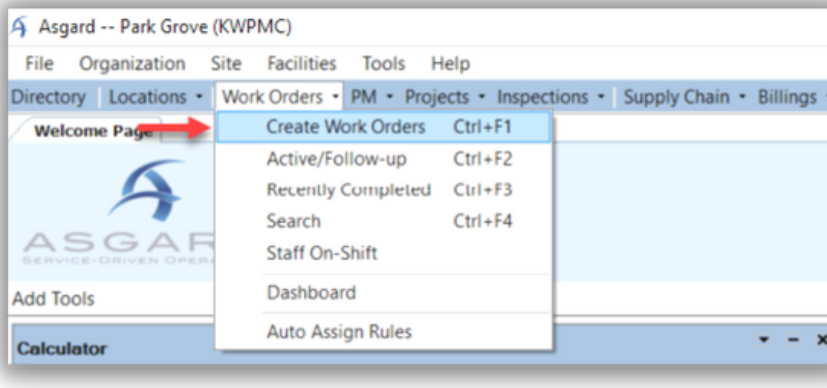
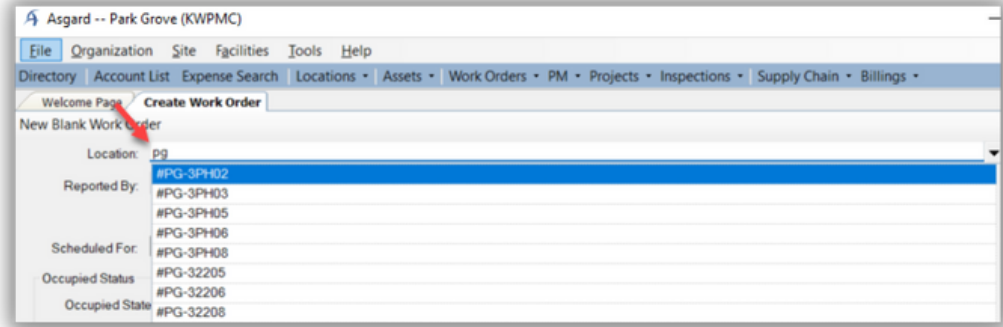




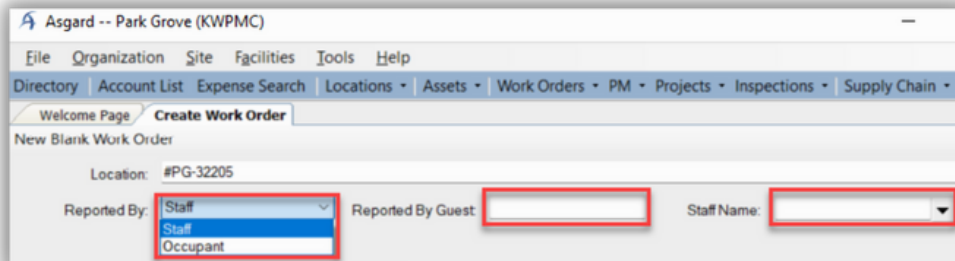
Step 1: From the Work Orders drop-down, select **Create Work Orders**.



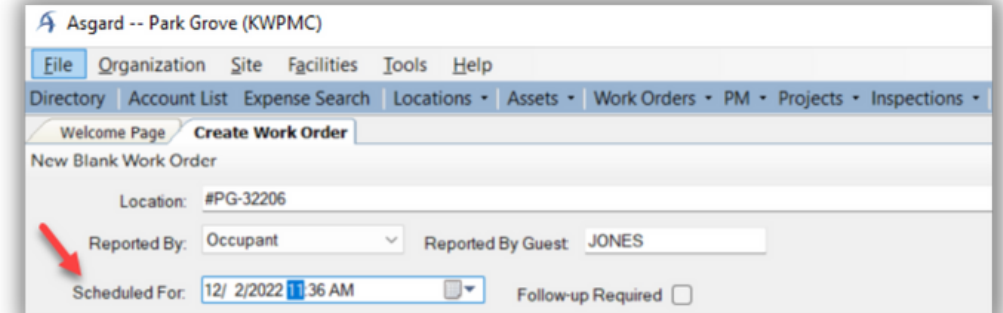
Step 2: Enter the **Location**. Asgard will begin filtering the available choices as you type. Use the arrow keys to highlight the correct location, and **Tab**.



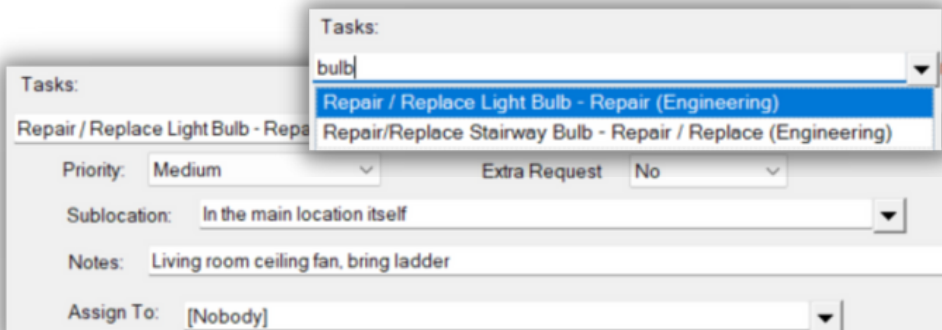
Step 3: Select the **Reported By**, if reported by Occupant enter their name. In the **Reported By Guest** field. If another staff member reported this work to you enter their name in the **Staff Name** field.



Step 4: The **Scheduled For** field defaults to the time that the screen was opened. Use the drop-down to access the calendar or arrow over to change the date and/or time as requested.



Step 5: In the **Tasks** field, type the keyword for the work requested. Select the task and **Tab**. Fill in the necessary fields.



Step 6: Once you have added all of the needed information, **Click the Create Workorder(s)** button. The work order will appear in Asgard at the future date/time.

