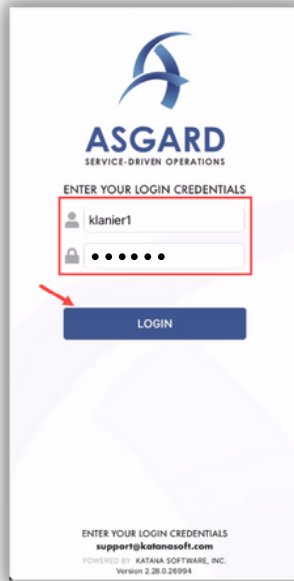




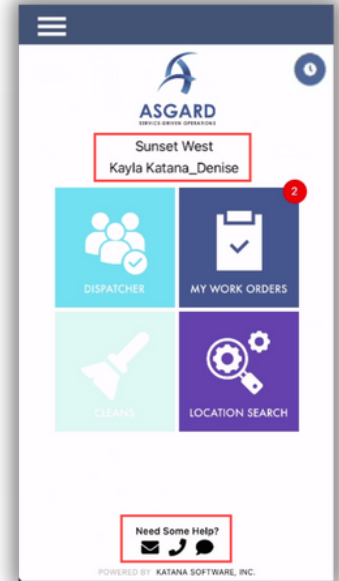
**Step 1:** Log into AsgardMobile using your Asgard username and password

**Note:** If you don't know your login credentials or can't remember them, contact us at [support@katanasoft.com](mailto:support@katanasoft.com)



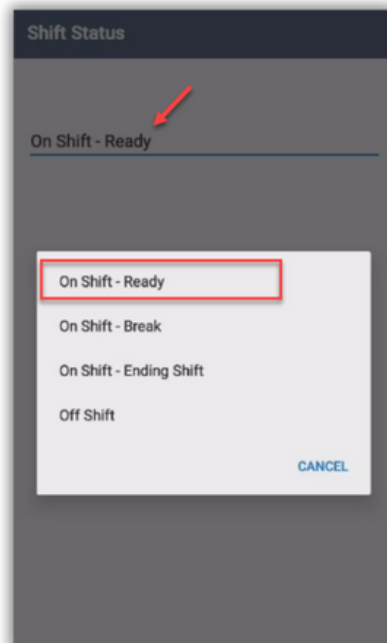
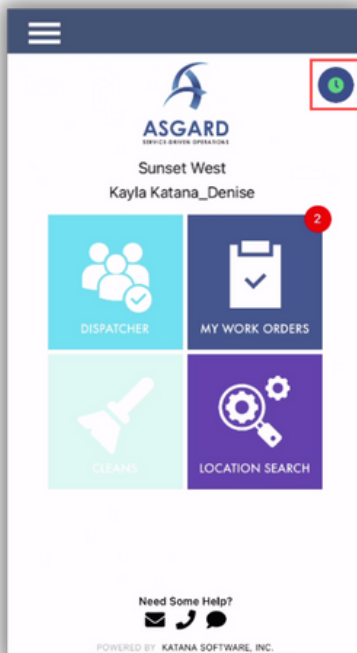
**Step 2:** AsgardMobile opens displaying your site and your name

Contact Customer Support by email, phone or text



**Step 3:** The **Manage Shift** button is the **Clock** within a blue circle and enables you to change your status from Ready to On Break, Ending Shift, or Off Shift.

Tap the clock to open the Shift Status screen. Select your status, then **Done**



**On Shift-Ready:** First thing you do is put yourself in **On Shift-Ready** status to receive work orders



**On Shift-Break:** Provides a courtesy timer to let you, they system, and front desk know how long you have been on Break

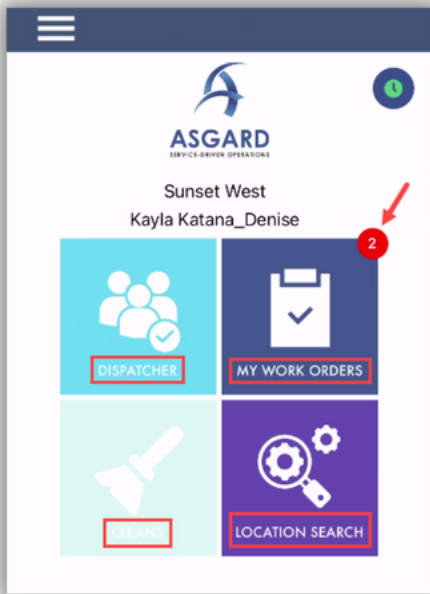


**On Shift-Ending Shift:** Recommended 15 minutes before you leave for the day, allowing you to finish up your work

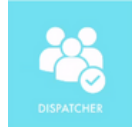


**Off Shift:** Make sure you change to Off-Shift **before** you log out for the day

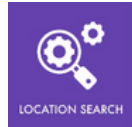
**Step 4:** The four tiles allow you to navigate to different features and functionalities



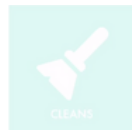
**My Work Orders** - shows the number of active work orders assigned to you, including Standard, PMs, and Inspections



**Dispatcher** - is permission-based and designed to give mobile dispatcher capabilities from within the application

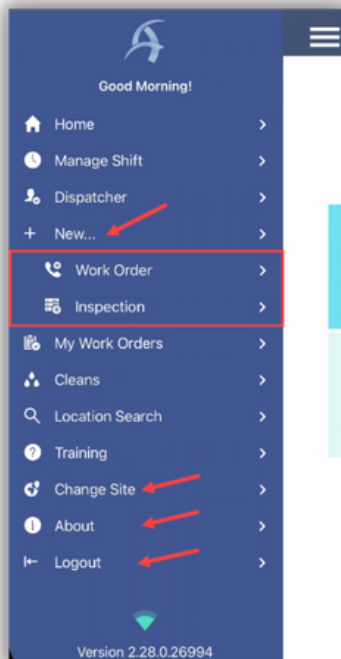


**Location Search** - allows you to search all types of work orders for a specific location and provides filter options to narrow your search



**Cleans** - is still in development! In the future, it will support management of cleans for users with appropriate permissions

**Step 5:** The **Hamburger Menu** includes all of the options from the Home Screen, plus a few more, including:



- The ability to create a **Standard** or **Inspection Work Order** by tapping on **+ New...**
- The option to **Change Site**, to access your training site, or have permissions for multiple sites.
- **About** is a convenience feature that includes the AsgardMobile version number and OS version of your Android device. This information is helpful if you need to call Support.
- **Logout** logs you out of the application but does not take you Off Shift. Remember to put yourself in ***Off Shift status before you log out!***