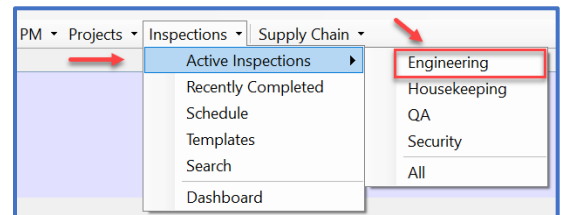


Asgard Desktop - Completing Water Safety Inspection Work Orders

Follow the steps below to complete a Water Safety Inspection Work Order on the desktop. For assistance please contact support@katanasoft.com.

Step 1: Open the Inspections drop-down, Active Inspections and select Engineering.



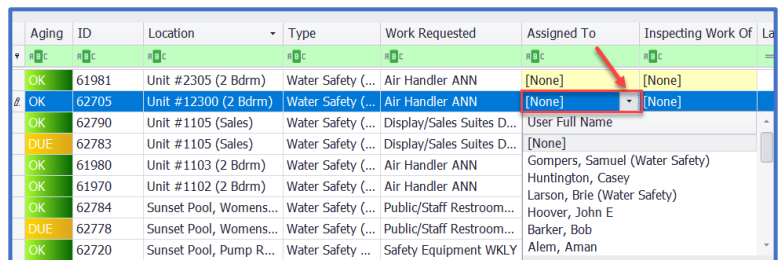
Step 2: Filter for the Water Safety Inspections by typing "water" in the green bar above the **Type** Column.

- Click on the **Location** column header to sort locations numerically
- Click on **Work Requested** to sort by grouping



Aging	ID	Location	Type	Work Requested	Assigned To	Inspecting Work ...
OK	52894	#1004B (1 Bdrm-B)	Water Safety (INSP)	Domestic Hot Water Heaters ...	[None]	[None]
OK	52895	#101A (1 Bdrm-A)	Water Safety (INSP)	Domestic Hot Water Heaters ...	[None]	[None]
OK	52824	#101B (1 Bdrm-B)	Water Safety (INSP)	Domestic Hot Water Heaters ...	[None]	[None]
OK	52911	#102A (2 Bdrm-A)	Water Safety (INSP)	Domestic Hot Water Heaters ...	[None]	[None]
OK	52841	#102B (1 Bdrm-B)	Water Safety (INSP)	Domestic Hot Water Heaters ...	[None]	[None]
OK	52839	#103A (1 Bdrm-A)	Water Safety (INSP)	Domestic Hot Water Heaters ...	[None]	[None]

Step 3: To Assign a single inspection - use the drop-down in the **Assign To** column and select the name of the person to complete the inspection

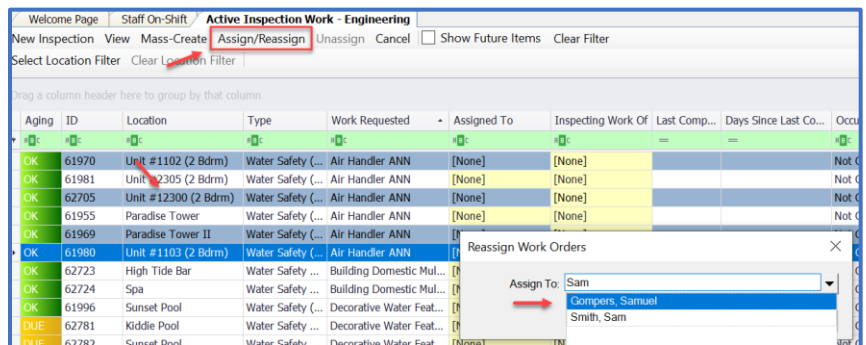


Aging	ID	Location	Type	Work Requested	Assigned To	Inspecting Work Of
OK	61981	Unit #2305 (2 Bdrm)	Water Safety (...)	Air Handler ANN	[None]	[None]
OK	62705	Unit #12300 (2 Bdrm)	Water Safety (...)	Air Handler ANN	[None]	[None]
OK	62790	Unit #1105 (Sales)	Water Safety (...)	Display/Sales Suites D...	User Full Name	[None]
DUE	62783	Unit #1105 (Sales)	Water Safety (...)	Display/Sales Suites D...	[None]	[None]
OK	61980	Unit #1103 (2 Bdrm)	Water Safety (...)	Air Handler ANN	Gompers, Samuel (Water Safety)	[None]
OK	61970	Unit #1102 (2 Bdrm)	Water Safety (...)	Air Handler ANN	Huntington, Casey	[None]
OK	62784	Sunset Pool, Womens...	Water Safety (...)	Public/Staff Restroom...	Larson, Brie (Water Safety)	[None]
DUE	62778	Sunset Pool, Womens...	Water Safety (...)	Public/Staff Restroom...	Hoover, John E	[None]
OK	62720	Sunset Pool, Pump R...	Water Safety ...	Safety Equipment WKLY	Barker, Bob	[None]
					Alern, Aman	

Step 4: To assign multiple Inspections - click and drag your mouse to highlight the Inspections you wish to assign, or cherry pick selected Inspections by holding down the CTRL key while using your mouse to select the work. Once selected click the **Assign/Reassign** button and assign.



If the assignee is assigned to a mobile device, the Inspections will immediately be dispatched.



Aging	ID	Location	Type	Work Requested	Assigned To	Inspecting Work Of	Last Comp...	Days Since Last Co...	Occu
OK	61970	Unit #1102 (2 Bdrm)	Water Safety (...)	Air Handler ANN	[None]	[None]			Not C
OK	61981	Unit #2305 (2 Bdrm)	Water Safety (...)	Air Handler ANN	[None]	[None]			Not C
OK	62705	Unit #12300 (2 Bdrm)	Water Safety (...)	Air Handler ANN	[None]	[None]			Not C
OK	61955	Paradise Tower	Water Safety (...)	Air Handler ANN	[None]	[None]			Not C
OK	61969	Paradise Tower II	Water Safety (...)	Air Handler ANN	[None]	[None]			Not C
OK	61980	Unit #1103 (2 Bdrm)	Water Safety (...)	Air Handler ANN	[None]	[None]			Not C
OK	62723	High Tide Bar	Water Safety ...	Building Domestic Mul...	[None]	[None]			Not C
OK	62724	Spa	Water Safety ...	Building Domestic Mul...	[None]	[None]			Not C
OK	61996	Sunset Pool	Water Safety ...	Decorative Water Feat...	[None]	[None]			Not C
DUE	62781	Kiddie Pool	Water Safety ...	Decorative Water Feat...	[None]	[None]			Not C
DUE	62782	Sunset Pool	Water Safety ...	Decorative Water Feat...	[None]	[None]			Not C

Step 4: If your site is using a paper process instead of mobile devices simply select the assigned inspections you want to print, right-click in the grid and select **Print Worksheets for the Selected Work Orders**.

Aging	ID	Location	Type	Work Requested	Assigned To	Inspecting Work Of	Last Comp...	Days Sl
OK	61955	Paradise Tower	Water Safety (...)	Air Handler ANN	Paul, Pam	[None]		
OK	61969	Paradise Tower II	Water Safety (...)	Air Handler ANN	Paul, Pam	[None]		
OK	61970	Unit #1102 (2 Bdrm)	Water Safety (...)	Air Handler ANN	P			
OK	61980	Unit #1103 (2 Bdrm)	Water Safety (...)	Air Handler ANN	P			
OK	61981	Unit #2305 (2 Bdrm)	Water Safety (...)	Air Handler ANN	P			
OK	62705	Unit #12300 (2 Bdrm)	Water Safety (...)	Air Handler ANN	P			
OK	62723	High Tide Bar	Water Safety ...	Building Domestic Mul...	[N]			
OK	62724	Spa	Water Safety ...	Building Domestic Mul...	[N]			
OK	61996	Sunset Pool	Water Safety (...)	Decorative Water Feat...	[N]			
DUE	62781	Kiddie Pool	Water Safety ...	Decorative Water Feat...	[N]			
DUE	62782	Sunset Pool	Water Safety ...	Decorative Water Feat...	[N]			
OK	62713	Kiddie Pool	Water Safety ...	Decorative Water Feat...	[N]			

You can print the worksheets in English, Spanish, French or Russian. The system provides a print preview.

Report Options

Show Data in **English**

Decorative Water Feature

Step 5: To complete an inspection in the desk top. Use the filter bar to filter for the **assigned** inspection you wish to complete. Double click the inspection to open the detail screen. The detail screen has convenience tools to update the results of the inspection.

Asgard -- Sunset West (Sunset Vacation Resorts)

File Organization Site Facilities Tools Help

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

Welcome Page Active Inspection Work Engineering [62705] Air Handler ANN

Suspend Complete Cancel Create Template Reports OK

Request: Air Handler ANN

Location: Unit #12300 (2 Bdrm)

Reported By: Staff Reported By Guest: Staff Name: Poroz, Gabe

Type: Water Safety (NSP) (Engineering) Priority: Critical

Occupied Status: Occupied State: Not Occupied Guest Name: Expires: 7/28/2020

Description: Change air filter and add biocide tab to condensate pan. The filter is required to be dated (petites) on the side of the filter.

Entered by Poroz, Gabe on 7/23/2020 3:02 PM

Inspecting the Work Of: [Nobody]

Event: [No Event]

Status: Incomplete (Assigned)

Expected Start: 7/23/2020 3:02 PM

Due By: 5/19/2021 3:02 PM

Overdue By: 7/27/2021 3:02 PM

Assignee: Paul, Pam

Last Assigned: 7/28/2020 12:42 PM

Started: 7/28/2020 1:30 PM

Work Time: N/A

Mobile Received: 7/28/2020 1:00 PM

Tasks (0/0, 0.00%) Billing Costs Associated Billings Comments (0) Journal Entries Log Notifications

Edit Delete Move Up Move Down Select All Deselect All Change Selected Tasks to: Add/Edit Notes on Selected New Standard Work Order

#	Name	Status	Notes	Summary	Extra Request	Skip Reason
1	Cleaned and disinfected Air Handler coils?	Incomplete				
2	Cleaned and disinfected Air Handler condensate pans?	Incomplete				
3	Replaced air filter and dated?	Incomplete				
4	Added biocide pan tab to condensate pan?	Incomplete				
5	Cleaned and disinfected Air Handler coils?	Incomplete				
6	Cleaned and disinfected Air Handler condensate pans?	Incomplete				
7	Replaced air filter and dated?	Incomplete				
8	Added biocide pan tab to condensate pan?	Incomplete				

- Updated the status of each task by using the drop-down arrow. If the task **Failed** be sure to put in the notes why it failed. Also, if there are any **readings** on the worksheet, be sure to enter in the **notes**.

Tasks (3/3, 66.67%) Billing Costs Associated Billings Comments (0) Journal Entries Log Notifications

Edit Delete Move Up Move Down Select All Deselect All Change Selected Tasks to: Add/Edit Notes on Selected New Standard Work Order

#	Name	Status	Notes	Summary	Extra Request	Skip Reason
1	Hot Water Temperature: Tank Reading $\leq 140^{\circ}\text{F}$? (Record Actual in Task Notes)	Passed	140*			
2	Hot Water Temperature: Mid Point Reading between 110°F and 120°F ? (Record Actual in Task Notes)	Passed	115*			
3	Hot Water Temperature: Distal Point Reading between 110°F and 120°F ? (Record Actual in Task Note)	Failed	98*			
		Incomplete				
		Passed				
		Failed				

- If a task is skipped, for example, you don't have showers in your public restrooms, mark the task as **Incomplete** and choose a **Skip Reason of NA**. Indicating it doesn't apply to your site.

Tasks (2/3, 100.00%) Billing Costs Associated Billings Comments (0) Journal Entries Log Notifications

Edit Delete Move Up Move Down Select All Deselect All Change Selected Tasks to: Add/Edit Notes on Selected New Standard Work Order

#	Name	Status	Notes	Summary	Extra Request	Skip Reason
1	All Sinks flushed?	Passed				
2	All Toilets and Urinals flushed?	Passed				
3	All Showers flushed if applicable?	Incomplete	No showers			N/A



It's important that you don't Fail tasks that don't apply remember to mark them as Incomplete.

- On work orders with a lot of tasks use the **“Select All”** button, move two buttons to the right, click the **“Change Selected Task to”** button and select **Passed**. Update the status of any **Failed** or **Incomplete** tasks by using the drop-down arrow.

#	Name	Status	Summary	Extra Request	Skip Reason
1	Cleaned and disinfected Air Handler coils?	Incomplete		☐	
2	Cleaned and disinfected Air Handler condensate pans?	Passed		☐	
3	Replaced air filter and dated?	Passed		☐	

Step 6: Once all data has been added, click the **Complete** button.

Welcome Page | **Active Inspection Work - Engineering** | [61981] Air Handler ANN
 Suspend | **Complete** | Cancel | Create Template | Reports | **OK**

Request: Air Handler ANN
 Location: Unit #2305 (2 Bdrm)
 Reported By: Staff | Reported By Guest: | Staff Name: |
 Type: Water Safety (INSP) (Engineering) | Priority: Critical

Step 7: Update the Complete Work Order dialog box, by clicking the **Duration** radial button, then update the **start** and **completed** times and click **OK** to complete the work order.

Complete Work Order

Actual Start and Completion:

Started: ☐ Calculate 7/29/2020 at 8:02 AM
 Duration: ☒ Calculate Days: 0 Hours: 0 Minutes: 0
 Completed: ☐ Calculate 7/29/2020 at 8:02 AM

☐ This work order is being backdated (set Expected Start to Actual Start)

Comment:

OK Cancel