

## Asgard Desktop Job Aide

## **Assigning PM Work Orders**

PMs can be assigned one-at-a-time or you can select multiple PMs to assign to one team member. Remember, PMs can only be assigned to one person. The process for tracking additional team members' work on the same PM is an internal leadership decision.

**Step 1:** To assign an individual PM, highlight the PM and use the *Assign To* drop-down to select the user.

				Actions • 🗌 Show Future Item	s Clear Filter		
e	elect Location Filte	r Clear Loca	tion Filter				
	Aging	• ID •	- Location	Work Requested	Occupied State	Assigned To	Last Complete
	RBC	RBC	RBC	RBC	RBC	REC	=
	OK	42348	Unit #2302 (2 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]	2/26/2020
1	ОК	42349	Unit #2201 (1 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]	• 2/29/2020
	ОК	42351	Unit #1110 (2 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	User Full Name	*
	ОК	42352	Unit #1202 (2 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]	
	OK	42354	Unit #2104 (2 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	Abrix, Leanne	
	ОК	42355	Unit #3109 (1 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	Chamblain , William Chavez, Jose	
	ОК	42356	Unit #3108 (2 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	Farro, Royston	
	ОК	42359	Unit #1205 (1 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	x	1
	OK	43359	11.11 #2202 /1 R.L	A/C FILL CLANNEDM-MTH	Nul Occuried	[Ni]	3/25/2020

**Step 2:** To assign multiple PM work orders to one person, click and drag your mouse to highlight the PMs or cherrypick the PMs by holding down the CTRL key and clicking each work order.

Viev	v Assign/Reassi	i <b>gn</b> Unass	ign Complete Cancel Mass	s Actions 🝷 🛄 Show Future Items	Clear Filter		V	liew Assig	n/Reassig	n Unass	ign Complete Cancel Mas	s Actions • 📋 Show Future Item	5 Clear Filter	
Sele	ct Location Filter	r Clear Loo	cation Filter				S	elect Locat	ion Filter	Clear Loc	cation Filter			
A	ging	• ID	- Location	Work Requested	Occupied State	Assigned To	T	Aging		ID	Location	Work Requested	Occupied State	Assigne
9 B	c	REC	R C	RBC	8 BC	8 <b>0</b> 0	۲	RBC		REC	RBC	a <mark>n</mark> c	REC	RBC
	ОК	43221	Unit #3307 (1 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]		(	ЭK	43221	Unit #3307 (1 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]
	ОК	43222	Unit #3205 (1 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]		(	)K	43222	Unit #3205 (1 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]
	OK	43223	Unit #1107 (1 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]		(	ОК	43223	Unit #1107 (1 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]
	OK	43224	Unit #3202 (2 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]		(	ОК	43224	Unit #3202 (2 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]
	ОК	43225	Unit #3101 (1 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]	P	(	ОК	43225	Unit #3101 (1 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]
	OK	43226	Unit #1303 (1 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]	1	(	ЭK	43226	Unit #1303 (1 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]
	ОК	43227	Unit #3206 (2 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]		(	)K	43227	Unit #3206 (2 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]
	267 Work Orde	ars						267 V	Jork Orders					

Click on Assign/Reassign button in the upper left-hand corner and choose the team member.

	t Location Filte	r Clear Loca	ation Filter							
Agi	ing	• ID	Location	Work Requested	Occup	ied State	Assigned To	Last Completed		
* *00		••••••••••••••••••••••••••••••••••••	NDC	<d:< th=""><th>A D C</th><th></th><th>1<b>0</b>0</th><th>=</th></d:<>	A D C		1 <b>0</b> 0	=		
	OK	42348	Unit #2302 (2 Bdrm)	A/C Filter Change PM-M1	H Not Or	ccupied	[None]	2/26/2020		
		42349	Unit #2201 (1 Bdrm)	A/C Filter Change PM-MT	'H Not Or	ccupied	[None]	2/29/2020		
		42351	Unit #1110 (2 Bdrm)	A/C Filter Change PM-MT	'H Not Or	ccupied	[None]	2/25/2020		
		42352	Unit #1202 (2 Bdrm)	A/C Filter Change PM-MT	H Not Or	ccupied	[None]	2/25/2020		
•	OK	42354	Unit #2104 (2 Bdrm)	A/C Filter Change Reason	ian Work Or	dore		×		
		42355	Unit #3109 (1 Bdrm)	A/C Filter Change	Ign Work On	work orders /				
		42356	Unit #3108 (2 Bdrm)	A/C Filter Change	Assign To:					
		42357	Unit #3308 (2 Bdrm)	A/C Filter Change	Assign to.	Abrix, Lea	000			
		42358	Unit #1103 (1 Bdrm)	A/C Filter Change		Aldrich, C				
		42359	Unit #1205 (1 Bdrm)	A/C Filter Change		Andrews.				
		42360	Unit #3303 (1 Bdrm)	A/C Filter Change PM-MT	H Not Or	Bell-Leon	Bailey	1		
		42361	Unit #1210 (2 Bdrm)	A/C Filter Change PM-MT	H Not Or	Beringer, I	Richi			
		42362	Unit #1104 (2 Bdrm)	A/C Filter Change PM-MT	'H Not Or					
		42363	Unit #1108 (2 Bdrm)	A/C Filter Change PM-MT	'H Not Or					
		42364	Unit #1307 (1 Bdrm)	A/C Filter Change PM-MT	H Not Or					
		42365	Unit #3307 (1 Bdrm)	A/C Filter Change PM-MT	H Not Or	Chavez, J Christian				

**Step 3:** To *Unassign* follow the same steps to select the PM(s) and click on the *Unassign* button in the upper left-hand corner.

	1.2	ter Clear Loca		s Actions 👻 🗌 Show Future Item					
Agin	ia.	- ID -	Location	Work Requested	Occupied State	Assigned To	Last Comp		
	9	10 10	* <b>I</b> C	In Contraction of Contraction	*Occupied Statem		=		
	OK 42772 Garden O		Garden Oasis Pool	Pool PM-WKL	Not Occupied	[None]	3/6/2020		
		42773	Bldg 3, Pool	Pool PM-WKL	Not Occupied	[None]	3/6/2020		
		42774	Bidg 1, Pool	Pool PM-WKL	Not Occupied	Jones, Teresa	7/23/2021		
	ОК	42342	Unit #3302 (2 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	Brown, Janice (Off-Shift)	11/3/2020		
		42343	Unit #2205 (1 Bdrm)	A/C Filter Change PM-MTH		20			
		42344	Unit #2105 (1 Bdrm)	A/C Filter Change PM-MTH	Confirm Unassign		× 20		
		42345	Unit #3210 (2 Bdrm)	A/C Filter Change PM-MTH		20			
		42346	Unit #2102 (2 Bdrm)	A/C Filter Change PM-MTH					
		42347	Unit #3309 (1 Bdrm)	A/C Filter Change PM-MTH	Unassig	Unassigned the selected work orders?			
		42348	Unit #2302 (2 Bdrm)	A/C Filter Change PM-MTH	-				
		42349	Unit #2201 (1 Bdrm)	A/C Filter Change PM-MTH			20		
		42351	Unit #1110 (2 Bdrm)	A/C Filter Change PM-MTH		Yes No	20		
		42352	Unit #1202 (2 Bdrm)	A/C Filter Change PM-MTH		res	20		
		42354	Unit #2104 (2 Bdrm)	A/C Filter Change PM-MTH	mor o coopreu	(	20		
		42355	Unit #3109 (1 Bdrm)	A/C Filter Change PM-MTH	Not Occupied	[None]	2/27/2020		