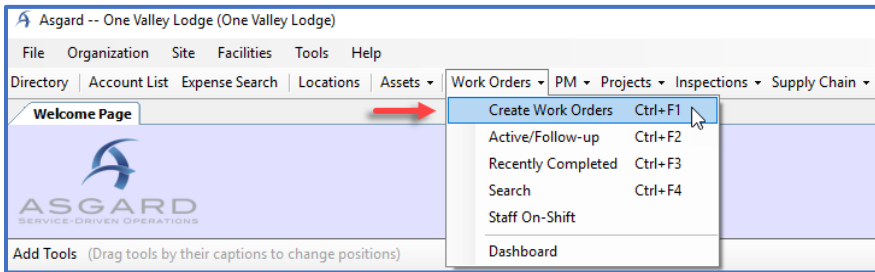


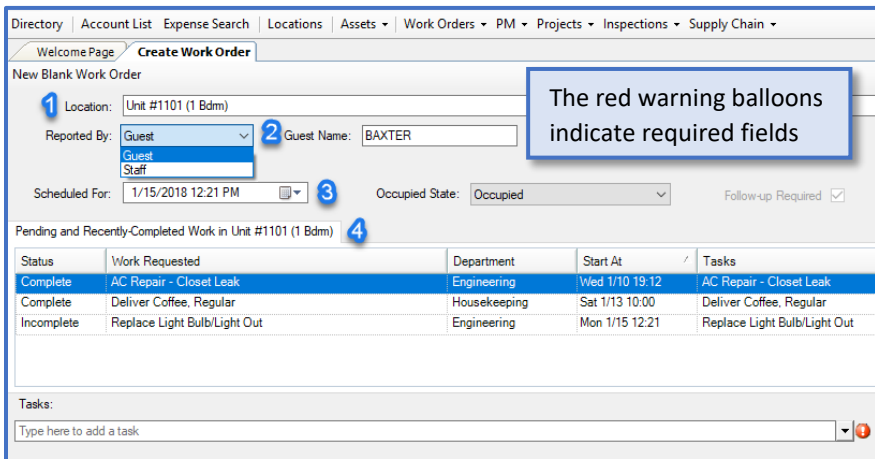
## How to Create a Standard Work Order in Asgard



Go to the Create Work Orders screen.

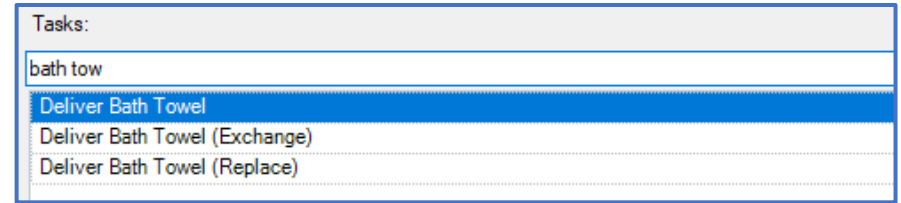


Use the Tab key to advance through the fields.

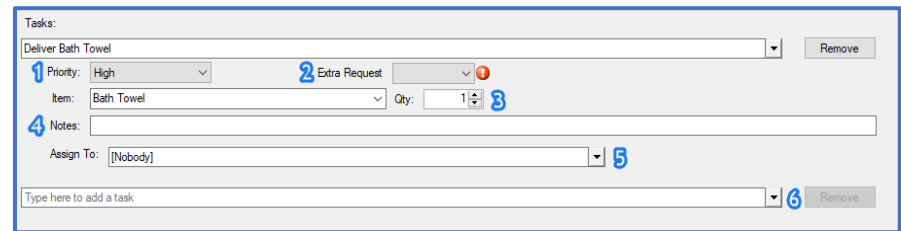


|   |  |
|---|--|
| 1 | Begin typing the location. Hit Tab to select and advance to the next field.  |
| 2 | Choose Guest or Staff as the reporter.   |
| 3 | Leave the default scheduled time for an immediate request, or enter a future time for the work order.  |
| 4 | Note the pending and recently completed 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.



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



|   |  |
|---|--|
| 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 <b>additional</b> items that <b>already</b> come stocked in the room.<br>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.   |