


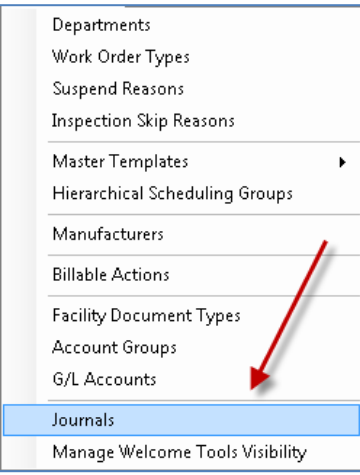


## Welcome Page Tools – Inter-shift Journal

### Creating a New Journal

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.

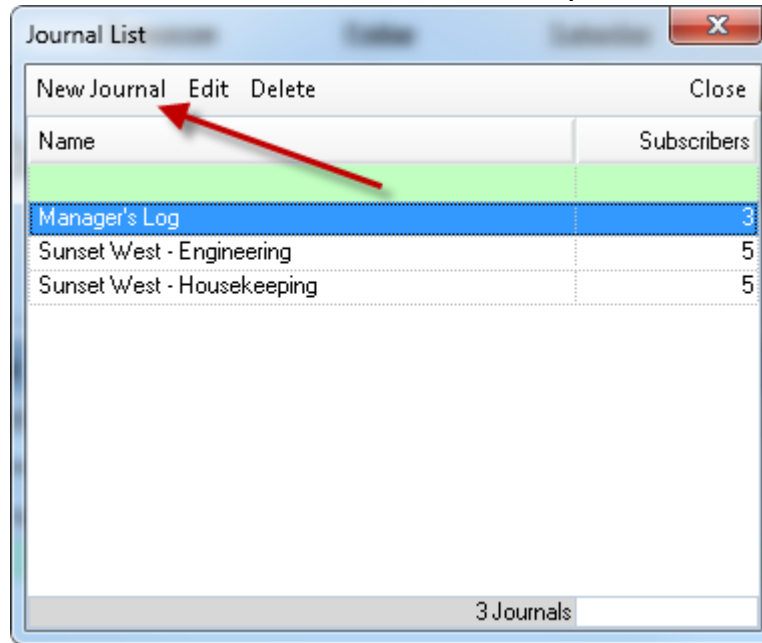
Follow the steps below to create a new Journal, to be available for subscription by users.

	<p>Scenario: <i>Each site would like its own inter-shift Journal.</i></p>
<p><b>Step 1</b></p>	<p>Open the Organization menu, and select the Journals option</p> <div data-bbox="388 982 745 1453">A screenshot of a software menu. The menu items are: Departments, Work Order Types, Suspend Reasons, Inspection Skip Reasons, Master Templates (with a right-pointing arrow), Hierarchical Scheduling Groups, Manufacturers, Billable Actions, Facility Document Types, Account Groups, G/L Accounts, Journals (highlighted in blue), and Manage Welcome Tools Visibility. A red arrow points to the 'Journals' option.</div> <div data-bbox="892 1128 1648 1242"><p>You must be an Organization Admin to access this option. For assistance, contact <a href="mailto:support@katanasoft.com">support@katanasoft.com</a></p></div>

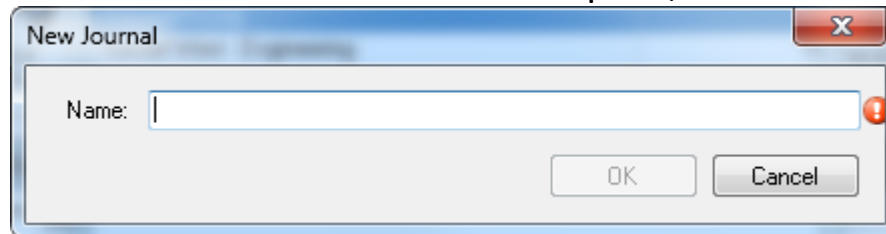


**Step 2**

When the Journal List window opens, click the New Journal button

**Step 3**

When the New Journal window opens, enter a name for the new Journal



The only limit on how you can name the Journal, is that you cannot create an exact duplicate. It is recommended to make the Name as descriptive as possible, so that users will only subscribe if-appropriate.

**Step 4**

Click OK to create the new Journal.

