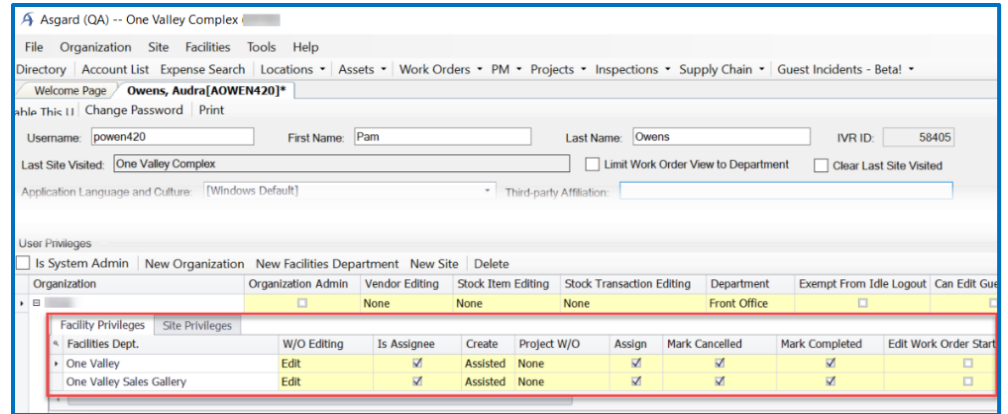


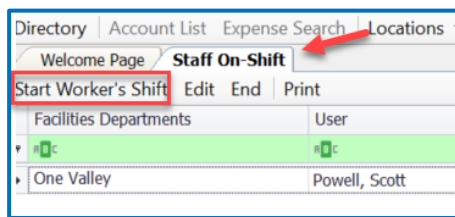
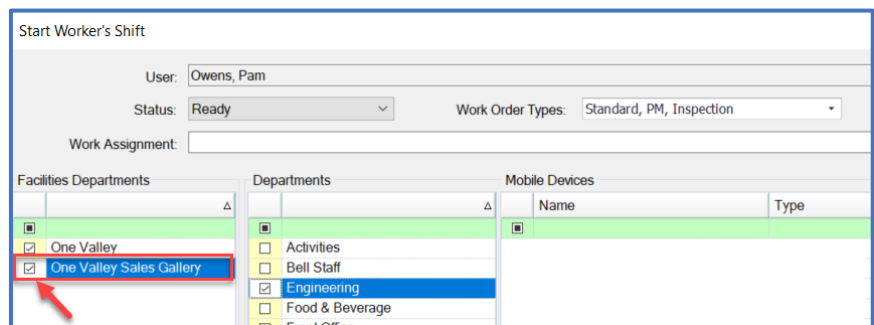
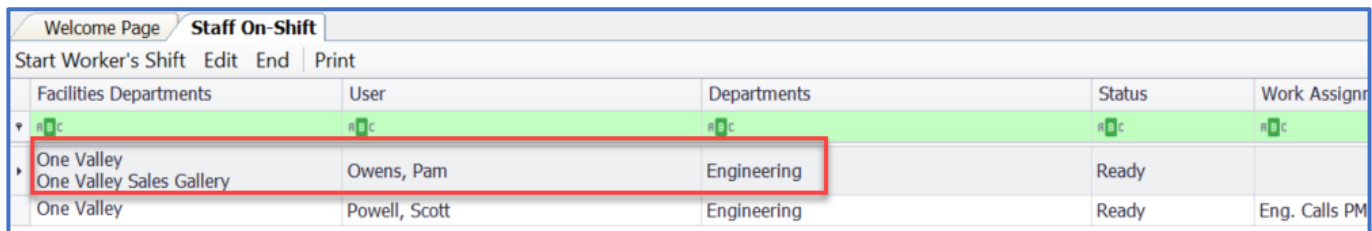
Accessing the Complex Site – Staff On-Shift

1. A user must have permissions to the Sales Gallery site in order to be assigned to and complete their work orders.



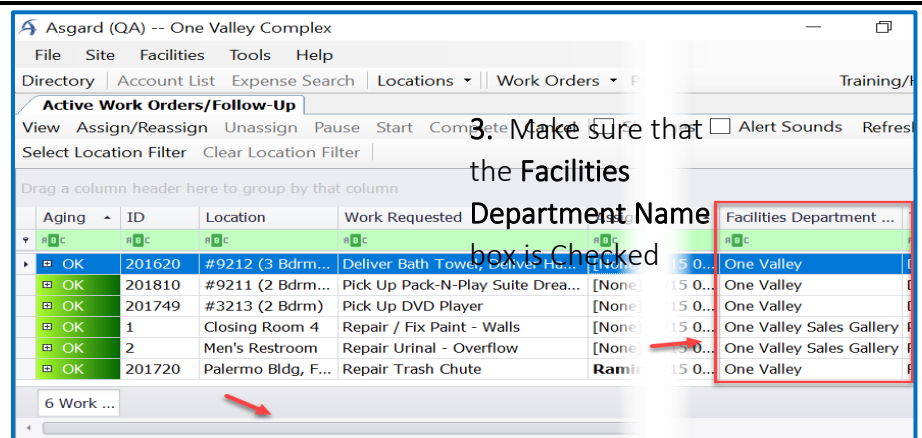
Facilities Dept.	W/O Editing	Is Assignee	Create	Project W/O	Assign	Mark Cancelled	Mark Completed	Edit Work Order Start
One Valley	Edit	✓	Assisted	None	✓	✓	✓	✓
One Valley Sales Gallery	Edit	✓	Assisted	None	✓	✓	✓	✓

2. Next add the user to the Sales Gallery in Staff On-Shift

Facilities Departments	User	Departments	Status	Work Assignment
One Valley	Owens, Pam	Engineering	Ready	
One Valley Sales Gallery	Owens, Pam	Engineering	Ready	Eng. Calls PM
One Valley	Powell, Scott	Engineering	Ready	

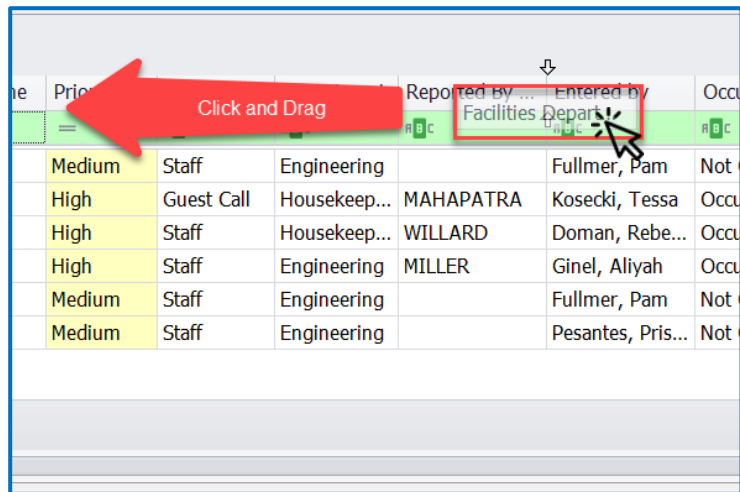
4. Scroll all the way to the right to find the Facilities Department Name Column.

Aging	ID	Location	Work Requested	Facilities Department Name	Facilities Department Name
OK	201620	#9212 (3 Bdrm...	Deliver Bath Towels, Towels, F...	One Valley	One Valley
OK	201810	#9211 (2 Bdrm...	Pick Up Pack-N-Play Suite Drea...	One Valley	One Valley
OK	201749	#3213 (2 Bdrm)	Pick Up DVD Player	One Valley	One Valley
OK	1	Closing Room 4	Repair / Fix Paint - Walls	One Valley Sales Gallery	One Valley Sales Gallery
OK	2	Men's Restroom	Repair Urinal - Overflow	One Valley Sales Gallery	One Valley Sales Gallery
OK	201720	Palermo Bldg, F...	Repair Trash Chute	One Valley	One Valley

3. Make sure that the Facilities Department Name box is checked

5. Click and Hold on the Column Header and Drag and Drop it where it is easiest for you to view. Once you have added and arranged your columns, they will stay that way until you change them.



A red arrow points to the 'Facilities Department' column header, with the text 'Click and Drag' written inside the arrow. The table below shows the following data:

Priority	Staff	Engineering	Reported By	Entered by	Occupied
Medium	Staff	Engineering		Fullmer, Pam	Not
High	Guest Call	Housekeep...	MAHAPATRA	Kosecki, Tessa	Occu
High	Staff	Housekeep...	WILLARD	Doman, Rebe...	Occu
High	Staff	Engineering	MILLER	Ginel, Aliyah	Occu
Medium	Staff	Engineering		Fullmer, Pam	Not
Medium	Staff	Engineering		Pesantes, Pris...	Not

6. This is the arrangement of Columns that we think works best. But you should arrange them in the order that works best for you.

Asgard (QA) -- One Valley Complex

File Site Facilities Tools Help

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

Welcome Page Create Work Order Active Work Orders/Follow-Up

View Assign/Reassign Unassign Pause Start Complete Cancel Show Future Items Show Suspended Items Clear Filter Print Hide Follow-up Alert Messages Alert Sounds Refresh Close

Select Location Filter Clear Location Filter

Drag a column header here to group by that column

Agi...	ID	Location	Work Requested	Assigned To	Mobile Rec...	Response Time	Reported By	Department	Facilities Department ...	Reported By ...	Entered by	Occupied	Priority
OK	201810	#9211 (2 Bdrm Townhome)	Pick Up Pack-N-Play Suite Dreams Set...	[None]		2 mins	Staff	Housekeep...	One Valley	WILLARD	Doman, Rebe...	Occupied	High
OK	201620	#9212 (3 Bdrm Townhome)	Deliver Bath Towel, Deliver Hand To...	[None]		2 mins	Guest Call	Housekeep...	One Valley	MAHAPATRA	Kosecki, Tessa	Occupied	High
OK	201720	Palermo Bldg, Floor 4, Tra...	Repair Trash Chute	Ramirez, Giom...	3 mins	6 hours, 14 mins	Staff	Engineering	One Valley		Pesantes, Pris...	Not Occu...	Medium
OK	2	Men's Restroom	Repair Urinal - Overflow	[None]		6 hours, 12 mins	Staff	Engineering	One Valley Sales Gallery		Fullmer, Pam	Not Occu...	Medium
OK	1	Closing Room 4	Repair / Fix Paint - Walls	[None]		1 min	Staff	Engineering	One Valley Sales Gallery		Fullmer, Pam	Not Occu...	Medium