

## Creating a Standard Work Order

Follow the steps below to create an unassigned or self-assigned work order on a mobile device.

Before you begin:

- The AsgardMobile App is available as a free public app in iTunes and the Google Play store.
- You may need to contact your manager or IT support team for assistance with installation.
- Your AsgardMobile Device ID must be entered into the main Asgard Desktop system.
- Mobile Devices work with the Staff On-Shift functionality in the main Asgard Desktop system. You must be On-Shift and in a Ready status.

For assistance with AsgardMobile or Staff On-Shift, please contact [support@katanasoft.com](mailto:support@katanasoft.com).

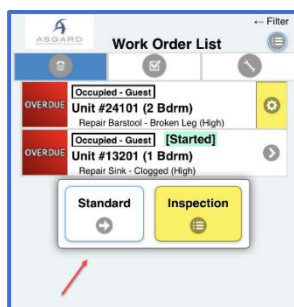
**Step 1:** Locate the Asgard App on your device, and tap it to launch.



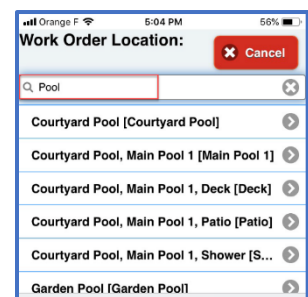
**Step 2:** Click the **Work Order +** button on the toolbar.



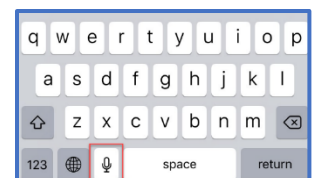
**Step 3:** Tap the **Standard** Work Order button.



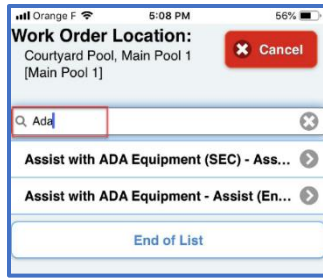
**Step 4:** When the Work Order Location screen opens, begin typing the name of the Location for the work order. The list will filter matches. Tap the correct location.



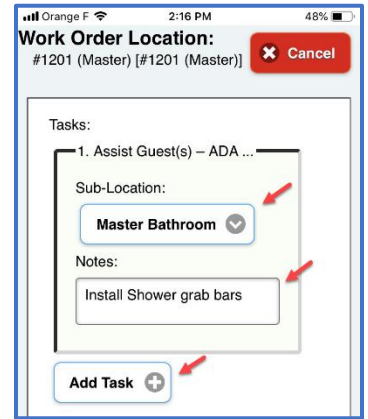
When the keyboard opens, you can tap the **Microphone** icon to launch the dictation feature. When you are done talking, tap, or release, the Microphone to stop recording. Make any auto-correct changes needed.



**Step 5:** In the Search for Task field, begin typing the keyword of the task. The list will filter matches. Tap the correct task.



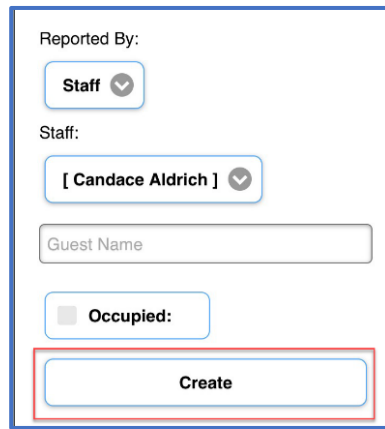
**Step 6:** Add the Sub-Location, if applicable, and any Notes that the responder needs to know in order to complete the work.



Note: You can add an unlimited number of additional Tasks for the same location by tapping the **Add Task +** button. They will be split into separate work orders based on your property's Asgard configurations.

**Step 7:** Update who the Work Order is **Reported By** (this is often you) and add the name.

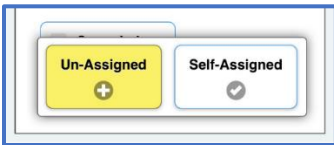
When all information is complete, click **Create**.



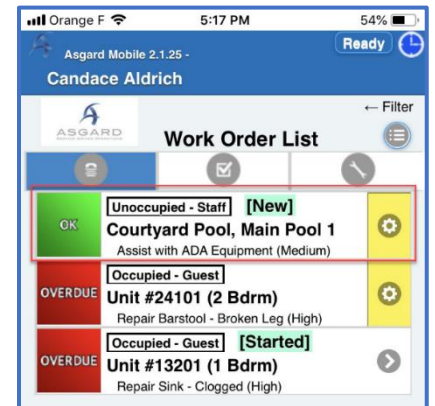
Note: If your property has an interface between Asgard and

your Property Management System, the Guest Name and Occupied Status will populate automatically.

If the location is a common area that doesn't have an occupant, such as the pool, the Occupied field will not appear.



**Step 8:** Create the work order as **Un-Assigned** or **Self-Assigned**. If the work order is Self-Assigned, it will now appear on your Work Order List. You will be automatically returned to the home screen after tapping a button.



- If you create the work order as **Un-Assigned**, it will immediately appear on the Dispatcher screen on the Mobile Device, and in the Active/Follow-Up screen in the Main App. If you have Assign Work Order privileges, you can toggle to the Mobile Dispatcher screen and assign the work order.
- If you create the work order as **Self-Assigned**, it will show up as a new work order assigned to you on the home Work Order List screen, as well as assigned to you on the Active/Follow-Up screen in the Main App.