

Using Filters

Follow the steps below to use the work order filters in AsgardMobile. Filters are available in both your personal Work Order List and Dispatcher mode.

For assistance with filters or using AsgardMobile, please contact support@katanasoft.com.

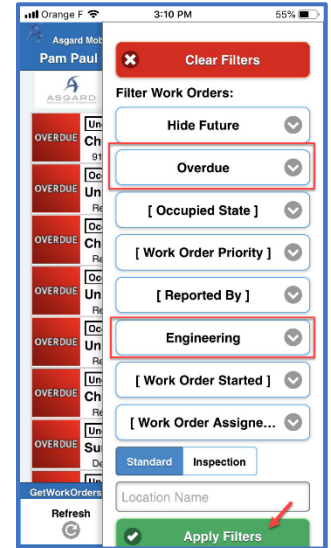
Step 1: Swipe the **Filter** icon to the left.

The Filter button is in the same location in both your Work Order List, and the Dispatcher List.

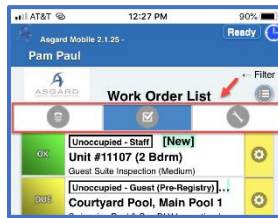


Step 2: Select your filters, such as Work Order Status and/or Department, and tap the green **Apply Filters** button. You can use one or multiple filters together.

Swipe the filter pane closed to see your results.

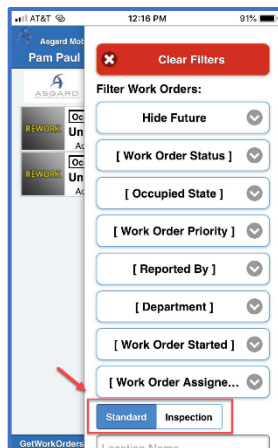


Note: In your Work Order List, the work order types are filtered for you using the menu across the top of the list. Simply tap an icon to see Inspections or PMs.



In Dispatcher mode, you can filter for Standard or Inspection work orders using the Filter pane.

PMs are not available / viewable in Dispatcher mode.



Step 3: Filter for a specific location, building, or zone by typing the location's name in the field. Tap **Apply Filters**.



Step 4: To clear the filters and your filtered results, swipe open the Filters pane and tap the red **Clear Filters** button.

To clear your filters without losing your filtered view, tap the yellow **Reset Filters** button.



Note: Remember, you can't do any harm with Filters! They're a simple way to see just what you want on your screen.

