

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 gn 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 0 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>100</th><th>=</th></d:<> | A D C | | 1 0 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 | * I 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 | | |