

## Asgard Desktop Job Aide

## **Prioritizing PMs**

**Step 1:** Open the *Active PM Work* drop down from the PM menu tab. Select a *Department*.

PM	Projects - Inspections	• Su	pply Chain 🔹 Cleans 🔹
	Active PM Work		Audit
	Recently Completed		Engineering Housekeeping

**Step 2:** The Active PM screen contains all of the active PMs that have been generated for your site by the system at the beginning of the period in which they should be completed. The bottom left-hand corner gives you the total PMs. The different columns provide information at a glance that will help you manage your PM work. Use the green filter bar to narrow the data for a list of all PM work that needs to be completed at that location.

Aging	ID	Location	* Work Requested	Occupied State	Assigned To	Last Completed	Days Since Last Completed •	Start At	Department	Туре	Priority
C	8 B C	📲 bldg 8	ac filter	8 <b>8</b> 0	8 8 C	-	=	=	R <mark>I</mark> C	a 🛛 c	8 <mark>8</mark> C
ОК	3223477	#1405 (Guest Villa), Bldg 81	Villa Care AC Filter PM-QTR	Not Occupied	[None]	12/24/2020	221	Thu 7/1 0:00	Engineering	Villa/Unit AC Filter	High
ОК	3223486	#2225 (1 Bdrm Master), Bldg 82	Villa Care AC Filter PM-QTR	Not Occupied	[None]	12/24/2020	221	Thu 7/1 0:00	Engineering	Villa/Unit AC Filter	High
OK	3223513	#2228 (1 Bdrm Master), Bldg 82	Villa Care AC Filter PM-QTR	Not Occupied	[None]	12/24/2020	221	Thu 7/1 0:00	Engineering	Villa/Unit AC Filter	High
	3223758	#2419 (Guest Villa), Bldg 82	Villa Care AC Filter PM-QTR	Not Occupied	[None]	12/24/2020	221	Thu 7/1 0:00	Engineering	Villa/Unit AC Filter	High
OK	3223801	#2119 (Guest Villa), Bldg 82	Villa Care AC Filter PM-QTR	Not Occupied	[None]	12/24/2020	221	Thu 7/1 0:00	Engineering	Villa/Unit AC Filter	High
	3223796	#2319 (Guest Villa), Bldg 82	Villa Care AC Filter PM-QTR	Not Occupied	[None]	12/24/2020	221	Thu 7/1 0:00	Engineering	Villa/Unit AC Filter	High

**Step 3:** The two most important columns provide you with critical information that enables you to decide the best course of action when prioritizing and assigning your PM work.



*Last Completed column* gives you the date that the PM work order was last completed at that location.

**Days Since Last Completed** column is the actual number of days since the work was completed at that location.

Location	Work Requested	Assigned To	Last Complet	Days Since Last Compl •
RBC	= A/C Filter Change PM-QTR	RBC	-	=
#802 (2 Bdr	A/C Filter Change PM-QTR	[None]	5/27/2021	80
#806 (2 Bdr	A/C Filter Change PM-QTR	[None]	5/28/2021	80
#812 (2 Bdr	A/C Filter Change PM-QTR	[None]	5/31/2021	76
Front Desk	A/C Filter Change PM-QTR	[None]	5/31/2021	76
#808 (2 Bdr	A/C Filter Change PM-QTR	[None]	6/2/2021	75
#807 (2 Bdr	A/C Filter Change PM-QTR	[None]	6/1/2021	75
#811 (2 Bdr	A/C Filter Change PM-QTR	[None]	6/2/2021	74

**Step 4:** Clicking on **Days Since Last Completed** sorts the PMs up and down numerically, listing the location for the longest time since it was last completed at the top.

ID Location		<ul> <li>Work Requested</li> </ul>		
HOC	#Dc	n@c		
42342	Unit #3302 (2 Bdrm)	A/C Filter Change PM-MTH		
36164	Unit #3302 (2 Bdrm)	Unit PM-ANN		
35496	Unit #3302 (2 Bdrm)	Carpet Care Wall-To-Wall Ex		
36496	Unit #3302 (2 Bdrm)	Deep Clean PM-ANN		
36194	Unit #3303 (1 Bdrm)	Unit PM-ANN		
40903	Unit #3303 (1 Bdrm)	A/C Filter Change PM-QTR		
42360	Unit #3303 (1 Bdrm)	A/C Filter Change PM-MTH		

Last Completed	Days Since Last C	ompleted • Start At	
-	-	-	
12/24/2020		221 Thu 7/1 0:	00
12/24/2020		221 Thu 7/1 0:	00
12/24/2020		221 Thu 7/1 0:	00
12/26/2020		220 Thu 7/1 0:	00
12/26/2020		220 Thu 7/1 0:	00
12/26/2020		220 Thu 7/1 0:	00
12/28/2020		218 Thu 7/1 0:	00
12/29/2020		217 Thu 7/1 0:	00
12/29/2020		217 Thu 7/1 0:	00

**Step 5:** Clicking on **Location** groups the locations together allowing you to consolidate the work and assign several PMs to be completed by the same technician.