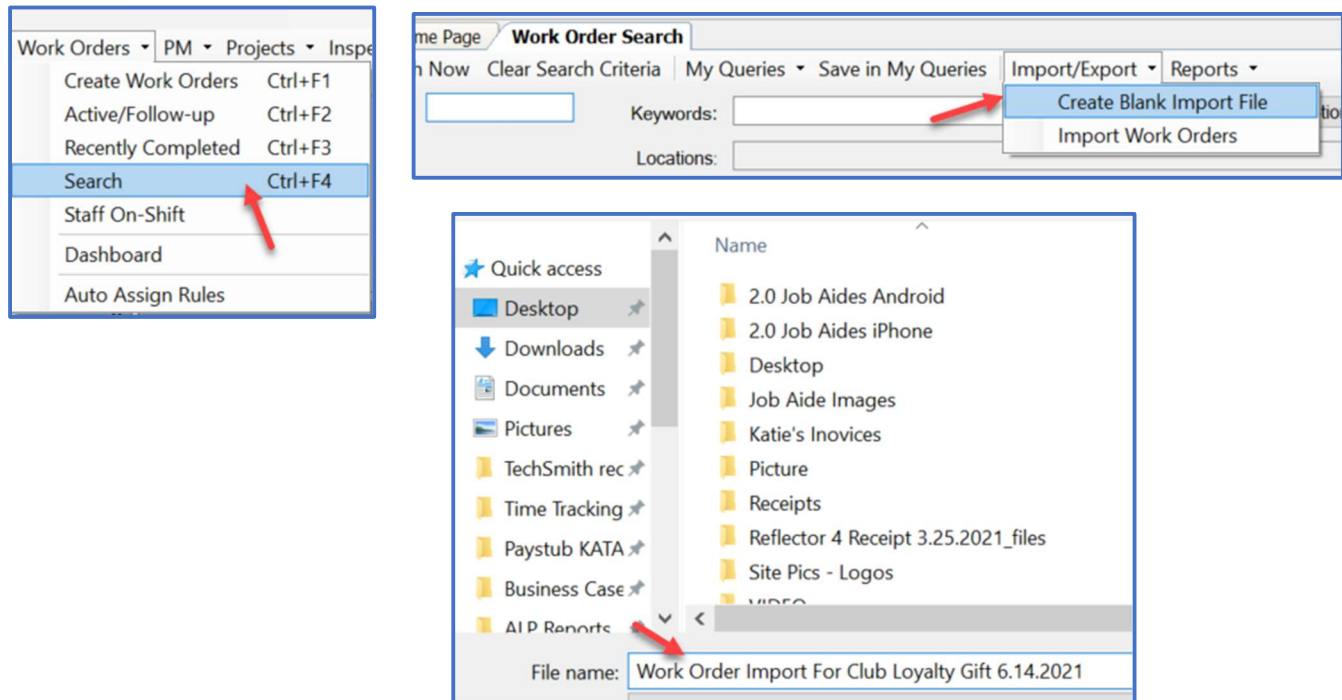


Club Loyalty Work Order Import

Work Order Import is a quick way to add several work orders to Asgard at one time. It is very helpful for Club Loyalty arrivals. The ability to use the work order import is permission based. If you don't have the permissions and think you should, please contact implementations@katanasoft.com. [Access Blank Import File Here](#)

Step 1: From the Work Order dropdown select Search. Open Import/Export and click **Create Blank Import File**. You will need to name, date and save the file to your desktop for quick access.



Step 2: Open the saved Work Order Import file and enter the required information into the Work Order Import.

Boxes highlighted in **RED** must be entered each quarter. Boxes highlighted in **Yellow** must be entered with each import.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
2	1	12307	Delivery	Front Office	Club Loyalty	2	Kayla Lanier	4/19/2021 1:00 AM		kross	Staff	23133					Deliver Club Loyalty Gift							Club Loyalty	DRI Club Loyalty: Bluetooth Speaker	1	\$4.00		
3	1	10102	Delivery	Front Office	Club Loyalty	2	Kayla Lanier	4/19/2021 1:00 AM		kross	Staff	23133					Deliver Club Loyalty Gift							Club Loyalty	DRI Club Loyalty: Bluetooth Speaker	1	\$4.00		
4																													

1 - Status (required, number only)

1: Incomplete (use this one)

2: Cancelled

3: Completed

3 - Location Path or Unit Number – must exactly match in Asgard

4 - Model Task Type (Delivery)

5 - Department (Front Office)

6 - Model Task Category (Club Loyalty)

7 - Priority (2)

10 - Entry Date/Time – Day the work order should appear as Active (M/DD/YYYY 0:00 AM/PM)

14 - Username of Entry Person

15 - Staff reported

16 - GUEST ID NUMBER

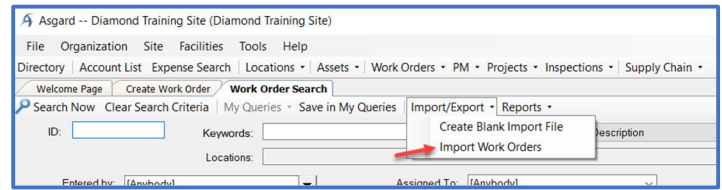
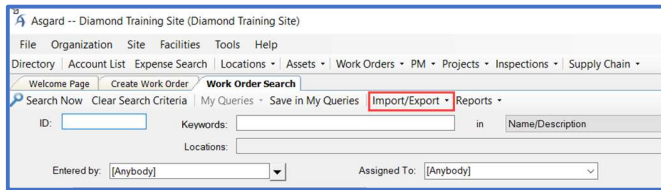
18 - Model Task Name (Deliver Club Loyalty Gift)

24 - Stock Item Category (Club Loyalty)

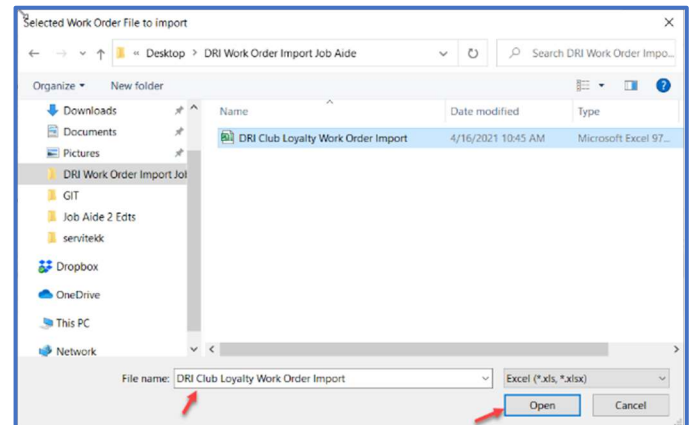
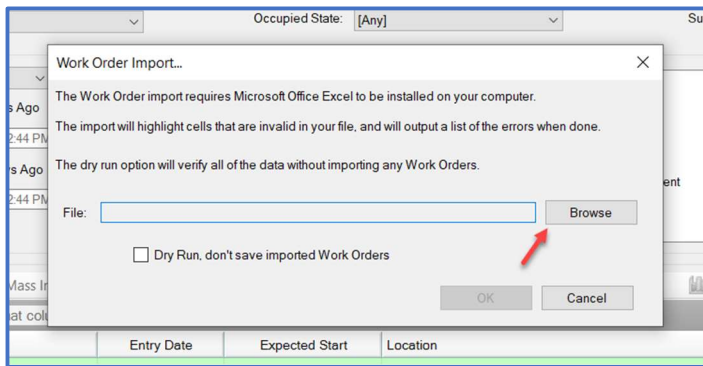
25 - Stock Item Name (Will only need to be changed each quarter)

27 - Quantity Used

Step 3: Click Import Work Orders

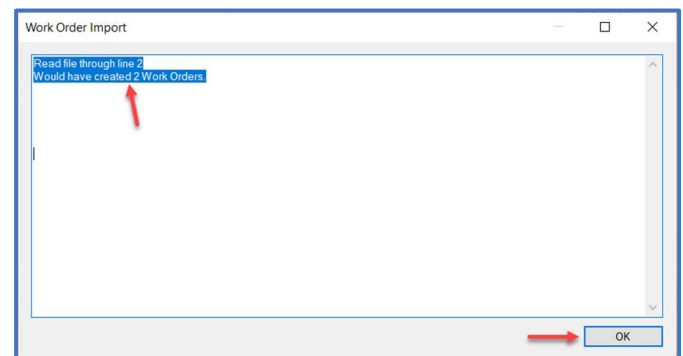
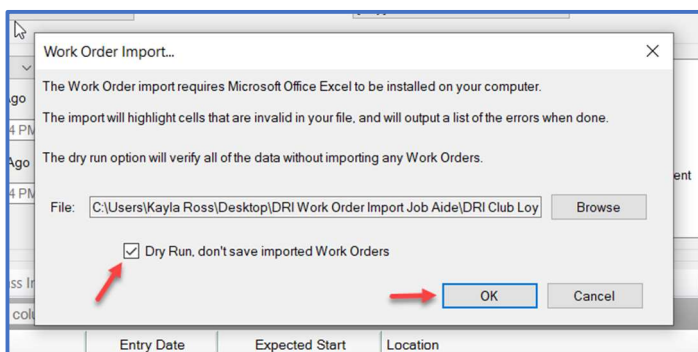


Step 4: Click Browse and select the appropriate file.



Be sure to save and exit out of the Work Order Import sheet before trying to upload.

Step 5: After selecting the file, check the **Dry Run** box to make sure everything has been entered correctly. The system will alert you if any columns are incorrect and indicate why.



Step 6: Once Dry Run is complete, uncheck the box and upload your Work Order Import.

