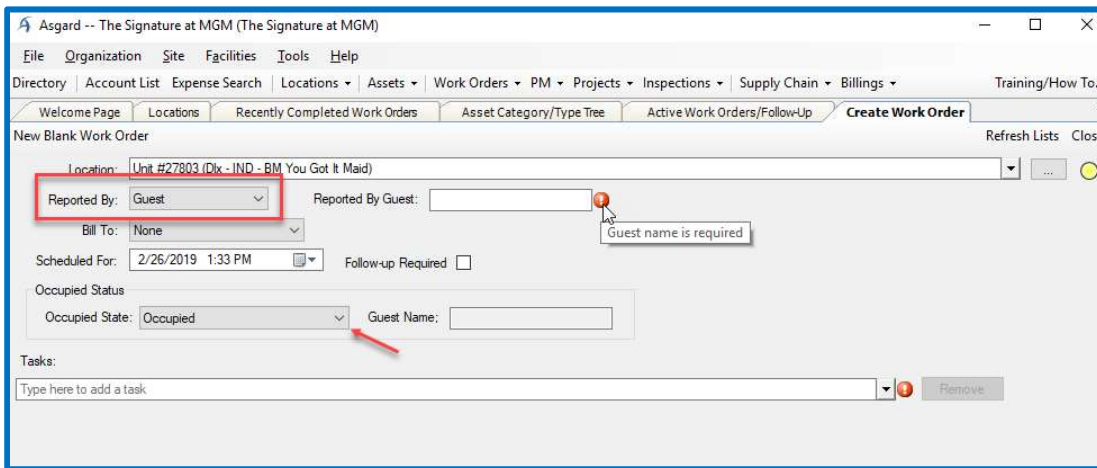


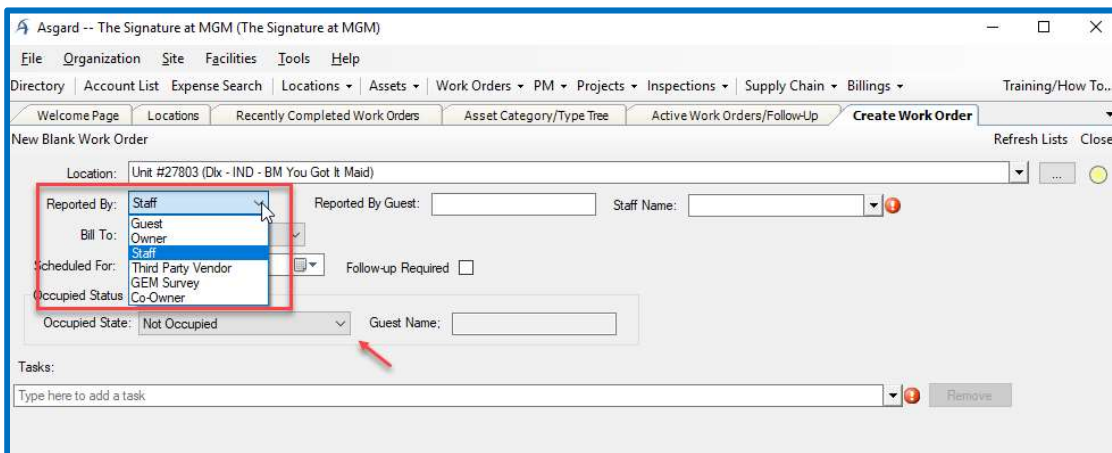
Create Work Order – Occupied Status

The Occupied Status field in Asgard allows the ability to capture the Occupied Status at the time the work order is created.

When selecting Guest in the Reported By field, Asgard will automatically default the Occupied Status to Occupied and the guest name is required. The Occupied Status can be changed by clicking the dropdown arrow and selecting a new status.



When selecting Staff or other options in the Reported By field, Asgard will automatically default the Occupied Status to Unoccupied. The Staff name may be required. The Occupied Status can be changed by clicking the dropdown arrow and selecting a new status.



The Occupied Status of a work order remains the same, unless manually changed. Always check the status of the room by knocking before entering.