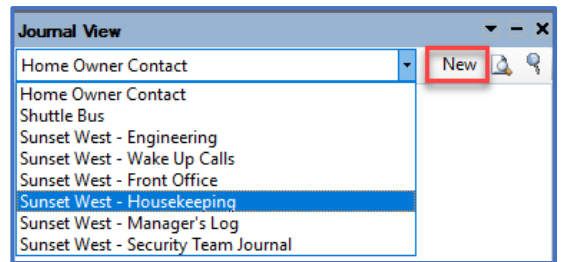


Adding a New Journal Entry

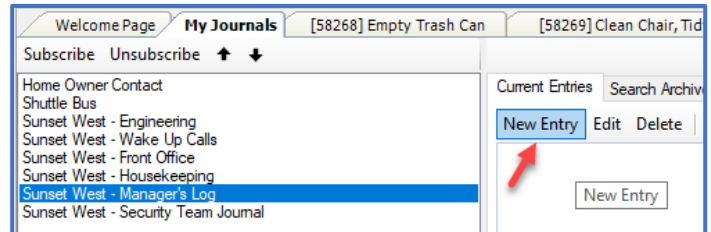
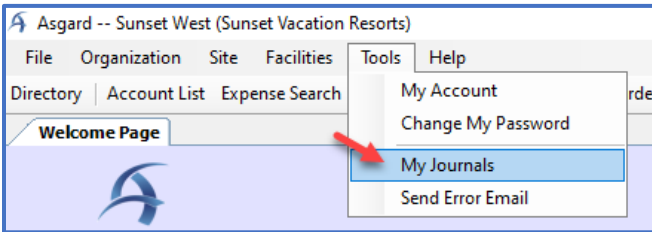
Follow the steps below to add a new Journal entry. The Journal feature in Asgard standardizes and simplifies communication between shifts, and eliminates the need for handwritten notes or department notebooks. Journals are created at the Organization-level, and can be viewed by users at any property within your company. Users must subscribe to a journal individually to view and add entries. Any user, regardless of permissions, can subscribe to as many journals as he or she would like.

For assistance with Journals, please contact support@katanasoft.com.

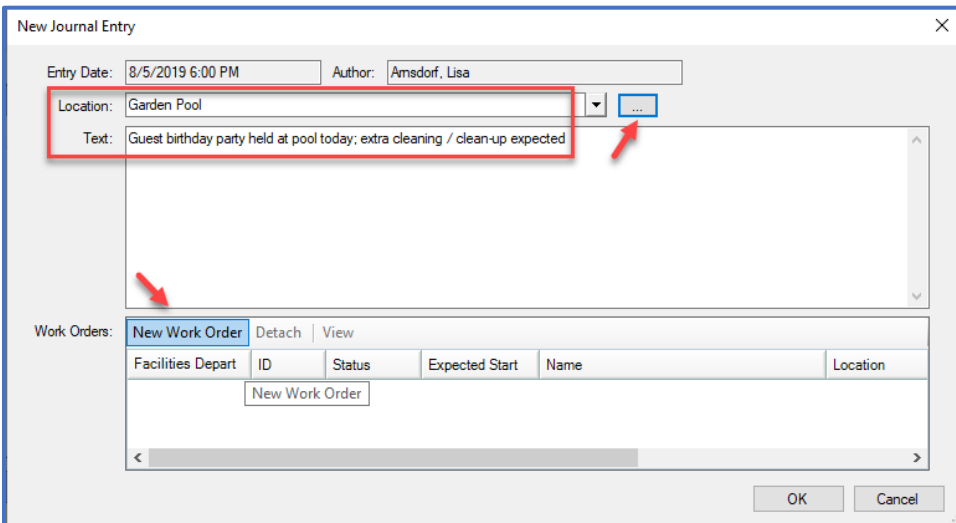
Step 1: On the Journal View tool on your Welcome Page, select the correct Journal from the drop-down. Click **New**.



Or, open the Tools drop-down and select **My Journals**. When the page opens, select the correct Journal in the left pane and click **New Entry**.



Step 2: On the New Journal Entry screen, begin typing a Location name or use the Ellipses button to find a location, if applicable. (The Location field can be left blank.) Enter the Journal Text.





Note: Anyone in your company can subscribe to and view your journals; be informative and tactful!

If new work orders related to the note need to be created, click the **New Work Order** button. The Create Work Order page will launch; complete the screen as usual. The New Journal Entry will refresh showing the related work orders.

Step 4: When all information has been entered, click **OK**.

Facilities Depart	ID	Status	Expected Start	Name	Location	Assigned to
Sunset West (D)	58269	Incomplete	8/5/2019 3:05 PM	Clean Chair, Tidy Pool Deck	Garden Pool, Pool 1, Deck	Adreno, Porticia
Sunset West (D)	58268	Incomplete	8/5/2019 3:05 PM	Empty Trash Can	Garden Pool, Pool 1, Deck	Aldrich, Candace



Note: The Journal View tool on the Welcome Page has several options for navigating the Journals:

- **Magnifying Glass on Paper Icon** – Opens the Work Order Detail screen(s) of any work orders attached to the entry
- **Magnifying Glass Icon** – Opens the My Journals screen, where you can also Edit, Search, and Delete entries, and Subscribe and Unsubscribe to Journals
- **Paperclip Icon** – Indicates that work orders are attached to the entry