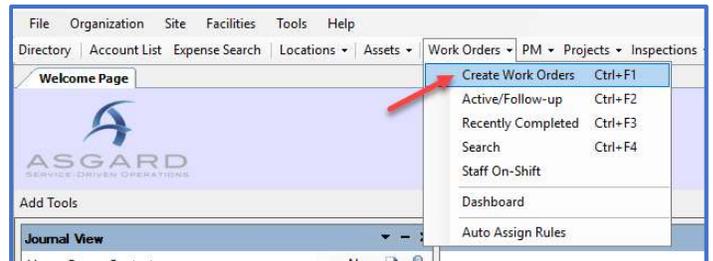


Assign During Work Order Creation

Follow the steps below to assign a work order at creation.

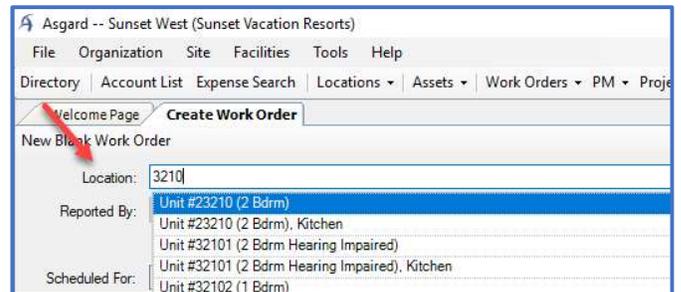
Note: The ability to assign a work order at creation is a configuration at the site-level and permission-based at the user level. For assistance with work order creation or assigning, please contact support@katanasoft.com.

Step 1: From the Work Orders drop-down, select Create Work Orders.

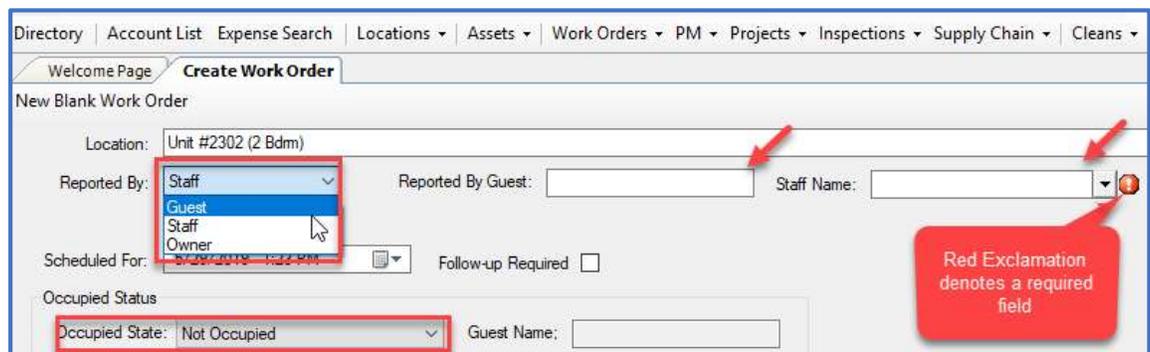


Note: The Create Work Orders screen was designed to be rapid entry. There is no need to use your mouse. Everything can be entered by typing and using the Tab and arrow keys on your keyboard.

Step 2: Enter the location. Asgard will begin filtering the available choices as you type. Use the arrow keys to highlight the correct location, and Tab.



Step 3: Select the reporter in the Reported By field, and enter the reporter's name.



Note: If your property has an interface between Asgard and your PMS system, the Guest Name and Occupied Status will populate automatically.

Step 4: If the requested work is for the future, update the Scheduled For field.

Welcome Page **Create Work Order**

New Blank Work Order

Location: Unit #32103 (2 Bdm)

Reported By: Guest Reported By Guest: MANGONA

Bill To: Primary Owner of Unit

Scheduled For: 5/13/2019 10:13 AM Follow-up Required

Step 5: In the Tasks field, type the keyword for the request. Select the desired task and Tab. Fill in the requested fields:

- Extra Request (HSCP tasks, only)
- Sublocation (where needed)
- Quantity (if applicable)
- Notes – any additional information that the associate may need to complete the work order

Add as many additional tasks as necessary for the same location. Asgard will automatically separate the tasks by which department will complete each task.

Welcome Page **Create Work Order**

New Blank Work Order

Location: Unit #32103 (2 Bdm)

Reported By: Guest Reported By Guest: MANGONA

Bill To: Primary Owner of Unit

Scheduled For: 5/13/2019 10:13 AM Follow-up Required

Occupied Status

Occupied State: Occupied Guest Name:

Event: [No Event]

Tasks:

Deliver Bath Towel (Exchange) - Delivery (Housekeeping)

Priority: High Extra Request: No

Notes: Permission to Enter w/o Knocking - Guest at Pool

Step 6: In the Assign To field, type the appropriate assignee name or choose from the drop-down.

Tasks:

Deliver Bath Towel (Exchange) - Delivery (Housekeeping)

Priority: High Extra Request: No

Notes: Permission to Enter w/o Knocking - Guest at Pool

Assign To: [Nobody]

Type here to add a new assignee

- Johnstone, Andy
- Jones, Teresa
- Kabala, Katie
- Kent, Emilia
- Paul, Pam
- Perez, Gabi
- Schwimmer, James
- Test, Sherri
- [Nobody]



Note: The drop-down list is filtered for users who are On-Shift for the department that should complete the task.

Step 7: Once you have filled in the required fields and assigned the task(s), Tab to the Create Workorder(s) button and press Enter.

Notes: Permission to Enter w/o Knocking - Guest at Pool

Assign To: Paul, Pam

Remove

Create Workorder(s) Clear