# **Publish Notes**



AsgardMobile v2.25.0 / Desktop Application v2.25.0



# **Managing Scheduled Items - Preventive Maintenance & Inspections**

#### Staff On-Shift - Enhanced Options for Desktop/Manager and Mobile/Field Management

We've overhauled the Staff On-Shift to support a "set it and forget it" model for managers. Now, you can create a Shift Profile with a user's allowed Work Order Types, Work Assignment, and Departments **once**, and the user can go on/off shift while the profile stays intact. (Don't worry, you can always update it if you need to!)

#### **Desktop Enhancements**

#### Updated Shift Profile Grid

The Staff On-Shift screen now features an updated grid with the user's status (including off-shift, when appropriate), the date/time that their shift started, when they went on break or clicked ending shift when their shift ended, and the user that made the last change to their profile.

\land Asgard (DEV) Suns	et West (Sunset Vacation Resorts)								-		×
File Organization	Site Facilities Tools Help										
Directory Account List	Expense Search   Locations -	Assets • Work Orders • PM • I	nspections -	Supply Chain + Billin	ngs 🗸 🛛 Cleans 🤸	Incidents •	Project 2.0			Training/H	ow To
Welcome Page Shi	ft Management										=
End Shift   Shift Profile:	Create Edit Disable Shift Profile	Show Disabled Profiles							Pri	nt Refresh	Close
Facilities Departments	User	Departments	Status 🔻	Work Assignment	Shift Start	Break Start	Shift Ending	Shift End	Last Update	Enabled	-
P 800	8 <b>8</b> 0	R B C	8 B C	88 C	=	-	=	=	RBC		
Sunset West	Alatorre, Evee	Grounds, Front Office, Housekeep	On Shift - R	568-989-5698	11/2/20 4:				Alatorre, Ev	$\checkmark$	
Sunset West	Alatorre, Julie	Housekeeping, Housekeeping Run	On Shift - R		9/29/21 11				Alatorre, Julie		
Sunset West	Adreno, Porticia	Engineering	Off Shift		3/15/22 3:			3/15/22 3:1	Fullmer, Pam	$\checkmark$	_
Sunset West	Perez, Gabi	Housekeeping, Engineering, Front	Off Shift		7/1/20 10:			3/15/22 4:2	Gordon, Mel	$\checkmark$	
Sunset West	Hoover, John E	, Activities, At Your Service, Audit	Off Shift		9/7/21 8:3			3/15/22 4:2	Gordon, Mel	$\checkmark$	
Sunset West	Paul, Pam	Engineering, Housekeeping, Maint	Off Shift		3/14/22 1:			3/15/22 4:2	Gordon, Mel	$\checkmark$	
Sunset West	Denise, Kayla	Engineering, Housekeeping	On Shift - R		10/27/21 8				Denise, Kayla	$\checkmark$	
Sunset West	Jimenez, Jorge	Engineering, Housekeeping	On Shift - R		7/28/21 9:				Jimenez, Jo	$\checkmark$	
Sunset West	Gordon, Melissa	Housekeeping	On Shift - R		12/7/21 4:				Gordon, Mel	$\checkmark$	
Sunset West	Barnes, Bucky	Engineering, Activities, At Your Se	Off Shift		3/15/22 3:			3/15/22 3:1	Fullmer, Pam	$\checkmark$	
Sunset West	Katherine, LeAnne	Transportation, Test, Sales & Mar	On Shift - R		10/25/21 7				Katherine, L	$\checkmark$	
Sunset West	Burkhardt, Caitlin	, Activities, Audit, At Your Service	On Shift - R		12/8/21 10				Burkhardt,	$\checkmark$	
Sunset West	Larson, Brie	Housekeeping	Off Shift	Water Safety	7/10/20 3:			3/15/22 12:	Gordon, Mel	$\checkmark$	
Sunset West	GuzmanTRN, Olivia	Front Office	On Shift - R		6/10/21 7:				GuzmanTRN	$\checkmark$	
Sunset West	Wilson, Saundra	Engineering, Housekeeping	On Shift - R		10/19/21 1				Wilson, Sau	$\checkmark$	
Sunset West	Fischel, Arty	Housekeeping Runner, Housekeep	On Shift - R		11/15/21 8				Fischel, Arty	$\checkmark$	
Sunset West	Wales, George	Housekeeping, Engineering	On Shift - R		10/5/21 1:				Wales, Geor	$\checkmark$	
Sunset West	Allie, Jay	Housekeeping	On Shift - R		3/15/22 3:				Fullmer, Pam	$\checkmark$	
Sunset West	Lemon, Amanda	Activities, At Your Service, Audit,	On Shift - R		10/13/21 8				Lemon, Ama	$\checkmark$	
Sunset West	Aldrich, Connie	Housekeeping	On Shift - R	Runner West Bldg	9/29/21 11				Aldrich, Con	$\checkmark$	
Sunset West	Torres, Richard	Maintenance, Housekeeping, Engi	On Shift - R		10/2/19 2:				Torres, Rich	$\checkmark$	
Sunset West	Valsvik, Jordan	Engineering	On Shift - R		11/20/21 1				Valsvik, Jor	$\checkmark$	
Sunset West	Jones, Teresa	Engineering, Housekeeping	On Shift - R		3/14/22 2:				Jones, Teresa	$\checkmark$	
Sunset West	Bell-Leon, Bailey	Engineering	On Shift - R		7/8/21 10:				Bell-Leon, B	$\checkmark$	
Sunset West	Alem, Aman	Activities, At Your Service	On Shift - R		2/17/22 8:				Alem, Aman	$\checkmark$	Ŧ
mgordon Sunset West La	ast Login: 3/16/2022 1:16:57 AM L	ast Logout: 3/15/2022 9:27:33 AM	Time Online: N	lot Calculatable							



#### Put Multiple Users On/Off Shift at Once

You can still put users on and off-shift, one at a time. But, now, you can also put them on-shift or off-shift en masse!

To update a single user's shift, use the drop-down in the grid or click the blue Start Shift/End Shift button on the toolbar. To update multiple users, highlight the users in the grid, then click the Start Shift/End Shift button.

	Welcome Page Shift Management							
St	Start Shift Shift Profile: Create Disable Shift Profile 🗌 Show Disabled Profiles							
	Facilities Departments	User	Departments	Status 🔹 👻	Work			
٩	RBC	88 C	R B C	RBC	RBC			
	Sunset West	Alatorre, Evee	Grounds, Front Office, Housekeep	On Shift - R	568-9			
	Sunset West	Alatorre, Julie	Housekeeping, Housekeeping Run	On Shift - R				
	Sunset West	Adreno, Porticia	Engineering	Off Shift				
	Sunset West	Perez, Gabi	Housekeeping, Engineering, Front	Off Shift				
	Sunset West	Hoover, John E	, Activities, At Your Service, Audit	Off Shift				
Þ	Sunset West	Paul, Pam	Engineering, Housekeeping, Maint	Off Shift				
	Suppet West	Denine Keule		OF CHIRL D				



See the Mobile Device section for more information about how these changes work together with AsgardMobile to make shift management easier than ever!

#### PM, Dashboard - New Default View

When a user is first getting started with Asgard, his/her/their PM dashboard is blank until Counters are added. This can cause the user to think that the screen isn't functioning as expected and limit the value they get from their data. We have implemented the following Counters as a default to make it faster and easier for users to get the most value out of the PM Dashboard. They will display until users have personalized their Dashboard.

- Villa/Unit PM Status of Work Orders for Period, Grouped by Name
- Equipment PM Status of Work Orders for Period, Grouped by Name
- Public Area Status of Work Orders for Period, Grouped by Name



Analysis/requirements gathering for the following enhancements were also completed. These features will be rolling out with upcoming updates:

- Target completion dates for PMs based on the last completion date
- New Asgard assignment hub Easily assign PMs and Inspections from a single desktop Dispatcher screen, where
  work is organized by priority, and current workload by assignee is easily visible. Drag-and-drop your way to
  success!
- Saved grid views Set-up multiple "Views" of your work order data, with custom columns, sorting, and more!
- Ability to attach PDFs and Excel documents to work orders

# **Work Order Analytics**

#### **Revamped Average Response Time Report**

The Work Order Average Response Time Report (accessible from the Work Order Dashboard and Search screens) has been updated with enhanced lifecycle calculations and parameters to maximize its usefulness to Department and Resort Managers. This report is optimized for use as a standalone report or export.

The report now features the following average times:

- Expected Start to Assignment
- Expected Start to Actual Start
- Start to completion
- Completion to Follow-Up
- Total Aging

A Reported By parameter has been added to make analyzing the impact of fulfillment on Guest wait times easier than ever.

#### Grouped by Work Order Type

Work Order Average Response Times Report For All of I Completed, followed-up work orders from 10/1/2021 12:00 AM to 11/1/2021 12:00 AM Response Time In Minutes					
	Expected Start to Assignment	Expected Start to Actual Start	Actual Start to Completion	Completion to Follow Up	Total Aging
Assist					
Engineering	47.9408	39.1794	7.2592	3.9622	50.4008
Front Office	-1.0767	7.1822	13.7167	0.0000	20.8989
Housekeeping	0.9833	9.9325	9.3897	2.1651	21.4873
Safety / Security	-2.4138	15.2455	19.6850	3.2356	38.1661
Average Assist	11.8461	20.8877	15.0008	3.1437	39.0322

Grouped by Department

For All of I

# Work Order Average Response Times Report

Completed, followed-up work orders from 1/1/2022 12:00 AM to 3/19/2022 12:00 AM



aina

58.1

Response nine in Minutes					
	Expected Start to Assignment	Expected Start to Actual Start	Actual Start to Completion	Completion to Follow Up	Total Ag
Bell Staff					
Assist	0.0	0.4	4.2	0.0	4.5
Average Bell Staff	0.0	0.4	4.2	0.0	4.5
Engineering					
Assist	-2.1	43.6	8.4	6.9	58.9
Cleaning	0.0	7.6	3.2	0.0	10.7
Delivery	-0.6	26.0	6.2	2.7	34.9
Repair	88.7	-15.9	72.0	3.5	59.6

-11.3

65.8

3.5

80.2

Average Engineering

## **Assets & Reserves**

#### Account Details, Make Past Assessments Visible

All assessments are now visible when the user has the Show Data From set to Start of the Account.

A Asgard (UEV) Sunset West (Sun File Organization Site Facili Directory   Account List Expense Se Welcome Page Shift Managem Show Data From: Start of Account Name: Asset Ma Description: External ID: 202020	set Vacation Resorts) ties Tools Help arch   Locations +   Assets +   1 ent   Account List / Asset Man Reports + @ Reconcile nagement Account	Work Orders • PM • Inspections •   agement Account	Supply Chain + Billings +   Cleans +	Incidents • Project 2.0 •	→ → × Training/How To ▼ Save Save/Close Close
File Organization Site Facili Directory Account List Expense Se Welcome Page Shift Managem Show Data From: Start of Account Name: Aaset Ma Description: External ID: 202020	ties Tools Help arch   Locations •   Assets •   1 ent   Account List   Asset Man Reports • Reconcile agement Account	Work Orders • PM • Inspections •   agement Account	Supply Chain • Billings •   Cleans •	Incidents • Project 2.0 •	Training/How To ▼ Save Save/Close Close
Directory Account List Expense Se Welcome Page Shift Managem Show Data From: Start of Account Name: Asset Ma Description: External ID: 202020	arch   Locations •   Assets •   1 ent Account List Asset Man Reports • 🔗 Reconcile agement Account	Work Orders • PM • Inspections •	Supply Chain • Billings •   Cleans •	Incidents • Project 2.0 •	Training/How To ▼ Save Save/Close Close
Welcome Page Shift Managem Show Data From: Start of Account Name: Asset Ma Description: External ID: 202020	ent Account List Asset Man	agement Account			₹ Save Save/Close Close
Show Data From: Start of Account Name: Asset Ma Description: External ID: 202020	Reports • Reconcile				Save Save/Close Close
Name: Asset Ma Description: External ID: 202020	nagement Account				
Description: External ID: 202020					
External ID: 202020					
External ID: 202020					
External ID: 202020				-	
		Descriptor			
Assourt Turse:			G/L Account:		
Account Type:				~	
Interest Rate: 5.00% in 2	2011		0 Contingency Factor:	0.00	
Beginning Balance:	2500000.00 🖨	Beginning Balance Date: 1/ 1/2019	Horizon in Years:	30 🜩	
Assessments Loans Other Income	Recurring Expenses Expenses	Actual Interest Groups Log			
New Assessment Edit Delete 🚑	Print Chart				
Start Date	End Date	Name	Lots	Special Assessment	GA Code
<b>9</b> =	=	Allic	=		
▶ 1/1/2018		2018 Maintenance Fee	1000		
8/13/2020	12/13/2020	Reserve Contribution	0		
1/1/2011	12/31/2016	Owner Assessment	2000		
1					1
3 Assessment	s				
4		Expense	s, Current Year		
		5			
2018 Maintenance Fee	\$8,000,000				
2018 Maintenance Fee	\$8,000,000 \$4,000,000				
2018 Maintenance Fee Reserve Contribution Owner Assessment	\$8,000,000 \$4,000,000 \$0 FV2019	EV2021 EV2023 EV2025 EV2027	7 EV2029 EV2031 EV2033 EV2	035 EV2037 EV2039 EV2	041 FV2043 FV2045 FV2047
1/1/2018 8/13/2020 1/1/2011 3 Assessment	12/13/2020 12/31/2016	2018 Maintenance Fee Reserve Contribution Owner Assessment			

mgordon Sunset West Last Login: 3/16/2022 1:16:57 AM Last Logout: 3/15/2022 9:27:33 AM Time Online: Not Calculatable



### **Managing Scheduled Items - Preventive Maintenance & Inspections**

#### Mobile Workflows

In addition to putting yourself on break or "ending shift," you can now start and end shifts from the mobile device.

**Note:** As with all Asgard updates, we will continue to support the current version and one prior. We strongly encourage all users to update ASAP, to take advantage of these new features.

Additionally, accurate Shift Status and Work Assignment will now display in the Assignee screen in AsgardMobile.



Work Order Assignee					
💄 Available W	orkers				
Q Assignee Name					
Alatorre, Evee	On Shift - Ready	568-989-5698			
Alatorre, Julie	On Shift - Ready				
Bell-Leon, Bailey	On Shift - Ready				
Burkhardt, Caitlin	On Shift - Ready				
Denise, Kayla	On Shift - Ready				
Fischel, Arty	On Shift - Ready				
Jimenez, Jorge	On Shift - Ready				
Jones, Teresa	On Shift - Ready				
Katherine, LeAnne	On Shift - Ready				
Lanier, Kayla	On Shift - Ready				
Lemon, Aman	On Shift - Ready				
Lemon, Amanda	On Shift - Ready				
Orr, Cade	On Shift - Ready				
ОК		Cancel			

# Maintenance/Performance

We made various enhancements and fixes in several system areas, arising from user reports, automated reporting, and performance records/logs.

Specific Issues Resolved:

- Welcome Page, Staff On-Shift, Display Multiple Facilities Departments On the Welcome Page, the Staff-on-Shift tool is a quick way to see who is currently on shift and at which properties. This is especially helpful for consolidated properties with multiple resorts run by a single set of staff. This tool now shows all sites/Facilities Departments associated with a user.
- Work Orders, Aging Status at Completion When viewing a completed work order, the status at completion will now be its permanent aging status. Previously, it was erroneously appearing to continue aging.
- Purchase Orders, Remove Vendor Justification Following v2.22.0, users were required to add a Vendor Justification for Purchase Orders. Previously this was only needed on RPRs and OPRs. Purchase Orders could be approved without this piece of information. By customer request, we have removed this requirement for Purchase Orders.
- RPR/OPR/PO, Search Keyword-based search now returns matching results
- Scenarios Support has been added for longer Scenario names to support the best practice of using descriptive names
- AICPA Report, Scenario Description The expected content has been restored, and this report now displays the Scenario description
- Mobile Bug Fixes, including resolution of unhandled exceptions/errors received through automated tracking.

We would love to hear what you think of these new features. Please contact <u>support@katanasoft.com</u> with any questions, concerns, or further feedback/enhancement ideas!