select the relevant work order on the Active Inspection Work screen and click View. Use the Tasks subtab to score the Inspection work. Tasks default to Incomplete, but changing them en masse to Passed or Failed is simple:

- 1) While holding the CTRL key, select multiple tasks and click "Change Selected Tasks to". Choose whether the tasks are Incomplete, Passed or Failed.

- 2) You can also use the Select All button to highlight every task and change them to Incomplete, Passed or Failed.
- 3) Any tasks left Incomplete will require a Skip Reason.
- 4) You can also leave free form Notes for individual tasks.

#	Status	Name	Category	Summary	Notes	Skip Reason	Extra Request?
1	Passed	Unit is free of debris					<input type="checkbox"/>
2	Failed	Refrigerator is free of scuffs or other damage		Kitchen	Door cracked		<input type="checkbox"/>
3	Passed	Sink is free of nicks or other damage		Kitchen			<input type="checkbox"/>
4	Passed	All lights are in working order		Living Room			<input type="checkbox"/>
5	Incomplete	Upholstery is clean and free of stains		Living Room		Skipped by Man...	<input type="checkbox"/>



- 5) Once the Tasks are scored, you can Complete the work order itself.

Asgard -- Test Site: Villas de Sol (Test Organization Villas de Sol)

File Organization Site Facilities Tools Help

Directory | Account List Expense Search Locations | Assets | Work Orders | PM | Projects | Inspections |

Welcome Page Active Inspection Work Manage Inspection Templates [12460] Annual Unit Inspection*

Suspend Complete Cancel Create Template Reports **OK**

Request: Annual Unit Inspection|

Location: Unit #101

Reported By: Guest Guest:

Type: Annual Unit Inspections (Housekeeping) Priority: Medium Rework Follow-up f

Occupied State: Not Occupied

Description: Annual inspection to ensure all areas of the unit are in good condition and working order.

- 6) If there were any failed tasks, you should also open one or more Standard Work Orders to ensure compliance with standards for cleanliness and condition of the unit.

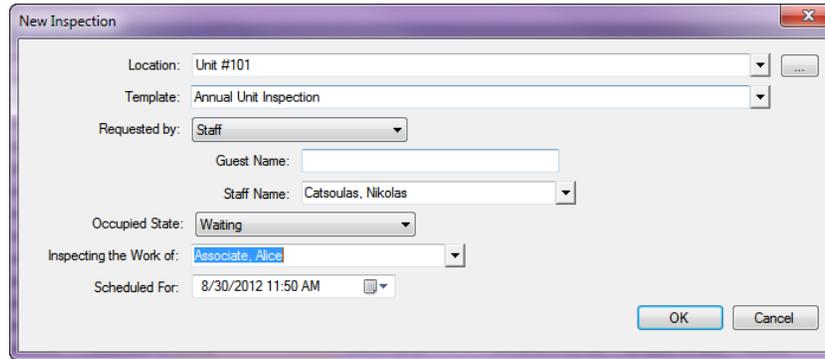
Creating an Inspection Work Order

For an unplanned Inspection, in addition to any recurring/structured programs in place for an organization, users can create ad-hoc Inspection work orders from the Active Inspection Work screen by clicking New Inspection.



In the New Inspection dialogue window:

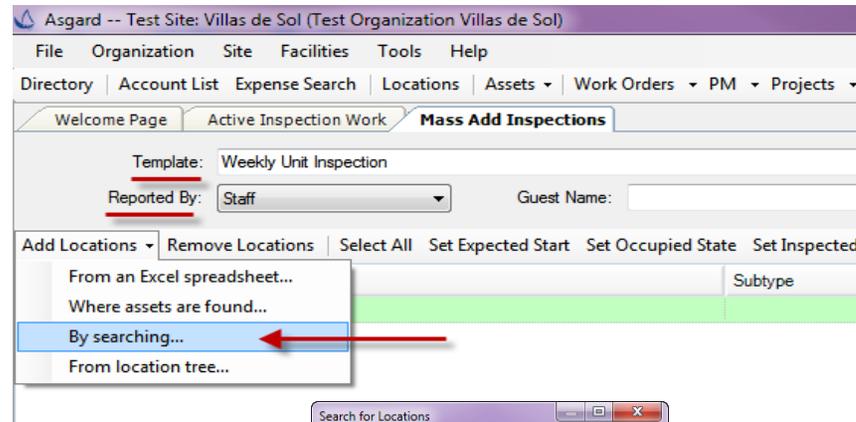
1. Enter a Location
2. Select an Inspection template to use
3. Select who Requested the Inspection
4. Select the Occupied State of the location
5. Choose whose work you are Inspecting
6. Schedule the Inspection
7. Click OK



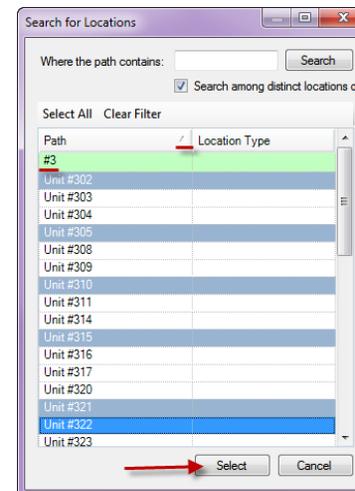
Mass-Creating Inspection Work

Users can also create additional Inspection work orders on a mass-scale. To do so, click the Mass-Create button on the Active Inspection Work screen.

1. Choose an Inspection template to carry out
2. Select the Reporter and enter a name



3. Add locations By Searching
 - a. Utilize the filter fields and column headers to sort the list.
 - b. CTRL or Shift click to select multiple locations to add and click Select.



4. With the locations loaded, you can setup their details by clicking Select All and setting:
 - a. When the work should start
 - b. If the location is Occupied or not
 - c. What user is being Inspected

The screenshot shows the 'Mass Add Inspections' screen in the Asgard system. The interface includes a navigation menu at the top with options like 'File', 'Organization', 'Site', 'Facilities', 'Tools', and 'Help'. Below the menu, there are tabs for 'Welcome Page', 'Active Inspection Work', and 'Mass Add Inspections'. The 'Mass Add Inspections' tab is active, showing a form with fields for 'Template' (Weekly Unit Inspection), 'Reported By' (Staff), 'Guest Name', and 'Staff Name' (Catsoulas, Nikolas). Below the form, there are buttons for 'Add Locations', 'Remove Locations', 'Select All', 'Set Expected Start', 'Set Occupied State', and 'Set Inspected User'. The 'Select All' button is highlighted in red. Below these buttons is a table with the following data:

Location	Subtype	Expected Start	Occupied State	Inspected User
Unit #322		8/31/2012 12:00 AM	Not Occupied	Gordon, Melissa
Unit #302		8/31/2012 12:00 AM	Not Occupied	Gordon, Melissa
Unit #305		8/31/2012 12:00 AM	Not Occupied	Gordon, Melissa
Unit #310		8/31/2012 12:00 AM	Not Occupied	Gordon, Melissa
Unit #315		8/31/2012 12:00 AM	Not Occupied	Gordon, Melissa
Unit #321		8/31/2012 12:00 AM	Not Occupied	Gordon, Melissa

5. Click Create Scheduled Items

