AsgardMobile Job Aide

Completing a PM Work Order

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

**Step 1:** Locate the work order 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.

Access your PM Work Orders by tapping the **Wrench** icon.

Step 2: Tap anywhere to the left of the yellow gear icon to view the details without starting the work order.
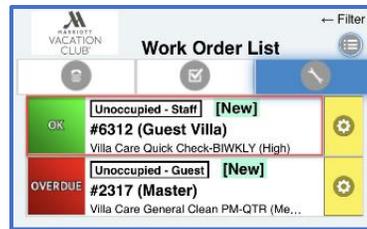
Step 3: Review the location and work requested to gather any needed parts and tools or complete prep work. Basic details about the work order are at the top of the screen, including the work order ID, the priority/status, location, and time in-progress.

The Task List is in the middle section of the screen, often grouped by Sublocation.
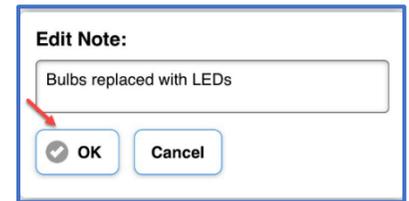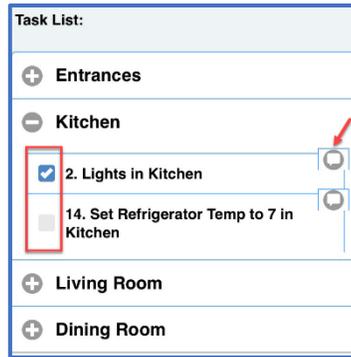
Note: You can return to the list of work orders, without Completing, by clicking the Home button on the toolbar. If your PM is interrupted by a guest request or guest arrival, tap **Home**. Your progress will be saved automatically.
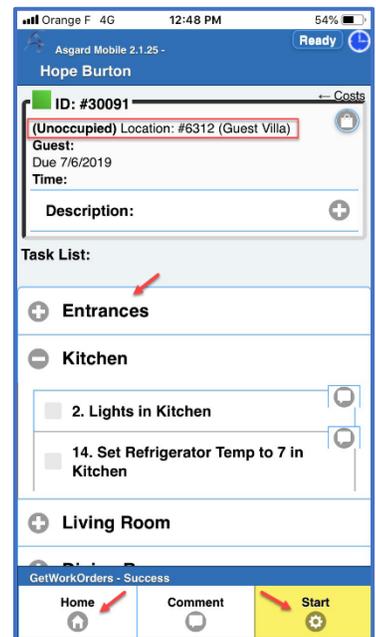
Step 4: When you arrive at the unit door or work location, click the **Start** button.

Step 5: Tap the **checkbox** of each completed task.

You can add a Note to a task by clicking the **Talk Bubble** icon. Enter any Notes and click **OK**.

Task List:

⊕ **Entrances**

⊖ **Kitchen**

☑ 2. Lights in Kitchen

☐ 14. Set Refrigerator Temp to 7 in Kitchen

⊕ **Living Room**

⊕ **Dining Room**

Edit Note:

Bulbs replaced with LEDs

✔ OK   Cancel

Tip! 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.

q w e r t y u i o p
a s d f g h j k l
⇧ z x c v b n m ⌫
123 ⊕ 🎤 space return
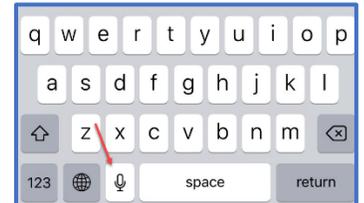
Step 7: To add comments and/or photos to the work order, click the **Comment** button in the bottom toolbar.

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**.

Add Comments:

Master shower tile cracked

Upload Image:

Choose File ☐ 1 photo

✔ Add   ✖ Cancel

Step 8: When all tasks have been completed, click the green **Complete** button. You will receive the "Complete Work Order?" prompt (to avoid accidental completions). Click **OK** and the PM will clear from the device automatically, and will update in the main Asgard Desktop system.

📶 Orange F 4G   12:56 PM   52% 🔋
Asgard Mobile 2.1.25 - Ready ⏰
Hope Burton

⊕ **Kitchen**

⊕ **Living Room**

⊕ **Dining Room**

⊕ **Bathroom**

⊕ **Bedroom**

⊕ **Unit**

Date	Username	Comment
07/05/2019 04:56:11	Hope Burton	Master shower tile cracked ⊕ Load Image

Home 🏠   Comment 💬   Complete ✔

hroom
Clogged with hair. Standing water in tub; Permiss
to Enter

Complete Work Order?

Task   OK   Cancel