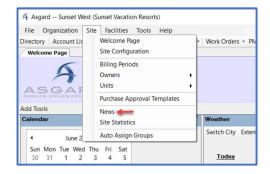


Asgard Desktop Job Aide

Welcome Page - News

The 'News' tool on the Welcome Page is used to easily share information across all departments. The ability to add News is permission based. If you do not have this permission contact us at support@katanasoft.com

Step 1: From the 'Site' drop-down menu, click **News**



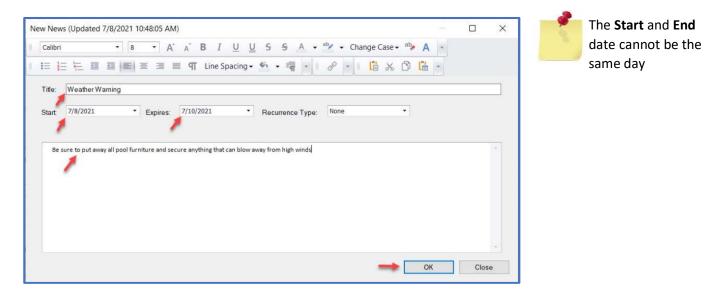
Step 2: Click New in the top left corner

Asgard Sunset West (Sunset Vacation	on Resorts)				-		
File Organization Site Facilities	Tools Help						
Directory Account List Expense Search Locations + Assets + Work Orders + PM + Projects + Inspections + Supply Chain + Billings + Cleans + Guest Incidents +						Training/How	
Welcome Page News List							
New Edit Delete						(
Applies To	Title	Start	Expire	Recurs		Last	
*D¢ •	AD		=	R C		=	
Facilities Department: Piney Shores	Thought for the Day	7/14/2021	7/21/2021			6/30	
Facilities Department: Piney Shores	Thought for the Day	7/7/2021	7/14/2021			6/30	
Facilities Department: Keystone Resort	Lakeshore water shutoff 7/2 from 9:00AM-11:00AM	7/2/2021	7/3/2021			6/30	
Facilities Department: Piney Shores	Thought for the Day	6/30/2021	7/7/2021			6/17	

Step 3: Select Site-Wide and the site which the news applies to. Click OK

News Site Selection		×
Global: Visible from every	Site	
Organization-Wide: Visibl	e from every site in an Organization	
Organization:	Sunset Vacation Resorts V	
O Facilities Department-Wie	le: Visible from everywhere in a particular Facilities Department, and from Consolidated Sites above it	
Facilities Department	Sunset West	
sites	setWest	
	OK Cance	I

Step 4: Enter all of the necessary information pertaining to the site news. For your convenience all of the usual Microsoft Word features are available. Click **OK**



Step 5: Confirm that News has updated on the Welcome Page

