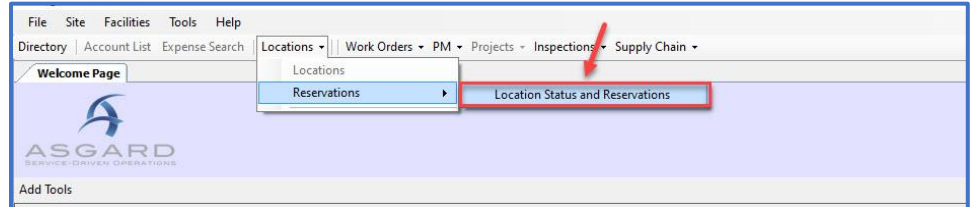


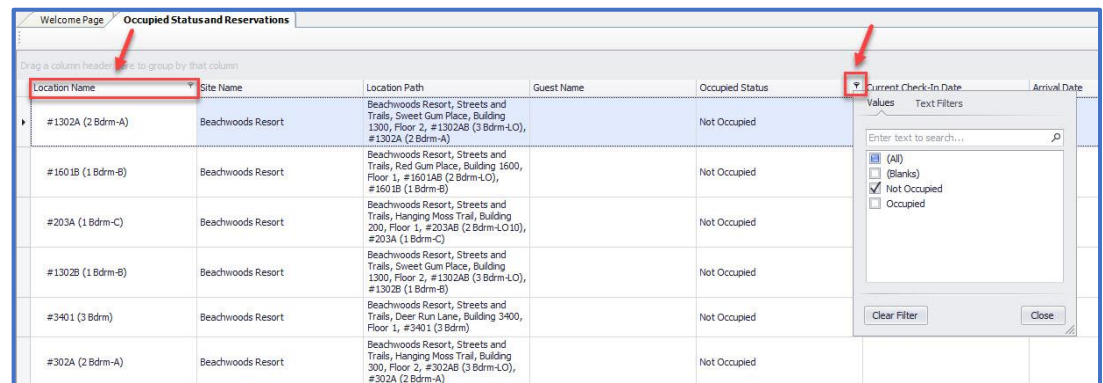
Asgard Desktop: Mass Creating Vacant Unit Water Safety Inspections

Situation: When a unit has been vacant for six days you are required to flush the hot water as part of the water safety program. Let's assume that any unit that is not occupied on Saturday has been vacant for at least six days. Use the following steps to Mass-Create inspections for those units. *For assistance please contact support@katanasoft.com.*

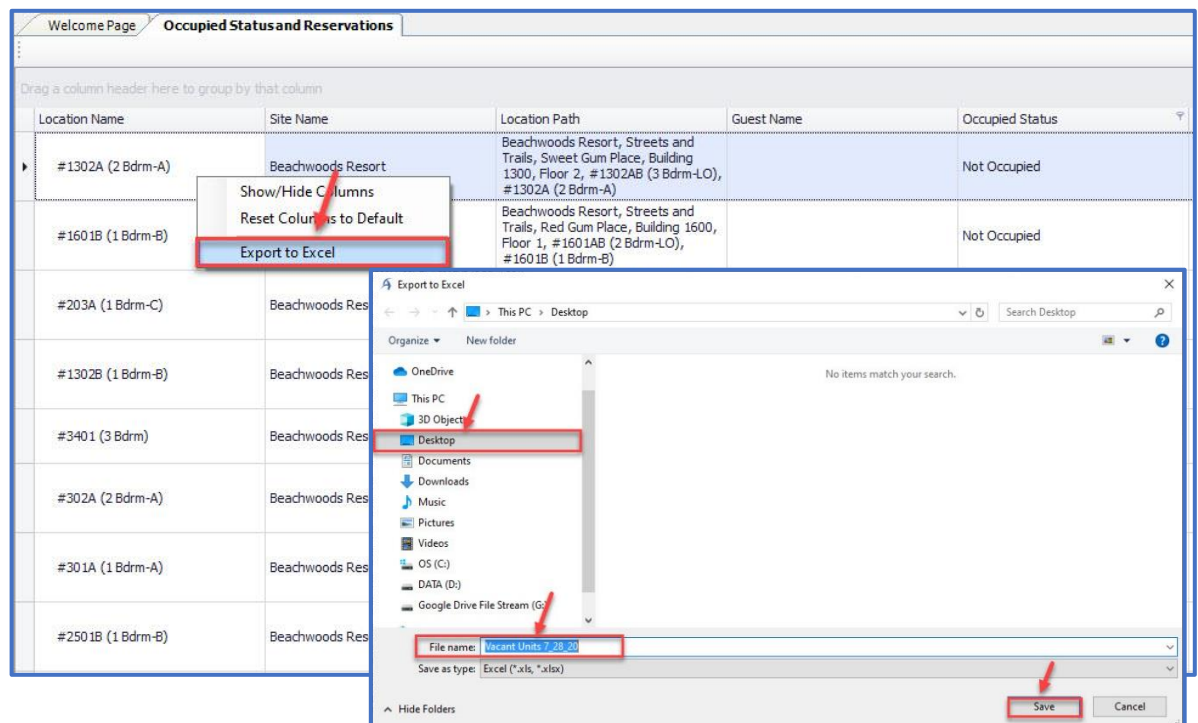
Step 1: From the **Locations** dropdown menu, highlight **Reservations**, and select **Location Status and Reservations**.



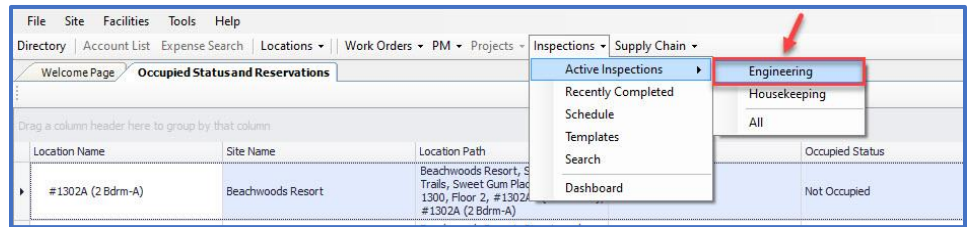
Step 2: The Occupied and Reservations Screen lists all units and occupied status. First, use the **Occupied filter** to select only **Not Occupied** units. Next, click on the **Location** column to sort units numerically.



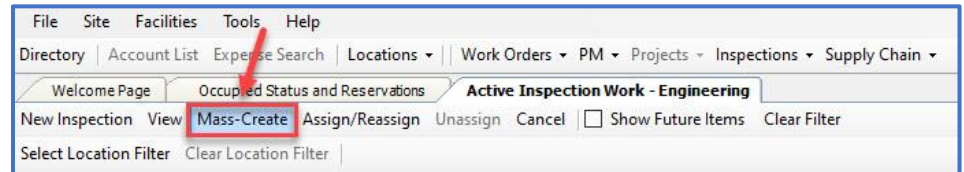
Step 3: Right-click anywhere in the grid and click **Export to Excel**. Name and date your file and put it where you can get easy access, like your desktop, and **Save**.



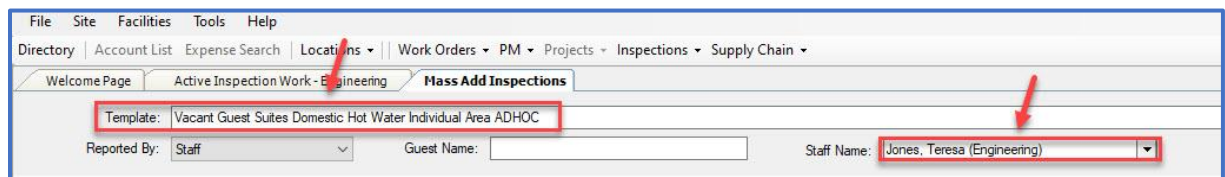
Step 4: From the **Inspections** drop-down menu, highlight **Active Inspections**, and select **Engineering**.



Step 5: From the Active Inspections, click the Mass-Create button.

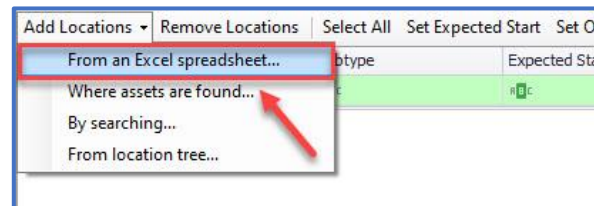


Step 6: Select the **Vacant Guest Suites Domestic Hot Water**

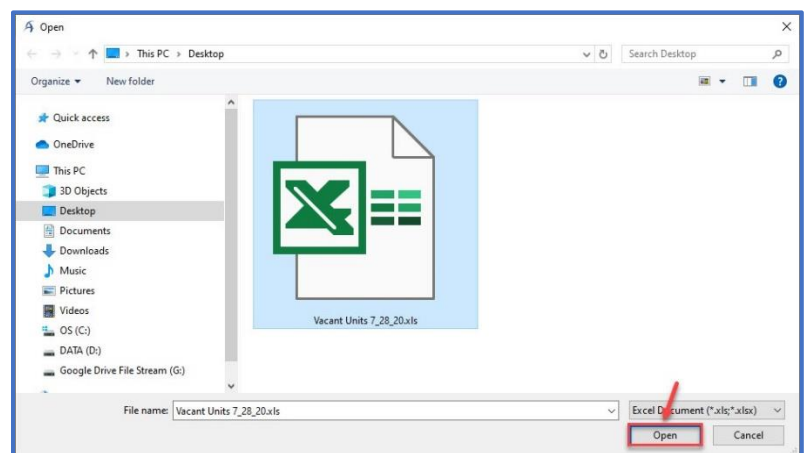


Individual Area Ad Hoc Inspection Template and enter **Staff Name**.

Click the **Add Locations** button and **select from an Excel spreadsheet**.



Choose the file you just saved, and click **Open**.



Step 7: Change the expected start date/time you want these work orders to begin, usually Sunday morning. Simply click **Select All**, **Set Expected Start**, choose the date/time, and click **OK**.

The screenshot shows a software interface with a table of work orders. The table has columns: Location, Subtype, Expected Start, Occupied State, and Inspected User. A dialog box titled 'Select Expected Start Date' is open, allowing the user to set a date and time for the work orders. The 'Expected Start' column in the table is highlighted in green. A red arrow points to the 'Set Expected Start' button in the top toolbar. Another red arrow points to the 'Create Scheduled Items' button at the bottom of the window.

Step 8: The work orders will be created on your **Active Inspections** screen. Remember to check the **Show Future Items** box if these work orders will start on a future date.

The screenshot shows the 'Active Inspection Work - Engineering' screen. At the top, there are tabs for 'Welcome Page', 'Active Inspection Work - Engineering', 'New Inspection', 'View', 'Mass-Create', 'Assign/Reassign', 'Unassign', and 'Cancel'. Below the tabs, there is a 'Select Location Filter' and a 'Clear Location Filter' button. A red arrow points to the 'Show Future Items' checkbox, which is checked. Below the filter, there is a table with columns: Aging, ID, Location, Work Requested, Assigned To, Inspecting Work Of, Last Completed, Days Since Last Completed, and Department. The table contains several rows of inspection data.

Aging	ID	Location	Work Requested	Assigned To	Inspecting Work Of	Last Completed	Days Since Last Completed	Department
N/A	53937	#160 1B (1 Bdrm-B)	Vacant Guest Suites Domesti...	[None]	[None]			Engineering
N/A	53938	#203A (1 Bdrm-C)	Vacant Guest Suites Domesti...	[None]	[None]			Engineering
N/A	53939	#1302B (1 Bdrm-B)	Vacant Guest Suites Domesti...	[None]	[None]			Engineering
N/A	53940	#3401 (3 Bdrm)	Vacant Guest Suites Domesti...	[None]	[None]			Engineering
N/A	53941	#302A (2 Bdrm-A)	Vacant Guest Suites Domesti...	[None]	[None]			Engineering
N/A	53942	#301A (1 Bdrm-A)	Vacant Guest Suites Domesti...	[None]	[None]			Engineering
N/A	53944	#301B (1 Bdrm-B)	Vacant Guest Suites Domesti...	[None]	[None]			Engineering
N/A	53945	#1204B (1 Bdrm-B)	Vacant Guest Suites Domesti...	[None]	[None]			Engineering
N/A	53943	#2501B (1 Bdrm-B)	Vacant Guest Suites Domesti...	[None]	[None]			Engineering
N/A	53936	#1302A (2 Bdrm-A)	Vacant Guest Suites Domesti...	[None]	[None]			Engineering



Note: You can only create 50 inspections at a time. If you have more than 50 unoccupied units, break up your spreadsheet into multiples of 50 and run the mass-create process for each set of units.