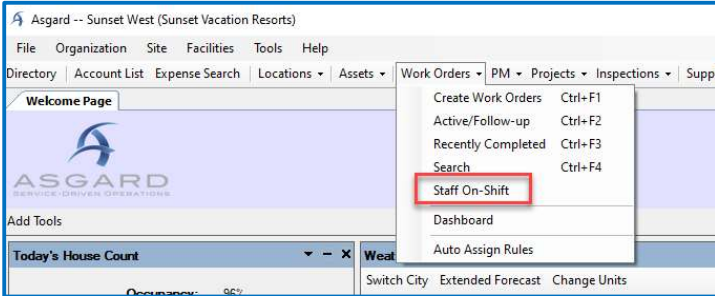


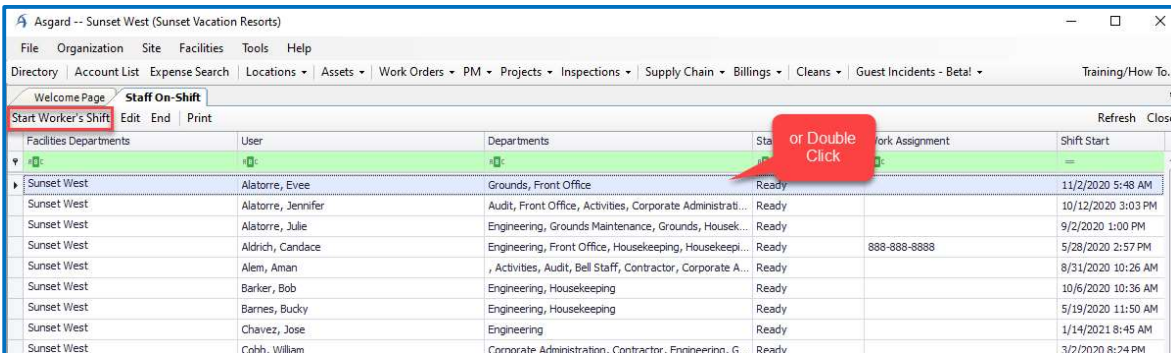
## Asgard Desktop Job Aide – Capturing Mobile Phone Numbers

*AsgardMobile 2.0 allows users to log in on any mobile device, eliminating the need for sites to assign a specific device to a user. There may be instances where it will be helpful to have easy access to the phone number for any specific user.*

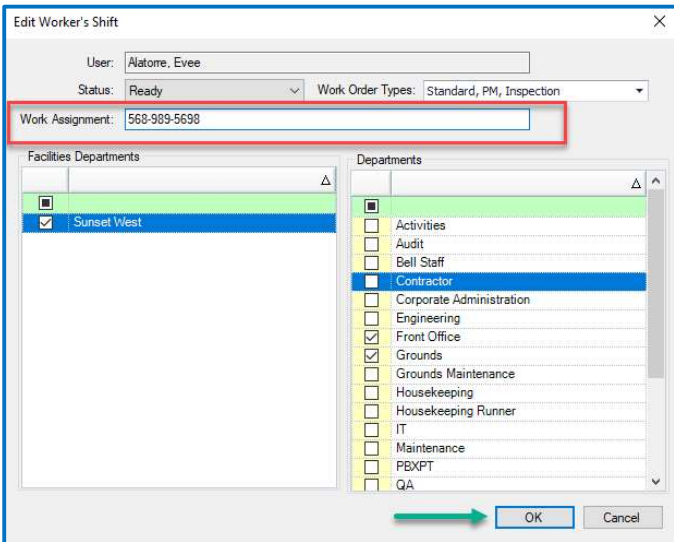
**Step 1:** Click the Work Orders dropdown and open Staff On-Shift.



**Step 2:** Click Start Worker's Shift or select a user already on-shift and double-click.



**Step 3:** Enter the phone number for the device in the Work Assignment field. Click OK.





The number is now visible on the Staff On-Shift screen and in the assignment dropdown list for easy reference.

Facilities	Departments	User	Departments	Status	Work Assignment	Shift Start
Sunset West	Alatorre, Eevee	Grounds, Front Office	Ready	568-989-5698	11/2/2020 5:48 AM	
Sunset West	Alatorre, Jennifer	Audit, Front Office, Activities, Corporate Administrati...	Ready		10/12/2020 3:03 PM	
Sunset West	Alatorre, Julie	Engineering, Grounds Maintenance, Grounds, Housek...	Ready		10/12/2020 1:00 PM	

Event: [No Event]

Tasks:

Deliver Bath Towel - Delivery (Housekeeping)

Priority: High Extra Request: No

Sublocation:

Notes:

Assign To: [Nobody]

- Alatorre, Eevee (568-989-5698)
- Alatorre, Jennifer
- Alatorre, Julie

If you have any questions or need any help contact [support@katanasoft.com](mailto:support@katanasoft.com).