AsgardMobile Job Aide

## Completing an Inspection Work Order

Follow the steps below to complete an inspection work order on a mobile device. For assistance with AsgardMobile or Staff On-Shift, please contact support@katanasoft.com.

Step 1: Locate the inspection in the list assigned to you.

> If you have more than one work order type assigned to you, icons will appear above the list. The Phone Icon = Standard Work Orders, the Wrench Icon = PM Work Orders and the Checkbox icon = Inspection Work Orders. If no icons appear, you have only one type of work order to complete.
>
> Access your Inspection Work Orders by tapping the **Checkbox** icon.
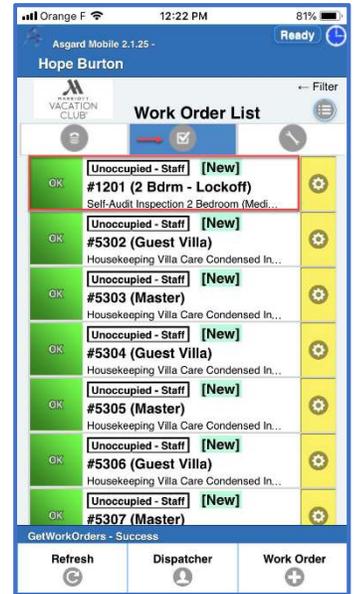
Step 2: Tap anywhere to the left of the yellow gear icon to view the details without starting the work
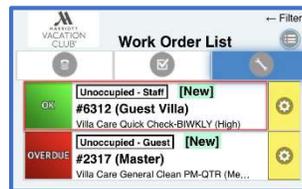

Step 3: When you arrive at the unit door or work location, click **Start** [1]. The Inspected User [2], if applicable, is in the top section of the screen.

> The **Create Standard WO** button [3] lets you create a work order, at any time, for any items that fail, or for follow up work another department should complete. The current Location will automatically populate.

> Note: You can return to the list of work orders, without Completing, by clicking the **Home** button [4] on the toolbar.
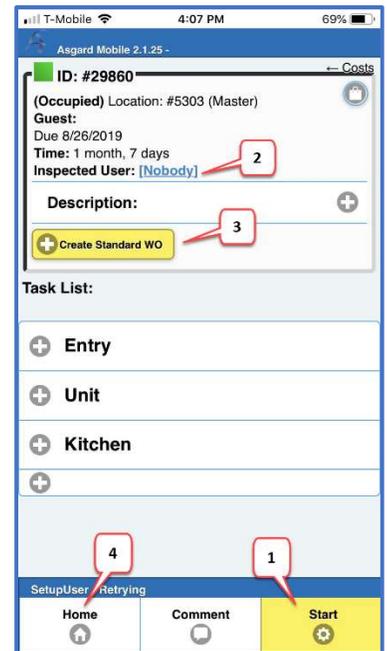

Step 4: Begin inspecting the items included in the task list, usually grouped by sublocation.

Most inspection tasks are defaulted to "Pass" indicated by the color Green. Only update items that **Fail**, or are left **Incomplete**, by tapping the corresponding button.

Step 5: Add a Note to the Failed task by clicking the **Talk Bubble** icon. Enter Notes about why the task failed and click **OK**.

Note: It's important to add **Notes** when a task is marked Fail, so that you can monitor trends or identify training opportunities.
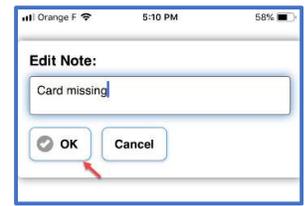
Step 6: To add comments and/or photos to the inspection, click the **Comment** button.

Note: When the keyboard opens, you can tap the **Microphone** icon to launch the dictation feature. When you are done talking, tap, or release, the Microphone to stop recording. Make any auto-correct changes needed.

To add comments and/or photos, click the **Comment** button. To add a photo, tap the **Choose File** button. You can Take a Photo or upload a picture from your Photo Library. When your photo(s) and comments are complete, tap **Add**.

Tip! To associate the comment/photo with a failed task, include the task # in the Comments field.

Step 7: When all items have been inspected, click the green **Review** button.

Step 8: On the Inspection Review screen, review the inspection score, and the list of failed tasks. When you are satisfied that everything is correct, tap the **Complete** button. The inspection will immediately update in the main Asgard Desktop App and disappear from your device.

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