
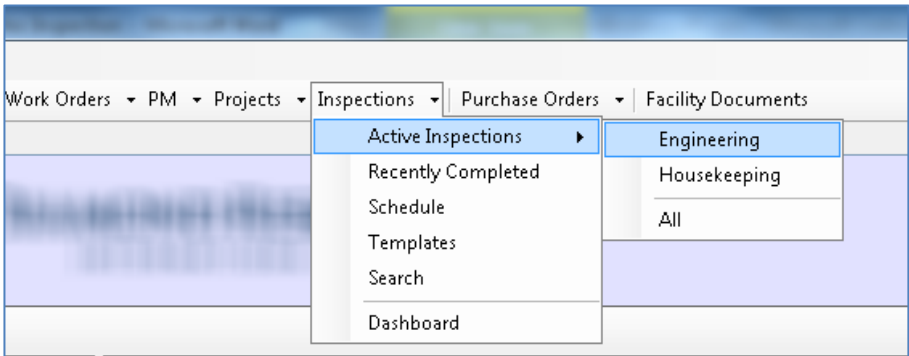




Work Order Management – Inspections

Creating one or more ad hoc Inspection Work Orders

Follow the steps below to create Inspection Work Orders for immediate assignment and completion.

	<p>Scenario: <i>Guests checked out of 20 rooms this morning. The vacant units have been cleaned and are ready to be inspected before today's check-ins.</i></p>
<p>Step 1</p>	<p>Open the Active Inspections window from the Inspections menu.</p> 
<p>Step 2</p>	<p>Select the department that you would like to create an Inspection for, or select All to view all departments' Active Inspections.</p>
<p>Step 3</p>	<p>When the Active Inspection – Department screen opens, you will have two options: New Inspection will create an Inspection Work Order for ONE location. Mass-Create will create Inspection Work Orders for MORE THAN ONE location.</p>



Note: In order to prevent unexpected performance impacts to Asgard, the Mass-Create function is limited to 25 work orders at a time. If you need to create a larger number of scheduled or unscheduled Inspections, please contact support@katanasoft.com

Step 4a

To create a single Inspection Work Order, click the New Inspection button.



When the New Inspection dialog window opens, enter the work order details.

New Inspection

Location: Tower 3, Floor 11, Unit #11310

Template: [Villas] Pre-arrival Maint Check List

Requested by: Staff

Guest Name:

Staff Name:

Occupied State: Waiting

Inspecting the Work of: Atkins, Sandra

Scheduled For: 2/22/2013 3:57 PM

OK Cancel

When you are finished, click OK to create the work order.

Step 4b

To create two or more Inspection work orders, click the **Mass--Create** button.

Welcome Page **Active Inspection Work - Engineering**

New Inspection **Mass-Create** View Assign/Reassign Unassign Cancel Show Future Items Clear Filter

When the Mass Add Inspections screen opens, select a Template and indicate who reported the Inspections Work Orders.

Welcome Page **Active Inspection Work - Engineering** **Mass Add Inspections**

Template: (Suites) Pre-Arrival Maint Checklist

Reported By: Staff Guest Name: Staff Name: Magdos, Troy (Corporate Administration)

Add Locations Remove Locations Select All Set Expected Start Set Occupied State Set Inspected User

Location	Subtype	Expected Start	Occupied State	Inspected User
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Click **Add Locations** to indicate where the Inspection Work Orders will take place.

Add Locations Remove Locations

- From an Excel spreadsheet...
- Where assets are found...
- By searching...**
- From location tree...

You can add Locations by uploading an Excel spreadsheet, based on where assets are located, using a Search by name/type function, or from the Location Tree.

Once you have added the needed Locations, select one or more; then update the Expected Start, Occupied State, and Inspected User.

Add Locations Remove Locations Select All **Set Expected Start** **Set Occupied State** **Set Inspected User**

Location	Subtype	Expected Start	Occupied State	Inspected User
Unit #9303B (Villa)	2BR-1BR	2/22/2013 12:00 AM	Waiting	Austin, Lewis
Unit #9307B (Villa)	2BR-1BR	2/22/2013 12:00 AM	Not Occupied	[None]
Unit #9307A (Villa)	LockOff	2/22/2013 12:00 AM	Not Occupied	[None]
Unit #9305B (Villa)	2BR-1BR	2/22/2013 12:00 AM	Not Occupied	[None]
Unit #9305A (Villa)	LockOff	2/22/2013 12:00 AM	Not Occupied	[None]
Unit #9304B (Villa)	2BR-1BR	2/22/2013 12:00 AM	Not Occupied	[None]
Unit #9304A (Villa)	LockOff	2/22/2013 12:00 AM	Not Occupied	[None]

Click the Create Scheduled Items button at the bottom of the screen to create the Inspection Work Orders.



Units with Guests Waiting are given a higher priority in the queue.

Step 5

The Inspection Work Orders created, using the steps outlined in 4a or 4b, will become immediately available for assignment and completion on the Active Inspections screen.

The screenshot shows the 'Active Inspection Work - Engineering' interface. At the top, there are tabs for 'Welcome Page', 'Active Inspection Work - Engineering', and 'Mass Add Inspections'. Below the tabs is a navigation bar with buttons for 'New Inspection', 'Mass-Create', 'View', 'Assign/Reassign', 'Unassign', 'Cancel', a checkbox for 'Show Future Items', and 'Clear Filter'. On the right side of the navigation bar are 'View Matrix', 'Print', 'Refresh', and 'Close' buttons. Below the navigation bar is a grey bar with the text 'Drag a column header here to group by that column.' Below this is a table with the following columns: 'Aging', 'ID', 'Location', 'Work Requested', 'Type', 'Department', 'Assigned To', and 'Start At'. The table contains two rows of data, both marked as 'OVERDUE' in red boxes. The first row has ID 312397, Location 'Polo Towers, Tower 1, Flo...', Work Requested '(Suites) Pre-Arrival Maint C...', Type 'Pre-Arrival Inspe...', Department 'Engineering', Assigned To '[None]', and Start At 'Thu 2/14 10:04'. The second row has ID 312398, Location 'Unit #2301 (Villa)', Work Requested '(Villas) Pre-arrival Maint C...', Type 'Pre-Arrival Inspe...', Department 'Engineering', Assigned To '[None]', and Start At 'Thu 2/14 10:04'.

Aging	ID	Location	Work Requested	Type	Department	Assigned To	Start At
	312397	Polo Towers, Tower 1, Flo...	(Suites) Pre-Arrival Maint C...	Pre-Arrival Inspe...	Engineering	[None]	Thu 2/14 10:04
	312398	Unit #2301 (Villa)	(Villas) Pre-arrival Maint C...	Pre-Arrival Inspe...	Engineering	[None]	Thu 2/14 10:04