

## Asgard Desktop Job Aide

## Search for all Work Order Types by Location

Follow the steps below to find all work orders types associated with a location using the Location functionality in the Asgard Desktop Application.

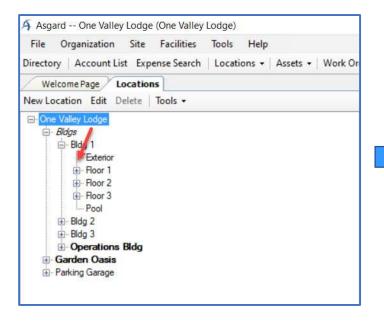


Note: The ability to view Locations is permission based. If you do not have this permission, but think you should, please contact <u>support@katanasoft.com</u>.

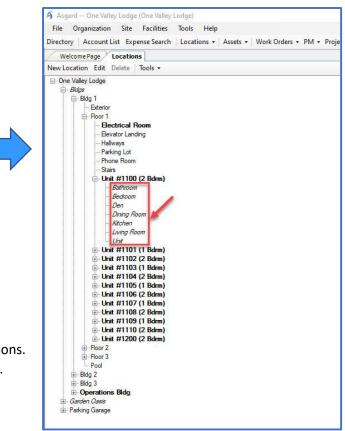
**Step 1:** In the Locations drop-down, select **Locations**.

Directory Account List Expense Search	Locations - Assets - Work Orders - PM - Projects - Inspectio				
	Locations Locations				
Welcome Page	Locations				
6	Reservations				
4	Reservation Import				
ASGARD	Occupied Status Import				
SERVICE-DRIVEN OPERATIONS					

**Step 2:** On the left-hand side of the screen, click on the + sign to expand the main locations to display the sublocations within that area.



Note: Locations that are italicized are hidden locations. Hidden locations can't be assigned to a work order.



**Step 3**: When you select a location, all the pending or incomplete work orders will appear in the lower right-hand section of the screen. The work order information is organized into the following columns:

A Asgard One Valley Lodge (One Valley Lodge)						- a ×
File Organization Site Facilities Tools Help						
Directory   Account List Expense Search   Locations +   A	Assets •   Work Orders • PM •	Projects • Inspections • Suppl	ly Chain • Cleans •			Training/How To.
Welcome Page Locations						
New Location Edit Delete   Tools -	View Asset					Clos
Cone Valley Lodge     Bidg 1     Bidg 1     Bedg 1	10	Name		∆ Quantity	Cost Pi	aced In Service
Unit #1109 (1 Bdrm)		0 Assets	1		\$0	
⊕ Unit #1110 (2 Bdrm) ⊕ Unit #1200 (2 Bdrm)	View Pending	y Work Order	1			Reports
te)- Floor 2 te)- Floor 3	ID	Start At	Request		Туре	Priority
Pool Bidg 2	27537	Tue 3/17 0.00	A/C Filter Change PM-MTH		Equipment PM	Medium
Bldg 3	27877	Sat 3/21 0:00	EIWO Quick Check		EIWO Inspection	Medium
Operations Bldg     Garden Oasis     Parking Garage	27822	Wed 4/1 0:00	HSK Villa/Unit Inspection 2 Bedroom - QTR		Unit Inspection	Medium

- ID Number
- Expected to Start At Day of the Week, Date, and Time
- Request or Work Order Name
- Type Standard, Inspection, or PM Work Orders
- Priority

Step 4: To view a specific work order, double-click, or highlight it and select the View Pending Work Order button.

If any changes are made to the work order, remember to Save/Close before continuing.

	0 Assets	
View Pending V	Vork Order	
ID	Start At	Request
27537	Tue 3/17 0:00	A/C Filter Char
27877	Sat 3/21 0:00	ElWO Quick Cl
27822	Wed 4/1 0:00	HSK Villa/Unit I

Asgard One Valley Lodge (One Vall	ey Lodge)					– đ ×
File Organization Site Facilitie	s Tools Help					
Directory   Account List Expense Sear	ch   Locations •   Assets •   Work	Orders - PM - Projects - Inspe	tions - Supply Chain - Cleans -			Training/How To.
Welcome Page Locations [275	i37] A/C Filter Change PM-MTH*					<b>1</b>
Suspend Complete Cancel Create	Template Reports - OK				Tabb	ed View Save Save/Close Print/Close Clos
Request: A/C Filter Change PM-MTH					1	Status: Incomplete
Location: Unit #1100 (2 Bdm)						
And the second s	orted By Guest:	Staff Name:	<b>_</b>			Expected Start: 3/17/2020 12:00 AM
Type: Equipment PM (Engineering)						Due By: 🗹 4/ 1/2020 12:00 AM
Occupied Status	<ul> <li>Priorky, [Med</li> </ul>	um 🗸				Overdue By: 2 4/15/2020 12:00 AM
Occupied State Occupied	Guest Name:				Expires: 🗹 4/16/2020 📑 🔻	Assignee: [Nobody]
Contraction of the second	Contra (Marine)	1				
Description:					~	Last Assigned: 3/20/2020 8:32 AM
						Started: 3/23/2020 6.42 AM
						Work Time: N/A
	1				100	Mobile-Received:
	AM					Mobie-Received:
Entered by Tree, Denise on 3/7/2020 1:46	al Entries Lon NotFinations					
Entered by Tree, Denise on 3/7/2020 1:46 Tasks (0/5) Costs Comments (0) Jour	in choice boy monitorions					
		Selected Tasks to: + Add/Edit Note	s on Selected New Standard Work Order			
Tasks (0/5) Costs Comments (0) Jour		Selected Tasks to: • Add/Edit Note Summary	Notes	Extra Request?		
Tasks (D/5) Costs Comments (D) Journ Edit Delete   Move Up Move Down	Select All Deselect All Change			Extra Request?		
Tasks (0/5) Costs Comments (0) Journ Edit Delete Move Up Move Down # Completed Name	Select All Deselect All Change Category					
Tasks (0/5) Costs Comments (0) Journ Edit Delete Move Up Move Down Completed Name	Select All Deselect All Change Category					
Taska (0/5) Costs Comments (0) Journ Edit Delete Move Up Move Down # Completed Name 1 Tornuet 2 Remove ( 3 Inspect o	Select All Deselect All Change Category Child Genecoment old filters oils for cleanliness					
Taska (0/5) Costs Comments (0) Jour Edit Delete Move Up Move Down Complete Nove Up Move Down Complete Nove Up	Select All Deselect All Change Category Child Genecoment old filters oils for cleanliness					

**Step 5**: To see **all** the pending and completed work order types for a specific location, use the Reports drop-down button and select Work Orders by Location.

View Pending	g Work Order			Reports
ID	Start At	Request	Туре	Work Orders by Location
27537	Tue 3/17 0:00	A/C Filter Change PM-MTH	Equipment PM	Medium
27877	Sat 3/21 0:00	EIWO Quick Check	ElWO Inspection	Medium
27822	Wed 4/1 0:00	HSK Villa/Unit Inspection 2 Bedroom - QTR	Unit Inspection	Medium

When the Report Options dialogue box appears, adjust the dates to capture the timeframe of the work for the desired location and click **Finish**.

From: To:	1/ 1/2020 12:00 AM	
10.	3/23/2020 1:00 AM	

**Step 6**: A preview screen will open for The Work Orders by Location Report. There are several options for distributing this information to include printing, exporting, or emailing in a variety of formats.

Preview				1.1		
File View Background						
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			-			
				Work Orders by Location	********	
				For One Valley Lodge		
				For Unit #1100 (2 Bdrm)		
			From 1/	1/2020 12:00:00 AM to 3/23/2020 12:00:00 AM		
	ID	Start At	Status	Request	Туре	Priority
	25762	1/17/2020	Complete	A/C Filter Change PM-MTH	Equipment PM	Medium
	27537	3/17/2020	Incomplete	A/C Filter Change PM-MTH	Equipment PM	Medium
	26962	2/19/2020	Complete	Deliver Bath Towel	Delivery	Medium
	27947	3/20/2020	Complete	Deliver Coffee, Regular	Delivery	Medium
	27877	3/21/2020	Incomplete	EIWO Quick Check	EIWO Inspection	n Medium
	26030	1/18/2020	Complete	EIWO Quick Check	EIWO Inspection	n Medium
	25077	1/1/2020	Complete	HSK Villa/Unit Inspection 2 Bedroom - QTR	Unit Inspection	Medium