

Asgard

Inspection Management

INSPECTION MANAGEMENT TRAINING WORKBOOK SUMMER 2022

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Active Inspection Work

Notes

Location

Work Requested

Assigned To

Asgard -- MVW Training Site (MVW Training Resources)

File Organization Site Facilities Tools Help

Directory Account List Expense Search Locations Assets Work Orders PM Projects Inspections Supply Chain Cleans Incidents Training/How To...

Welcome Page Inspection Schedule **Active Inspection Work** Manage Inspection Templates

New Inspection View Mass-Create Assign/Reassign Unassign Cancel ☐ Show Future Items Clear Filter View Matrix Print Refresh Close

Select Location Filter Clear Location Filter

Drag a column header here to group by that column

Aging	ID	Location	Occupied	Work Requested	Department	Assigned To	Inspecting Work Of	Last Completed	Days Since Last Complete
OK	41629	#1209 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]		
OK	41633	#1203 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]		
OK	41627	#1207 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]		
OK	41623	#1203 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]		
OK	41626	#1206 (Guest Villa)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]		
OK	41631	#1211 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]		
OK	41624	#1204 (Guest Villa)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]		
OK	41625	#1205 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]		
OK	41630	#1210 (Guest Villa)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]		
OK	41632	#1212 (Guest Villa)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]		
OK	41622	#1201 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]		
OK	41628	#1208 (Guest Villa)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]		
OK	40764	#1206 (Guest Villa)	Not Occupied	HSKP Villa Inspection 2 Bedroom	Housekee...	[None]	[None]		
OK	40762	#1201 (Master)	Not Occupied	Housekeeping Villa Care Condensed Inspecti...	Housekee...	[None]	[None]		
OK	40771	#1316 (Guest Villa)	Occupied	HSKP Villa Inspection 2 Bedroom	Housekee...	[None]	[None]		
OVERDUE	40053	#5302 (Guest Villa)	Not Occupied	Housekeeping Villa Care Condensed Inspecti...	Housekee...	[None]	[None]	1/26/2021	
OVERDUE	40136	#6205 (Master)	Not Occupied	Housekeeping Villa Care Condensed Inspecti...	Housekee...	[None]	[None]	3/23/2022	
OVERDUE	40097	#6215 (Master)	Not Occupied	Housekeeping Villa Care Condensed Inspecti...	Housekee...	[None]	[None]	5/6/2020	
OVERDUE	40104	#5406 (Guest Villa)	Not Occupied	Housekeeping Villa Care Condensed Inspecti...	Housekee...	[None]	[None]	7/6/2021	
OVERDUE	40093	#6304 (Guest Villa)	Not Occupied	Housekeeping Villa Care Condensed Inspecti...	Housekee...	[None]	[None]	3/31/2022	

121 Inspections

kross MVW Training Site Last Action: WorkOrder #41629, Named "ENG: Villa: Abbreviated +" Saved

Create an Inspection

Notes

Welcome Page **Active Inspection Work**

New Inspection View Mass-Create Assign/Reassign Unassign Cancel ☐ Show Future Items Clear Filter

Select Location Filter Clear Location Filter |

Drag a column header here to group by that column

Aging	ID	Location	Occupied	Work Requested	Department	Assigned To
OK	41629	#1209 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]
OK	41633	#1203 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]
OK	41623	#1203 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]
OK	41627	#1207 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]

New Inspection

1 Location: #2101 (Master)

2 Template: ENG: Villa: Abbreviated +

Requested by: Staff

Reported By Guest:

Reported By Staff Name:

Occupied Status

Occupied State: Not Occupied

Guest Name:

Inspecting the Work of: Kayla Lanier (Engineering)

Scheduled For: 7/ 5/2022 7:14 AM

ENG

ENG: Villa: Abbreviated +

ENG: Villa: Full +

ENG: Villa: HVAC: Coil +

ENG: Villa: HVAC: Filter +

OK Cancel

Scan QR Code for
detailed instructions on
creating Inspections



1. Enter the location where the inspection is being done
2. Use the Drop-Down to **select** the correct inspection Template
3. If you are inspecting the work of someone else, enter **their** name in the 'Inspecting Work Of' field

Mass-Create Inspections

Notes

1. Use the drop-down menu or begin typing the name of the Inspection you want to create

2. 'Reported By' will default to Staff. Select your name or the staff member requesting the inspections

3. Click 'Add Locations' and select 'By Searching'

4. Select the locations that are going to be inspected and click 'OK'

1. Use the drop-down menu or begin typing the name of the Inspection you want to create
2. 'Reported By' will default to Staff. Select your name or the staff member requesting the inspections
3. Click 'Add Locations' and select 'By Searching'
4. Select the locations that are going to be inspected and click 'OK'

Scan QR Code for detailed instructions on creating Inspections



You can modify the

- Expected Start,
- Occupied State
- Inspected User

for each of these locations by mass-editing or individually.

Location	Subtype	Expected Start	Occupied State	Inspected User
#1201 (2 Bdrm - Lo...	2BR-LO	6/16/2022 11:00 AM	Not Occupied	Teresa Jones_Katana
#1203 (2 Bdrm - Lo...	2BR-LO	6/16/2022 11:00 AM	Not Occupied	Teresa Jones_Katana
#1205 (2 Bdrm - Lo...	2BR-LO	6/16/2022 11:00 AM	Not Occupied	Teresa Jones_Katana
#1207 (2 Bdrm - Lo...	2BR-LO	6/16/2022 11:00 AM	Not Occupied	Teresa Jones_Katana

Assigning Inspections

Notes

Assign Inspections one at a time

Aging	ID	Location	Occupied	Work Requested	Department	Assigned To	Inspecting Work Of
OK	41629	#1209 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]
OK	41633	#1203 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	User Full Name	
OK	41627	#1207 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	
OK	41623	#1203 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	Glenis Pena	
OK	41626	#1206 (Guest Villa)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	Andre Heslop	
OK	41631	#1211 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	Jason Heath	
OK	41624	#1204 (Guest Villa)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	Sharon Housey	
OK	41625	#1205 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	Bryan #CORP-RO_Rupar (testing)	
						Yolanda Olmedo	

Use the Drop-Down

Or assign multiple Inspections at once

New Inspection	View	Mass-Create	Assign/Reassign	Unassign	Cancel	<input type="checkbox"/> Show Future Items	Clear Filter
Select Location Filter	Clear Location Filter						
Drag a column header here to group by that column							
Aging	ID	Location	Occupied	Work Requested	Department	Assigned To	Inspecting Work Of
OK	41629	#1209 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]
OK	41633	#1203 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]
OK	41627	#1207 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]
OK	41623	#1203 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]
OK	41626	#1206 (Guest Villa)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]
OK	41631	#1211 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]

Click & drag your mouse to select multiple Inspection's and click "Assign/Reassign"

New Inspection	View	Mass-Create	Assign/Reassign	Unassign	Cancel	<input type="checkbox"/> Show Future Items	Clear Filter	View Matrix	Print	Refresh	Close
Select Location Filter	Clear Location Filter										
Drag a column header here to group by that column											
Aging	ID	Location	Occupied	Work Requested	Department	Assigned To	Inspecting Work Of	Last Completed	Days Since Last Complet		
OK	41629	#1209 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]				
OK	41633	#1203 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]				
OK	41627	#1207 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]				
OK	41623	#1203 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]				
OK	41626	#1206 (Guest Villa)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]				
OK	41631	#1211 (Master)	Not Occupied	ENG: Villa: Abbreviated +	Engineering	[None]	[None]				

Use Ctrl + your Mouse to select multiple Inspection's and click "Assign/Reassign"

Completing Inspections

Notes

The screenshot displays the 'Asgard -- MVW Training Site' interface. The top navigation bar includes 'File', 'Organization', 'Site', 'Facilities', 'Tools', and 'Help'. Below this is a 'Directory' section with links to 'Account List', 'Expense Search', 'Locations', 'Assets', 'Work Orders', 'PM', 'Projects', 'Inspections', 'Supply Chain', 'Cleans', and 'Incidents'. The main content area is titled 'Welcome Page' and 'Active Inspection Work'. It shows a request for 'ENG: Villa: Abbreviated +*' at location '#1209 (Master)'. The 'Reported By' is 'Staff', and the 'Type' is 'ENG: Villa (Engineering)'. The 'Priority' is 'Medium'. The 'Occupied Status' is 'Not Occupied'. The 'Expires' date is '7/ 5/2022'. The 'Description' field is empty. The 'Entered by' is 'Kayla Lanier on 6/30/2022 7:10 AM'. The 'Inspecting the Work Of' is '[Nobody]'. The 'Status' is 'Incomplete'. The 'Expected Start' is '6/30/2022 7:09 AM'. The 'Due By' is '7/ 1/2022 7:09 AM'. The 'Overdue By' is '7/ 9/2022 7:09 AM'. The 'Assignee' is 'Kayla Lanier'. The 'Last Assigned' is '6/30/2022 7:10 AM'. The 'Started' date is '7/ 5/2022 7:21 AM'. The 'Work Time' is 'N/A'. The 'Mobile-Received' field is empty. Below the form is a table of tasks with columns: #, Status, Name, Summary, Notes, Skip Reason, and Extra Request?.

#	Status	Name	Summary	Notes	Skip Reason	Extra Request?
1	Failed	Door Condition	Entrance Door	Scuff on bottom of door		<input type="checkbox"/>
2	Passed	Door Locks/Operation	Entrance Door			<input type="checkbox"/>
3	Passed	Change Door Battery	Entrance Door			<input type="checkbox"/>
4	Passed	Night Latch	Entrance Door			<input type="checkbox"/>
5	Passed	Viewer Hole	Entrance Door			<input type="checkbox"/>
6	Passed	Door Condition	Bathroom Door			<input type="checkbox"/>
7	Failed	Door Lock/Operation	Bathroom Door	door lock is loose		<input type="checkbox"/>
8	Passed	Leaks	Ceiling			<input type="checkbox"/>
9	Passed	Paint	Ceiling			<input type="checkbox"/>
10	Passed	Sink Faucet	Bathroom			<input type="checkbox"/>

61 Tasks

kross MVW Training Site Last Action: Template Named "ENG: Villa: HVAC: Filter +" Saved.

1. Inspections MUST be assigned in order to be completed
2. If needed, use the drop-down to select who's work you are inspecting
3. Tasks default to 'Passed', mark any that 'Failed', with any pertinent notes in the 'Notes' column
4. Click on 'Complete' in the top left corner to complete the Inspection
5. Click 'Save/Close'

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Completing
Inspections

