



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

The screenshot shows the 'Asgard -- Park Grove (KWPMC)' application window. The 'Work Orders' menu is open, and 'Create Work Orders' is highlighted. Other options in the menu include 'Active/Follow-up', 'Recently Completed', 'Search', 'Staff On-Shift', 'Dashboard', and 'Auto Assign Rules'. The 'Welcome Page' is visible in the background.

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**.

The screenshot shows the 'Create Work Order' form. The 'Location' dropdown menu is open, displaying a list of filtered options: '#PG-3PH02', '#PG-3PH03', '#PG-3PH05', '#PG-3PH06', '#PG-3PH08', '#PG-32205', '#PG-32206', and '#PG-32208'. The 'Reported By' field is also visible.

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.

The screenshot shows the 'Create Work Order' form. The 'Reported By' dropdown menu is open, showing 'Staff' and 'Occupant' options. The 'Reported By Guest' and 'Staff Name' fields are also visible.

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.

The screenshot shows the 'Create Work Order' form. The 'Scheduled For' field is set to '12/ 2/2022 11:36 AM'. The 'Reported By' field is set to 'Occupant' and the 'Reported By Guest' field is set to 'JONES'.

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

The screenshot shows the 'Create Work Order' form. The 'Tasks' dropdown menu is open, showing 'Repair / Replace Light Bulb - Repair (Engineering)' and 'Repair/Replace Stairway Bulb - Repair / Replace (Engineering)'. The 'Priority' field is set to 'Medium' and the 'Extra Request' field is set to 'No'.

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.

The screenshot shows the 'Create Work Order' form. The 'Create Workorder(s)' button is highlighted with a red arrow. The 'Notes' field contains the text 'Living room ceiling fan, bring ladder'.