


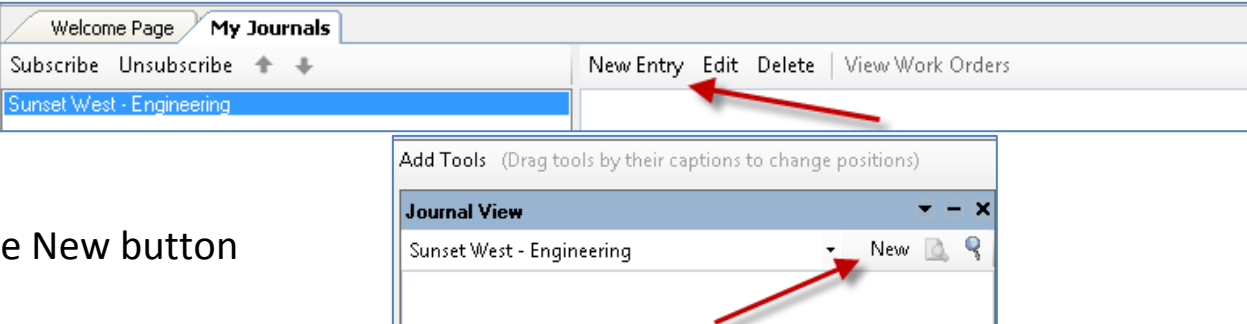


Welcome Page Tools – Inter-shift Journal

Creating a New Journal Entry

The Journal feature in Asgard is intended to facilitate inter-shift communications. Journals are created at the Organization level, and subscribed to at the user level. Subscription is voluntary and not permissions-controlled.

Follow the steps below to create a new Journal entry.

	<p>Scenario: <i>A guest had to be moved to a new unit, during the night shift, due to mold on the bathroom ceiling. A work order has been created, but someone needs to remediate the issue before it can be rented again. It is necessary for Front Desk, Engineering, and the Management Team to be aware of this issue.</i></p>
<p>Step 1a</p>	<p>A new Journal Entry can be added from the Welcome Page Tool or the My Journals screen</p> <p>From the My Journals screen, click the New Entry button</p> <p>From the Journal, click the New button</p> 

Step 2

When the New Journal Entry screen opens, enter the required information in the Text field

New Journal Entry

Entry Date: 6/12/2013 4:52 PM Author: Gordon, Melissa

Text: Guest reported mold on the bathroom ceiling. Was moved to a new unit, but this needs to be remediated tomorrow AM

Work Orders: New Work Order Detach View

Facilities Depart	ID	Status	Expected Start	Name	Location
-------------------	----	--------	----------------	------	----------

OK Cancel

Step 3

If desired, add a New Work Order to the Journal entry, but clicking the New Work Order button.

Step 4

Click OK to save the new Journal entry.