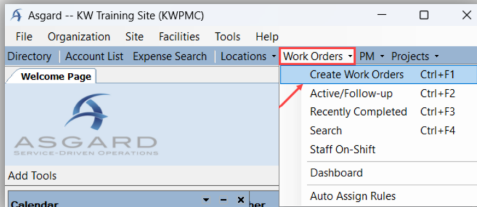
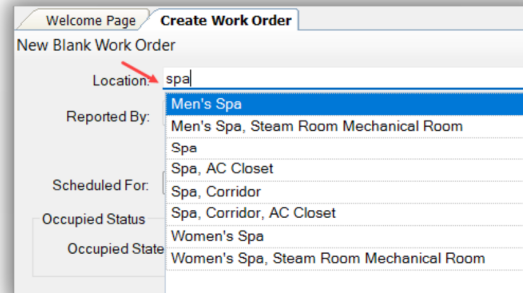




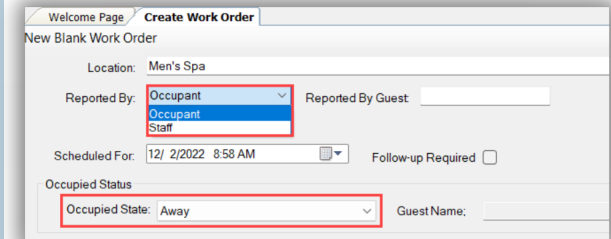
Step 1: From the Work Orders drop-down, select **Create Work Orders**



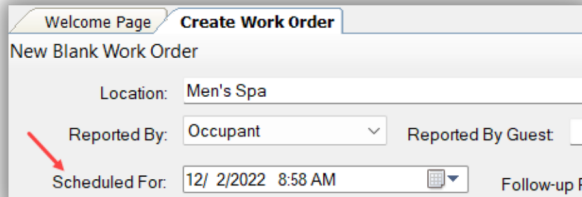
Step 2: Enter the **Location**. Asgard will begin filtering the available choices as you type. Use the arrow keys to highlight the correct location and **Tab**.



Step 3: Select the **Reporter By**, and select or enter the Reporter's name and **Tab**.



Step 4: If the requested work is for the future, update the **Scheduled For** field.



Note: This field will **only** appear if there are any **Pending and Recently Completed Work Orders** for **this location** within the **last 14 days**. This prevents duplicate work orders, provides insight into the Occupant's experience, and alerts you to recurring issues at this location.

Pending and Recently-Completed Work in Spa

Drag a column header here to group by that column

Status	Work Requested	Guest Name	Department	Assigned To	Start At
Incomplete	Repair Spa / Hot Tub - Low Water Level		Engineering	Katana_Lanier, Kayla	Thu 11/10 8:18
Incomplete	Repair Spa / Hot Tub - Overflow		Engineering	Katana_Lanier, Kayla	Thu 11/10 8:26
Complete	Repair Spa / Hot Tub - Not Working		Engineering	Paul_Katana, Pam	Thu 11/10 16:18

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

Clean Jacuzzi / Hot Tub / Spa - Dirty Jets - Cleaning (Housekeeping)

Priority: Medium Extra Request: No

Sublocation: In the main location itself

Notes:

Assign To: [Nobody]

Type here to add a task

- Notes** – Add any quantities, identify any specific area within the location, and/or any information that the associate may need to complete the work order
- Assign To** – you can assign this work order now or leave it unassigned
- Add as many **additional tasks** as necessary for the same location. Asgard will automatically separate the tasks by department.

Step 6: Once you have added all of the information, **Click** the Create Workorder(s) button.

Notes: jet by the steps

Assign To: Jones_Katana, Teresa

Create Workorder(s)