How to Create a Standard Work Order in Asgard



Go to the Create Work Orders screen.

A Asgard One Valley Lodge (One Valley Lodge)	
File Organization Site Facilities Tools Help	
Directory Account List Expense Search Locations Assets -	Work Orders - PM - Projects - Inspections - Supply Chain -
Welcome Page	Create Work Orders Ctrl+F1
6	Active/Follow-up Ctrl+F2
A	Recently Completed Ctrl+F3
	Search Ctrl+F4
SERVICE-DRIVEN OPERATIONS	Staff On-Shift
Add Tools (Drag tools by their captions to change positions)	Dashboard

Use the Tab key to advance through the fields.

Directory Acc	count List Expense Search Locations Assets - Work C	rders 🕶 PM 👻	Projects + Inspections + 9	Supply Chain 👻
Welcome Pa	ge Create Work Order			
New Blank Wor	k Order	_		
1 Location: Unit #1101 (1 Bdm)		The red warning balloons		
Reported E Scheduled Fo	Guest Staff	te: Occupied	indicate requ	
Pending and Red	cently-Completed Work in Unit #1101 (1 Bdrm)			
Status	Work Requested	Department	Start At /	Tasks
Complete	AC Repair - Closet Leak	Engineering	Wed 1/10 19:12	AC Repair - Closet Leak
Complete	Deliver Coffee, Regular	Housekeeping	Sat 1/13 10:00	Deliver Coffee, Regular
Incomplete	Replace Light Bulb/Light Out	Engineering	Mon 1/15 12:21	Replace Light Bulb/Light Out
Tasks:				
Type here to add	d a task			- 0

1	Begin typing the location. Hit Tab to select and advance to the next field.
2	Choose Guest or Staff as the reporter.
3	Leave the default scheduled time for an immediate request, or enter a future time for the work order.
4,	Note the pending and recently completed work orders. This prevents duplicate work orders, provides insight into the Guest's experience, and alerts you to recurring issues at this location.

In the Task field, search for the request by typing in one or more keywords.

Tasks:	
oath tow	
Deliver Bath Towel	
Deliver Bath Towel (Exchange)	
Deliver Bath Towel (Replace)	

Add any additional information, and select Create Workorder(s).

Tasks:				
Deliver Bath 1	Deliver Bath Towel			▼ Remove
1 Priority:	High \vee	2 Extra Request 🔍 🔾		
ltem:	Bath Towel	✓ Qty: 1 😫 💈		
4 Notes:				
Assign T	o: [Nobody]		- 5	
Type here to	add a task			✓ 6 Remove

1	How urgent is the request? Higher priorities will jump to the top of the work order list.
2	An Extra request is a request for additional items that already come stocked in the room. Ex: Bath towels are Extra requests, a Pack-n-Play is not.
3	If this is a delivery, what is the quantity of requested items?
4	Any relevant information. Is there a baby sleeping? Is the guest celebrating a birthday?
5	If you have Assign privileges, you can assign this work order immediately. You can also leave it Unassigned.
6	You can add multiple tasks to a work order for the same time and location.