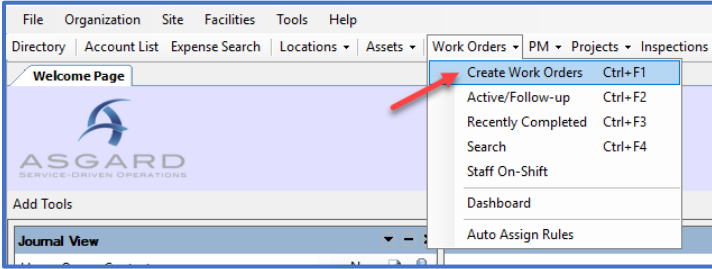## Creating Standard Work Orders
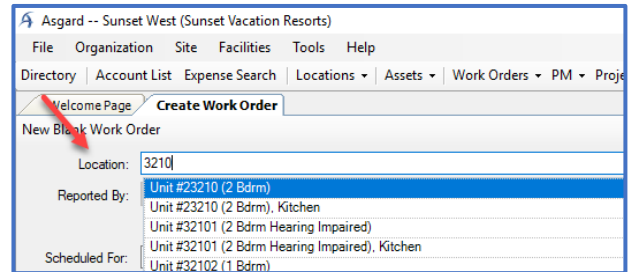
Follow the steps below to create a Standard Work Order. For assistance with work order creation, please contact support@katanasoft.com.

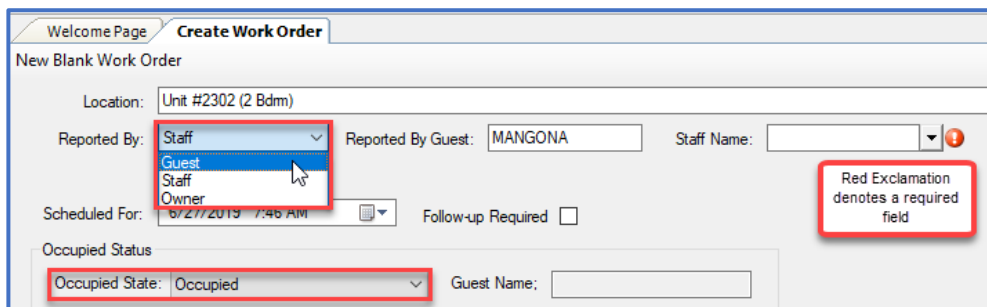**Step 1:** From the Work Orders drop-down, select Create Work Orders.

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 arrow and Tab 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, and select or enter the Reporter's name.

Note: If your property has an interface between Asgard and your Property Management 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.

Note: In the center of the screen, note any Pending and Recently Completed Work Orders for the location within **the last seven days**. This prevents duplicate work orders, provides insight into the Guest's experience, and alerts you to recurring issues at the location.

Status	Work Requested	Department	Assigned To	Start At	Tasks	Guest Name
Complete	AC Repair - Odor	Engineering	Paul, Pam	Tue 5/14 10:00	AC Repair - Odor	FULLMER
Complete	AC Repair - Odor	Engineering	Paul, Pam	Wed 5/15 12:10	AC Repair - Odor	Roth
Complete	Clean Floor - Spill / Wet	Housekeeping	Schwimmer, James	Wed 5/15 11:45	Clean Floor - Spill / Wet	
Incomplete	Deliver Bath Towel	Housekeeping	Test, Sherri	Wed 5/15 12:13	Deliver Bath Towel	JONES
Complete	Deliver Bath Towel, Deliver Crib	Housekeeping	Aldrich, Candace	Wed 5/8 15:09	Deliver Bath Towel Deliver Crib	JONES

Pending and Recently-Completed Work in Unit #12300 (2 Bdrm)

Step 5: In the Tasks field, type the keyword for the request. Select the task and Tab. Fill in the required fields indicated by red exclamations.

- Extra Request
- Quantity (if applicable)
- Sublocation (where needed)
- Notes – any additional information that the associate may need to complete the work order
- Assign To – If you have Assign privileges, and your property uses this configuration, you can assign this work order now or leave it unassigned
- Add as many additional tasks as necessary for the same location. Asgard will automatically separate the tasks by which department will complete the work.

Step 6: Once you have added all of the requested tasks, Tab to and press Enter on the **Create Workorder(s)** button.