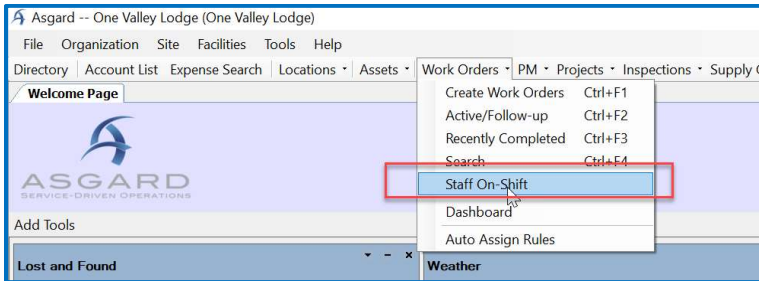


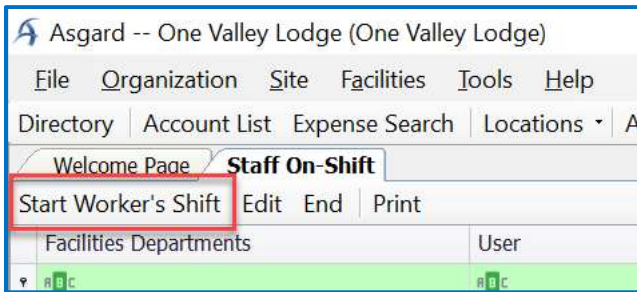
Staff On-Shift – Putting a User On-Shift

Staff On- Shift allows you to automate who will be on pick lists for work order assignments and who will receive work orders in AsgardMobile. Staff On-Shift is the final determining factor for auto-assignment of work orders. *Staff On-Shift is permission based. If you don't have this permission and think you should, please contact support@katanasoft.com*

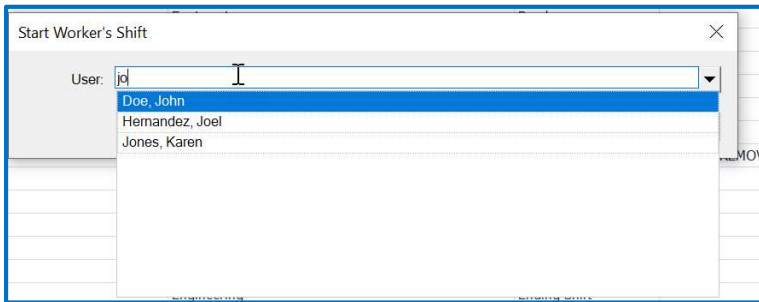
Step 1: Open the Work Order drop down and select Staff On-Shift.



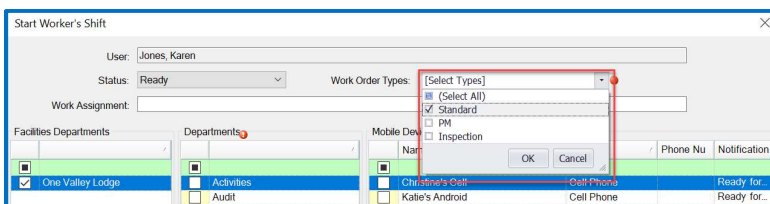
Step 2: Click Start Workers Shift in the upper left-hand corner.



Step 3: Start typing the first or last name of the user you want to put On-Shift. The system will filter for you. Click the name.



Step 4: Select the work order types the user should be assigned to and receive on the mobile device (if applicable)



Step 5: Select all departments the user will be covering during the shift. (For Example, evening Engineering may also respond to Housekeeping delivery requests.)

The screenshot shows the 'Start Worker's Shift' dialog box for user 'Jones, Karen'. The 'Status' is 'Ready' and 'Work Order Types' is 'Standard'. The 'Facilities Departments' list includes 'One Valley Lodge'. The 'Departments' list is highlighted with a red box and includes 'Housekeeping' (checked), 'Safety & Security', and 'Site Admin'. The 'Mobile Devices' table is as follows:

Name	Type	Phone Nu	Notification
Christine's Cell	Cell Phone		Ready for...
Kate's Android	Cell Phone		Ready for...
Pam iPhone	Cell Phone		Ready for...
Tom's iPhone	Cell Phone		Not Ready...

Step 5: Check the box next to the mobile device the user will use during the shift (if applicable). Note: Only available mobile devices will be listed.

The screenshot shows the 'Start Worker's Shift' dialog box for user 'Jones, Karen'. The 'Status' is 'Ready' and 'Work Order Types' is 'Standard'. The 'Facilities Departments' list includes 'One Valley Lodge'. The 'Departments' list includes 'Housekeeping' (checked), 'Safety & Security', and 'Site Admin'. The 'Mobile Devices' table is highlighted with a red box and includes 'Pam iPhone' (checked):

Name	Type	Phone Nu	Notification
Christine's Cell	Cell Phone		Ready for...
Kate's Android	Cell Phone		Ready for...
<input checked="" type="checkbox"/> Pam iPhone	Cell Phone		Ready for...
Tom's iPhone	Cell Phone		Not Ready...

Step 6: Click Ok. The user is now On-Shift and can use AsgardMobile.



If the user you are trying to put On-Shift does not show up on the pick list:

- The user is already On-Shift.
- The user does not have assignee permission.