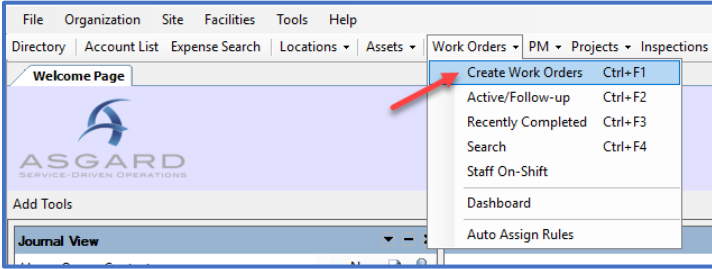## Creating Future Work Orders
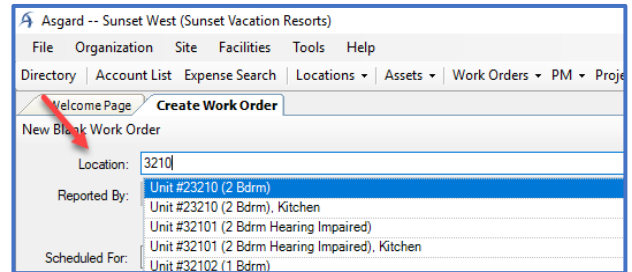
Follow the steps below to create a Future Work Order. For assistance with work order creation, please contact support@katanasoft.com.

Step 1: From the Work Orders drop-down, select Create Work Orders.
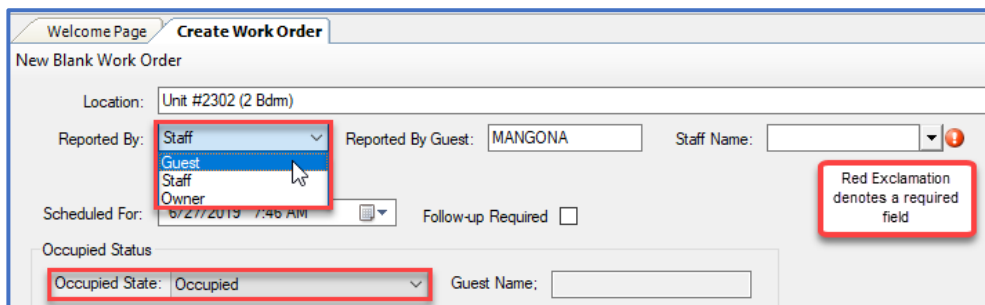

Note: The Create Work Orders screen was designed to be rapid entry. There is no need to use your mouse. Everything can be entered by typing and using the arrow and Tab keys on your keyboard.

Step 2: Enter the location. Asgard will begin filtering the available choices as you type. Use the arrow keys to highlight the correct location, and Tab.

Step 3: Select the reporter, and, if Staff Reported, select or enter the reporter's name.

Note: If your property has an interface between Asgard and your Property Management System, the guest name and occupied status will populate automatically. If not, you will be required to enter this information.

Step 4: The Scheduled For field defaults to the time that the screen was opened. Use the drop down to access the calendar or arrow over to change the date and/or time as requested.

Note: The future date/time selected affects all of the tasks added to the work order. If, for example, the guest asks for Coffee to be delivered now and a crib tomorrow, you will need to make two separate work orders.

Step 5: In the Tasks field, type the keyword for the request. Select the task and Tab. Fill in the required fields indicated by red exclamations.

- Extra Request
- Quantity (if applicable)
- Sublocation (where needed)
- Notes – any additional information that the associate may need to complete the work order
- Assign To – If you have Assign privileges, and your property uses this configuration, you can assign this work order now or leave it unassigned
- Add as many additional tasks as necessary for the same location. Asgard will automatically separate the tasks by which department will complete the work.

Step 6: Once you have added all of the requested **future** tasks, Tab to and press Enter on the **Create Workorder(s)** button. The work order will appear in Asgard at the future date/time.