

## Creating a New Journal

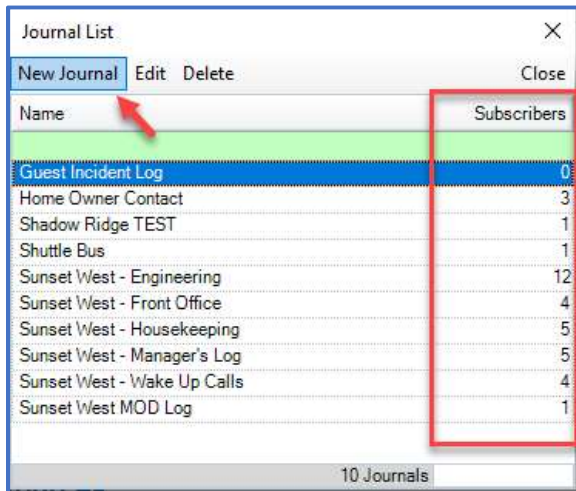
Follow the steps below to create a new Journal. The Journal feature in Asgard standardizes and simplifies communication between shifts, and eliminates the need for handwritten notes or department notebooks. Journals are created at the Organization-level, and can be viewed by users at any property within 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.

You must have Organizational Admin permissions to create new Journals.

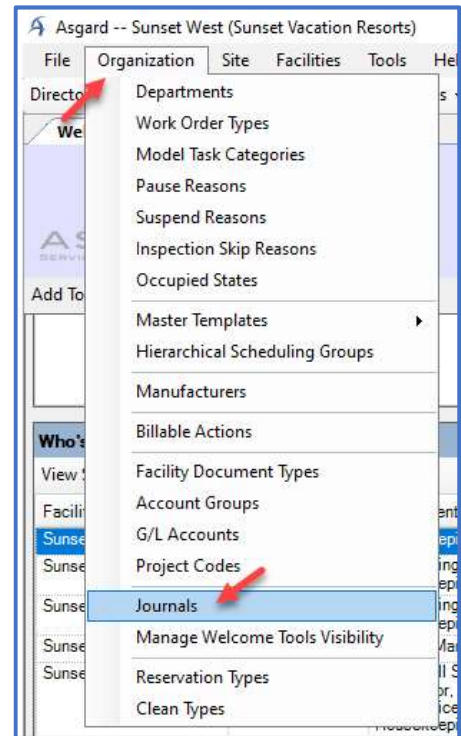
For assistance with Journals, please contact [support@katanasoft.com](mailto:support@katanasoft.com).

**Step 1:** From the Organization drop-down, select the **Journals** screen.

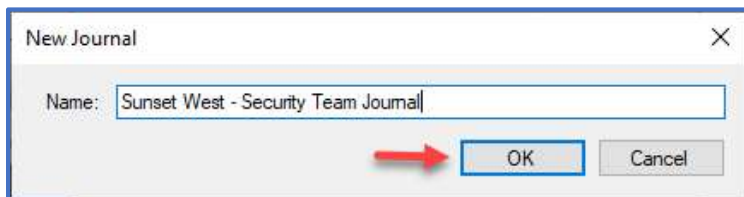
**Step 2:** When the Journals List page opens, click the **New Journal** button.



The number of Subscribers to each Journal shows on the Journal List page.



**Step 3:** Give the new Journal a descriptive name that includes your property's name and click **OK**.



Remember, anyone in your company can subscribe to your Journal; choose a name that accurately describes the purpose of the Journal!



Note: Journal names must be unique; they cannot be duplicates of existing Journal names.