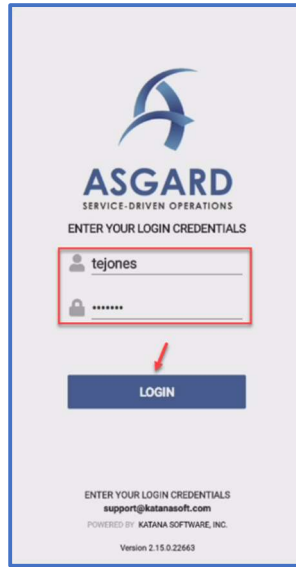# AsgardMobile 2.0 Job Aide

AsgardMobile 2.0 Overview

Use the information below to understand the layout and navigate AsgardMobile 2.0.
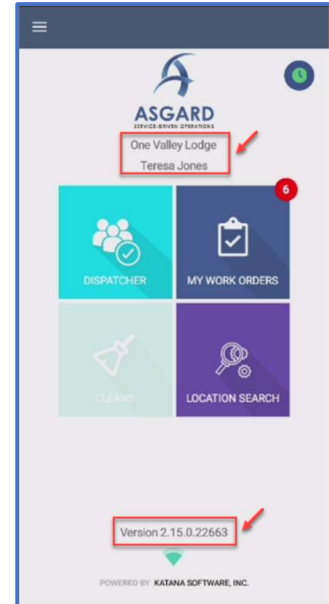
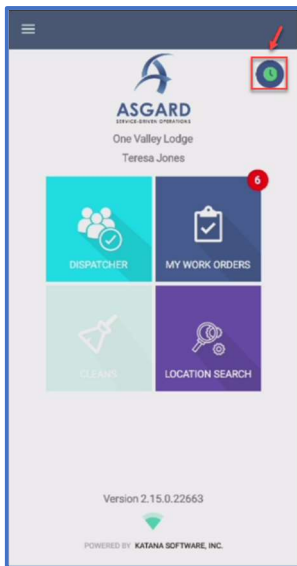**Step 1:** Log into AsgardMobile 2.0 using your Asgard username and Password.

Note: If you don't know your login credentials or can't remember them, contact us at support@katanasoft.com.
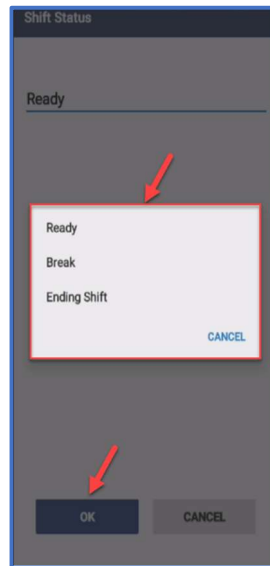
Step 2: AsgardMobile 2.0 opens to the last site visited, includes your name, and the version number of the application.

Step 3: The **Manage Shift** button is the clock within a blue circle and enables you to change your work status from Ready (green), to Break (yellow) or Ending Shift (grey).

Tap the clock to open the Shift Status screen. Select your status, then OK.

Ready Status:
You are ready to receive work orders.

Break Status:
You will not get work orders assigned to you while you're at lunch. Includes a timer which turns red at 15 min for your awareness.
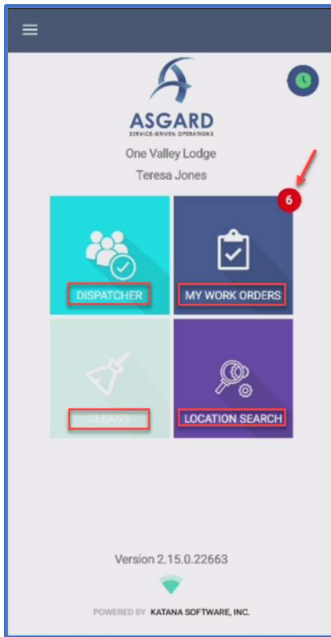
Ending Shift Status:
No workorders will be assigned allowing you to finish up before going home. Recommend 15 minutes before leaving for the day.

Note: This clock is not connected with your timecard or your paycheck. It is simply a convenience feature to let you, the system, and front desk know how long you have been on break.
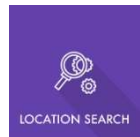
Step 4: The four tiles allow you to navigate to different features and functionality.

My Work Orders – shows all the active work orders assigned to you. Banner headings will divide the work orders by Supertype; Standard Work Order, PMs, and Inspections.

Dispatcher - is permission-based and is designed to give mobile dispatcher capabilities from within the application.
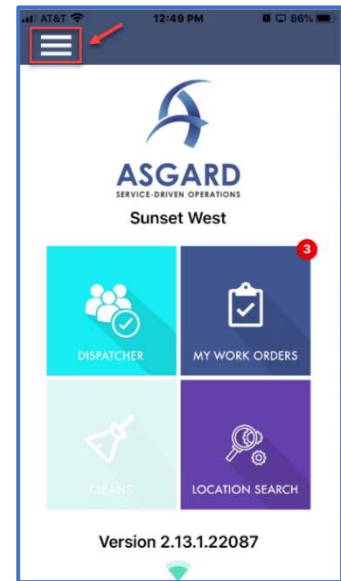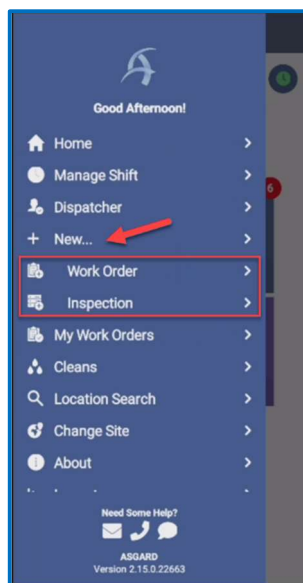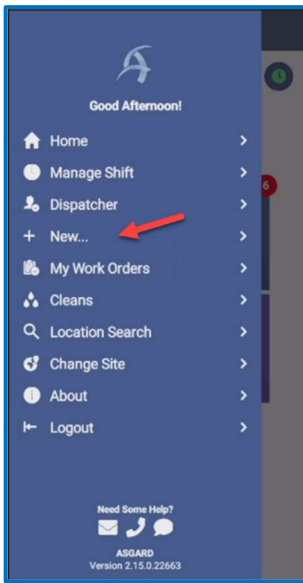
Location Search – allows you to search all work orders for a specific location and provides many filter options to narrow your search.

Cleans – is still in development! In the future, it will support management of Cleans for users with appropriate permissions.

Step 5: The Hamburger Menu includes all of the options from the landing page plus a few more including:

- The ability to create a **Standard** or **Inspection Work Order** by clicking on **New** and expanding the **+ Sign.**

- The option to **Change Your Site**, if you have permissions to multiple sites.
- Information **About AsgardMobile**, including the version number and the operating system version of your device. This information is very helpful when you call support.
- And the **Logout** button which returns you to the login screen. Logging out does not take you Off-Shift, so work orders may still be assigned to you.
- On the bottom of the screen, you have options to **Email, Call, Or Text Asgard Support** directly from your device.