
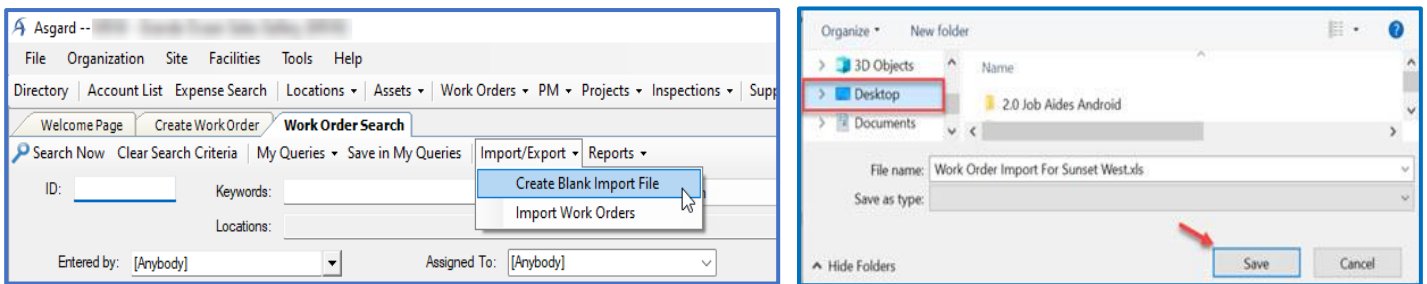


Capturing Work Orders during Power/Internet Outages

If your property experiences a power or Internet outage, you'll still need a way to capture work. This Job Aide describes a process for manually capturing the work, then importing it into Asgard from Excel.

 **You must take advance action to ensure the necessary resources are available to follow this procedure.**

Step 1: Prior to one of these events, Download the Import File from the Work Order Search screen in Asgard. Save it to your Desktop so it is easy to find. Print out several copies of the Work Order Import form. Store copies in the Front Office, Engineering, and Housekeeping.



Step 2: During the outage, capture all work order details with pen or pencil on the printed copies.

Status (required, number only)	ID (number only)	Type (Required), Must be in List	Department (optional), Must be in Model Task List	Model Task Category Name (optional)	Priority number (number only): 1: Critical 2: High 3: Medium 4: Low 5: Very Low	Name (Required)	Description (optional)
1 - Incomplete	(if assigned an ID will typically, leave blank)	Location Path, or Unit #, must be in system					
2 - Cancelled							
3 - Completed							
1		Unit #2109	Delivery	Housekeeping	Assist	1	Flashlight

Step 3: When power/Internet is restored, copy the details from all of the physical sheets into an electronic version of the Import sheet, updating status and details as directed in the column headers and consolidating any duplicates. Save the sheet and proceed to Step 4.

Step 4: Import the work orders into Asgard, using the Import option on the Work Order Search screen.

