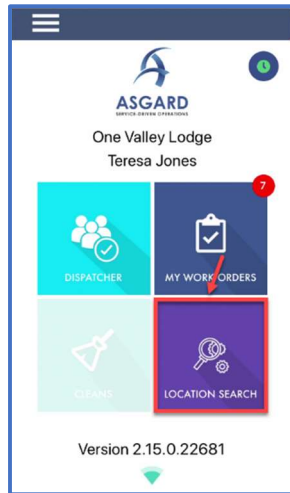


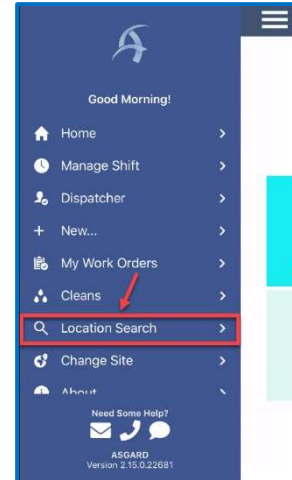
AsgardMobile 2.0 Location Search

Use the information below to search for all work orders for a specific location in AsgardMobile 2.0.

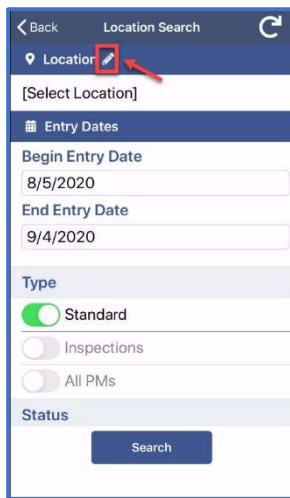
Step 1: Select Location Search from the home screen



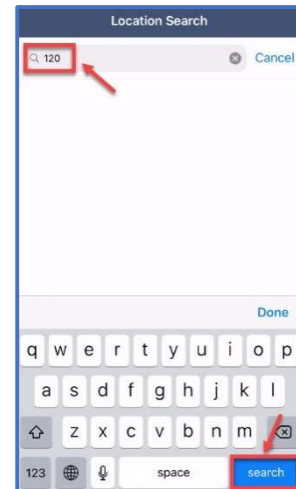
or the **hamburger menu**.



Step 2: Tap the Pencil to Search for a Location.



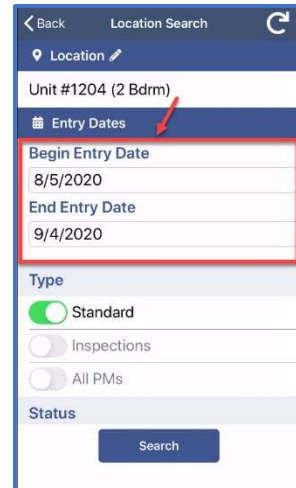
Step 3: Type the first three characters of the location and tap Search.



Step 4: Tap the Location you're looking for.

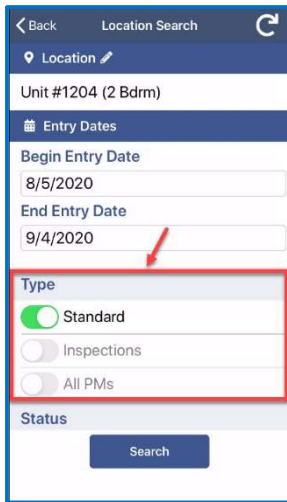


Step 5: Enter a Begin Entry Date and End Entry Date. Defaults to the last 30 days.

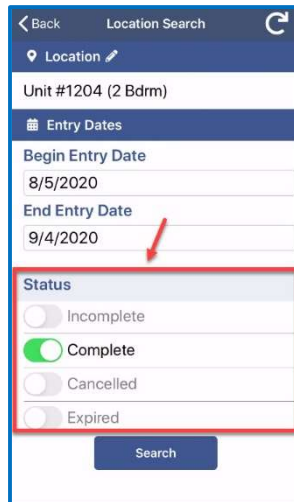


Step 6: Choose the **Location Search Filters** needed for the search by using the on/off toggle buttons.

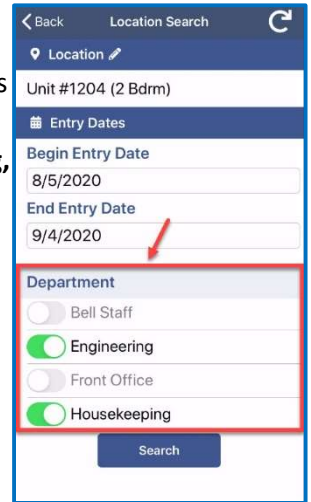
Type allows filters for **Standard, Inspections, or All PMs**



Status enables filters for **Incomplete, Complete, Cancelled, Expired, and Superseded**



Department provides filters for **Housekeeping, Engineering, Activities, etc.**



Tap a banner heading to select all or unselect all for any Location Search Filter.

Step 7: Tap the **Search** button after all search parameters have been chosen.

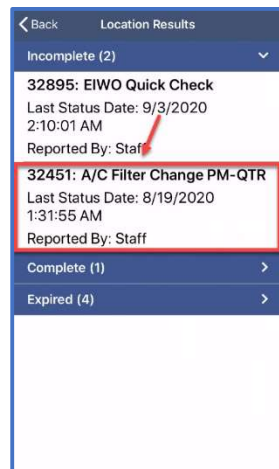


Step 8: **Results** will have banner headings with status and quantity of the work orders.



Note: If no results match your search criteria you will get a message letting you know.

Step 8: Tap the **Banner heading** to show all the work orders and tap a work order to view the details.



Step 9: Tap the **Reset** symbol to clear the location, reset your entry dates and search criteria to the defaults.

Defaults are:

- Last 30 days
- Standard for Type
- Complete for Status
- Your Department

