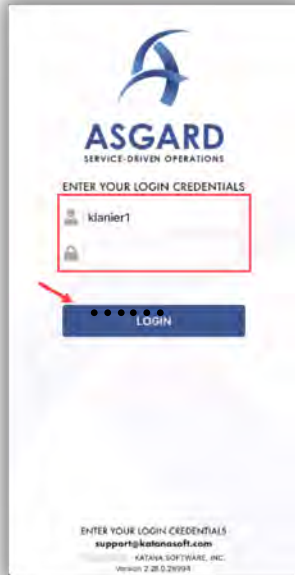




Step 1: Log into AsgardMobile using your Asgard username and password

Note: If you don't know your login credentials or can't remember them, contact us at support@katanasoft.com



Step 2: AsgardMobile opens displaying your site and your name

Contact Customer Support by email, phone or text



Step 3: The **Manage Shift** button is the **Clock** within a blue circle and enables you to change your status from **On Shift-Ready, Break, Ending Shift, or Off Shift.**

Tap the clock to open the Shift Status screen. Select your status, then **OK**



On Shift-Ready: First thing you do is put yourself in **On Shift-Ready** status to receive work orders



On Shift-Break: Provides a courtesy timer to let you, the system, and front desk know how long you have been on Break



On Shift-Ending Shift: Recommended 15 minutes before you leave for the day, allowing you to finish up your work



Off Shift: Make sure you change to Off-Shift **before** you log out for the day



This clock is not connected to your timecard or your paycheck. It is simply a convenience feature to let you, the system, and front desk know how long you have been on break.

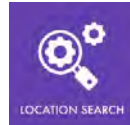
Step 4: The four tiles allow you to navigate to different features and functionalities



My Work Orders - shows the number of active work orders assigned to you, including Standard, PMs, and Inspections



Dispatcher - is permission-based and designed to give mobile dispatcher capabilities from within the application

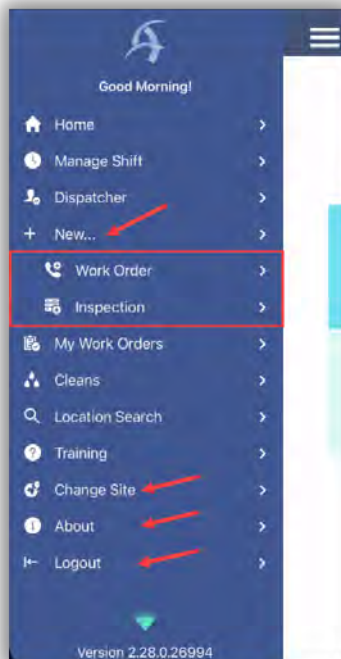


Location Search - allows you to search all types of work orders for a specific location and provides filter options to narrow your search



Cleans - is still in development! In the future, it will support management of cleans for users with appropriate permissions

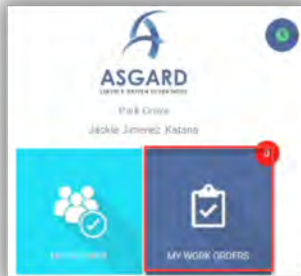
Step 5: The **Hamburger Menu** includes all of the options from the Home Screen, plus a few more, including:



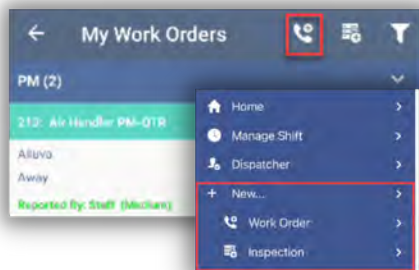
- Create a **Standard** or **Inspection Work Order** by tapping on **+ New...**
- The option to **Change Site**, to access your training site, or if have permissions for multiple sites
- **About** is a convenience feature that includes the AsgardMobile version number and OS version of your iOS device. This information is helpful if you need to call Support
- **Logout** logs you out of the application but does not take you **Off Shift**. Remember to put yourself in **Off Shift status before** you log out.



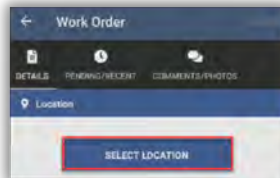
Step 1: Tap My Work Orders



Tap the **Phone+** icon
Or use the **Hamburger Menu**



Step 2: Tap Select Location



Enter at least 3 characters.
Select **Search**. Tap location



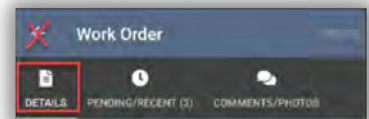
Step 3: Pending/Recent button indicates any work order within 14 days



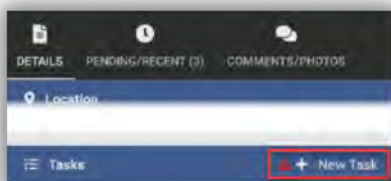
Incomplete in Red
Complete in Green



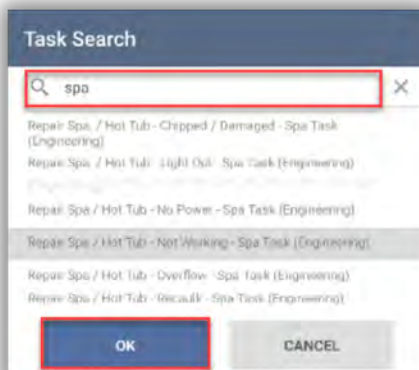
Tap **Details** to return



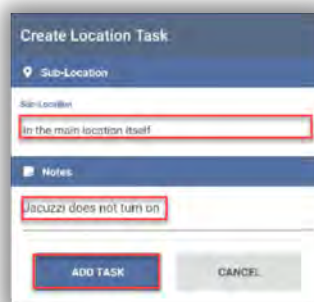
Step 4: Tap New Task



Add keyword(s) to Search field,
Tap on the Task to select, OK

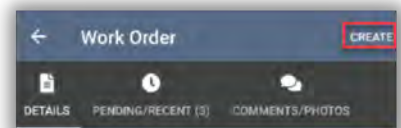


Step 5: Add Sub-Location

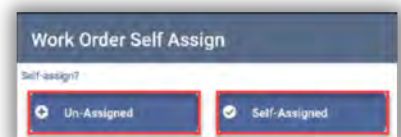


In the Notes field, add
Quantity and/or additional
information as needed

Step 6: Tap Create



Tap Assignment button



Success! Tap OK

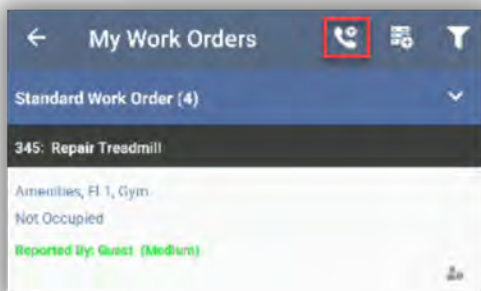
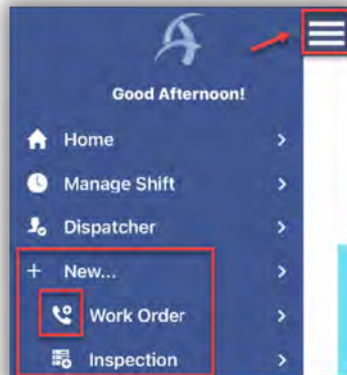




Step 1: Open the **Hamburger Menu** and tap **+ New...**

OR

From **Dispatcher** or the **My Work Orders** screen, tap the **Phone icon**

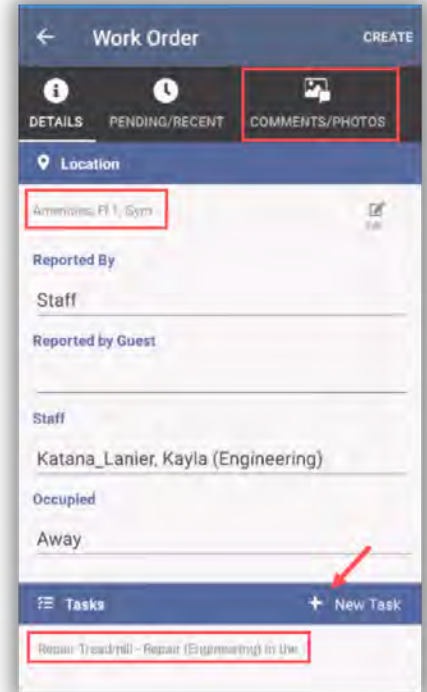


Step 2: Select the:

- **Location** that the Work Order is being created for
- **New Task** that needs to be completed
- **Reported By** adjust as needed

THEN

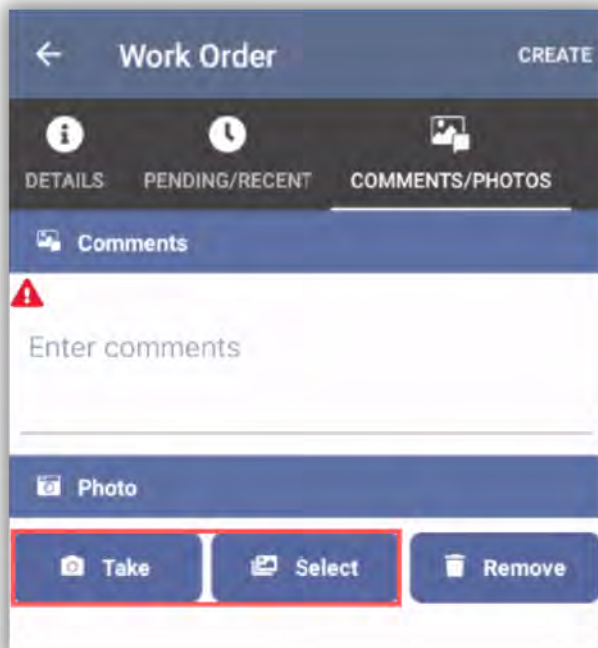
Tap **Comments/Photo** on the top bar



Step 3: Tap **Take** or **Select** to activate the camera or to open the photo library

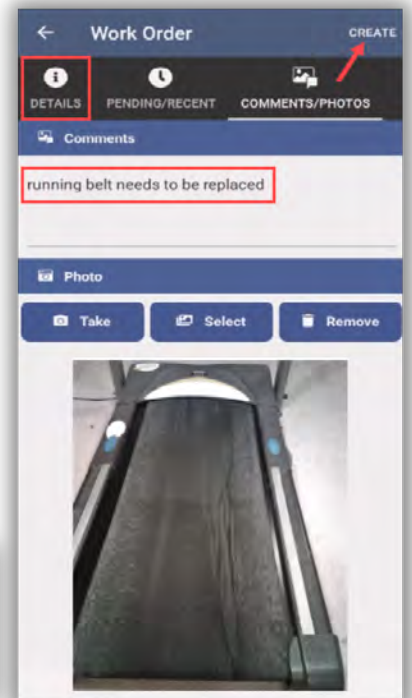
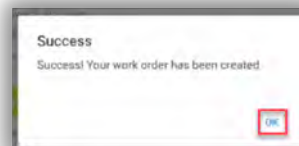


You *must* enter a Comment with a photo



Step 4: Then, Tap **Create** or return to Details

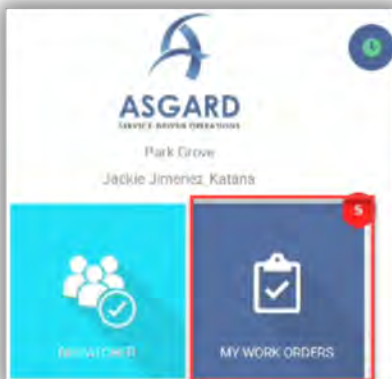
When your work order is created, you will receive a **Success** message! Tap **OK**



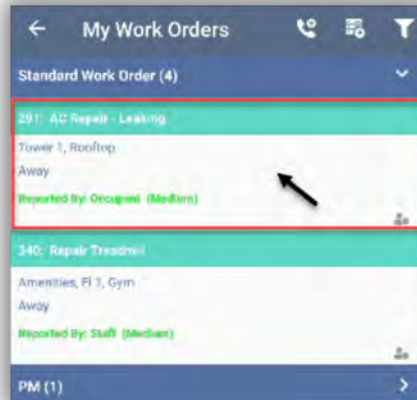
If you need to re-take the photo, click **Remove** and select or take a new photo



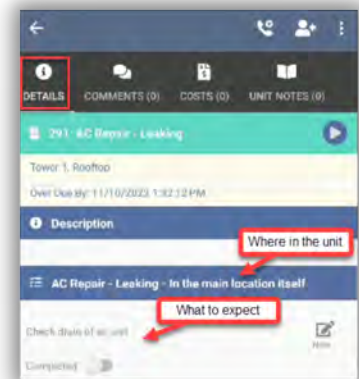
Step 1: Tap My Work Orders



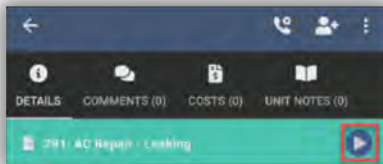
Step 2: Select a Work Order



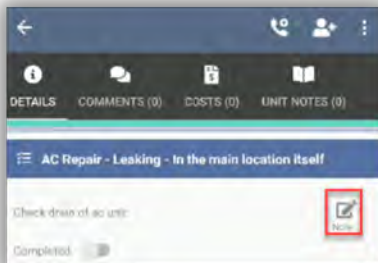
Step 3: Review Details Screen for important information



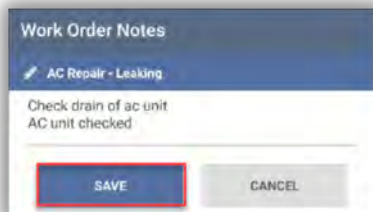
Step 4: Tap Play to Start



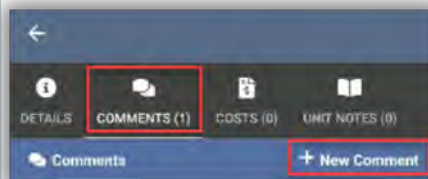
Add additional Notes, if needed



Tap Save



Step 5: Tap Comments then +NewComment to add Comments & Photos



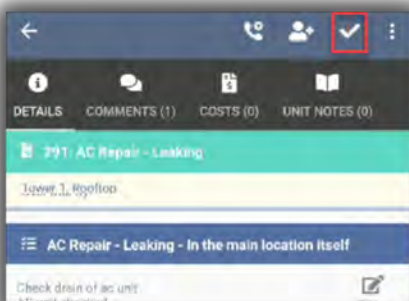
Then Save



Step 6: Tap Details when finished to return, not the back arrow



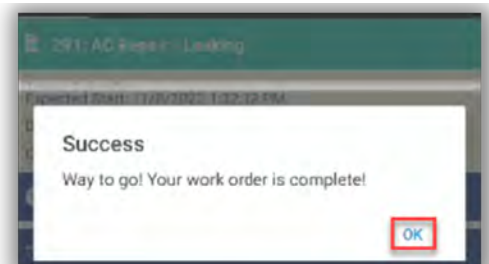
Step 7: Tap Checkmark to complete



Started/Completed times for tracking work time.
Tap the Checkmark again.

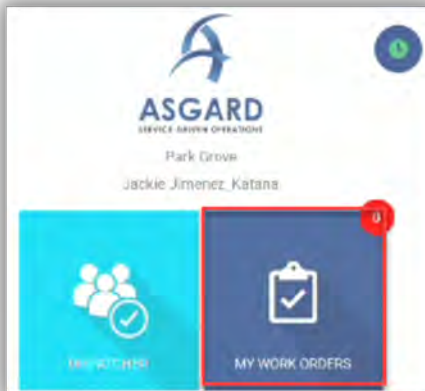


Success! Tap OK

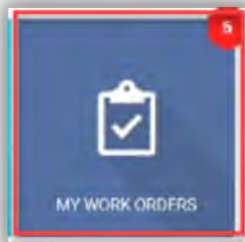




Step 1: Tap My Work Orders

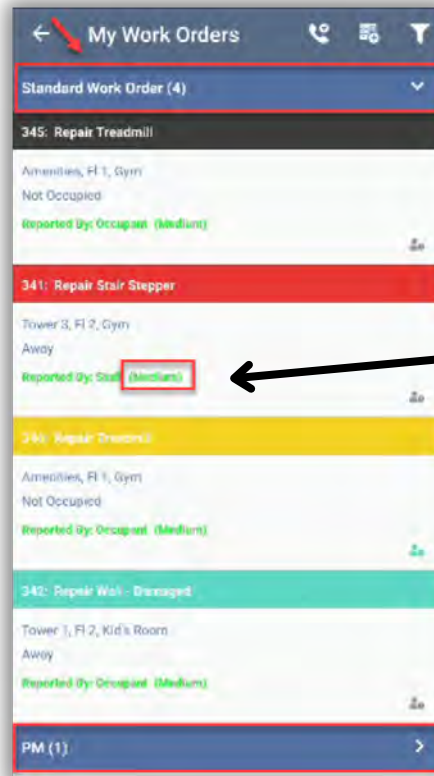


Red Circle indicates the number of Work Orders assigned to you



Step 2: Blue banners divide Supertypes

- Standard Work Orders
- Inspections
- PM's



Sorted by **Priority**

And by **Status**:

Black : Rework Status

Red : Overdue Status

Yellow : Due Status

Green : OK Status

Step 3: Work Order Quick View Shows:

- Work Order ID
- Task Name
- Location
- Reported By

Best Practices:

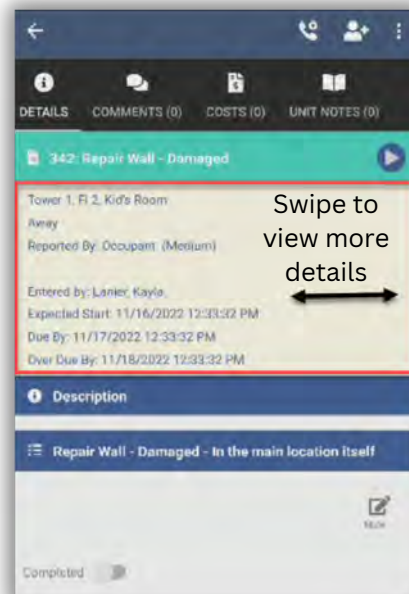
- Occupant reported Work Orders take priority over Staff reported.
- **Overdue** Work Orders take priority over **Due** or **OK**



Not Started

Started

Step 4: Tap on a Work Order to open and view more details



Swipe to view more details

Icon Definition

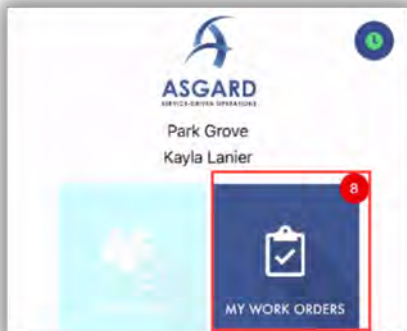
Work Order Assignee (permission based)

Create new Standard Work Order

Start Work Order

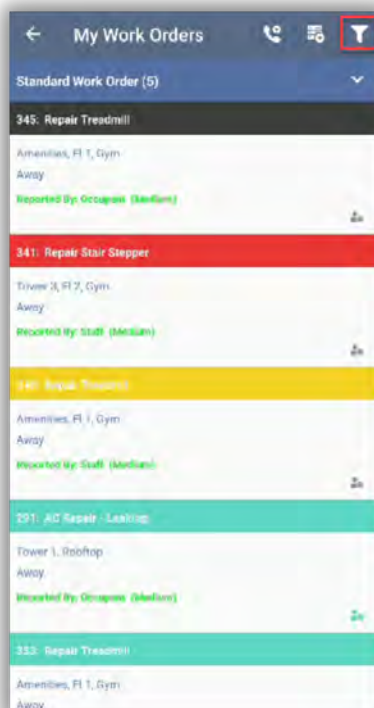


Step 1: Tap My Work Orders from the Home Screen



Note: If you do not have the Dispatcher permission the tile will be disabled

Step 2: Tap the **Funnel** to open the Filter Screen

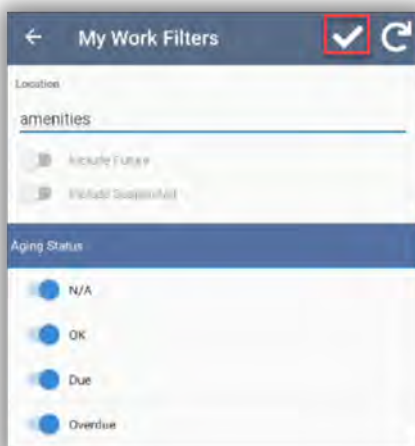


Step 3: Choose the desired filter parameters

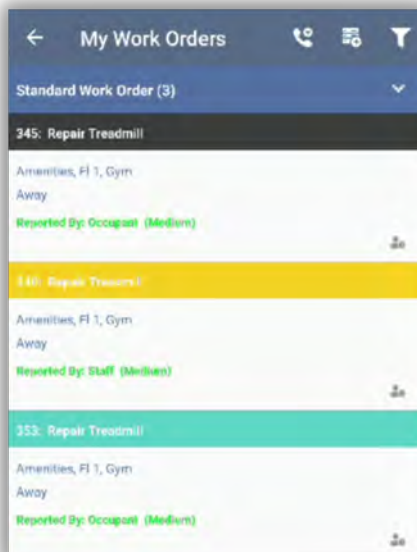
TIP: Tap the banner heading to select/unselect all



Step 4: Tap the **Checkmark** to apply filters



Step 5: Now the My Work Order Screen will only show the desired work

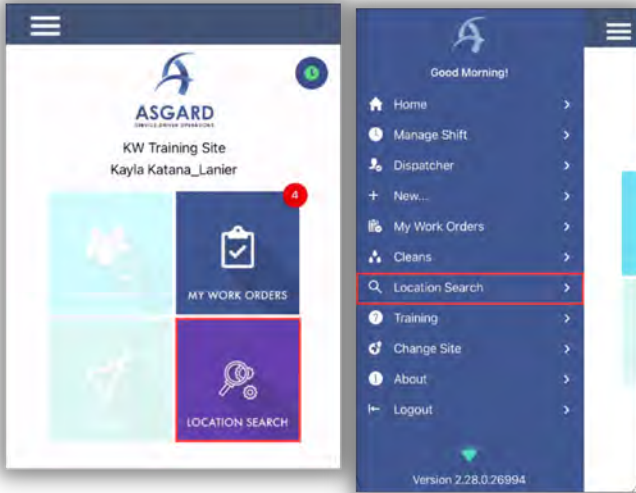


IMPORTANT: Filters will remain until you **Exit** the My Work Orders Screen or tap the **Reset Button**

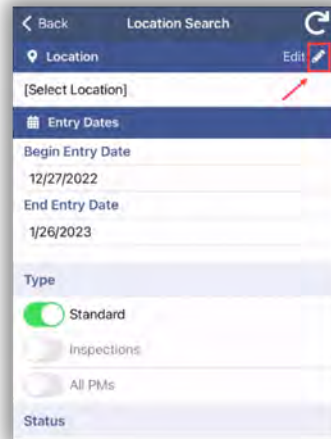




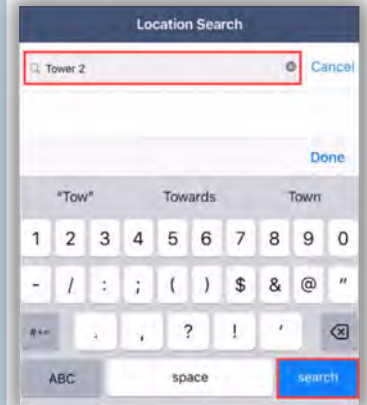
Step 1: Tap **Location Search** from the Home Screen, or from the **Hamburger Menu**.



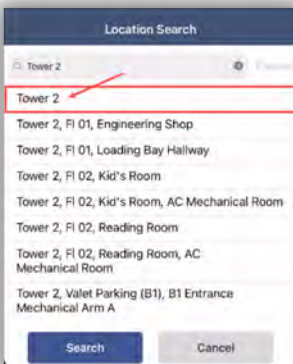
Step 2: Tap the **Pencil** to search for a location.



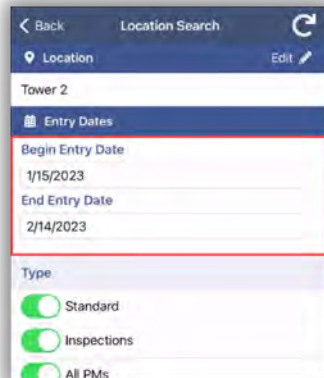
Step 3: Type the first three characters of the location and tap **Search**.



Step 4: Tap on the **Location** you're looking for to select.



Step 5: Enter a Begin Entry Date and End Entry Date. Defaults to the last 30 days.

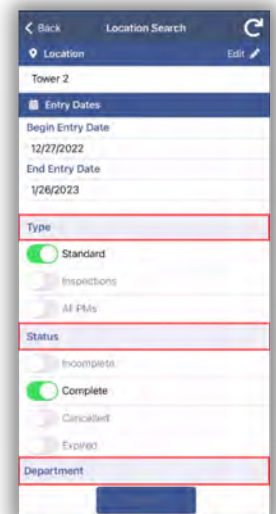


Step 6: Choose the desired Location Search Filters using the on/off toggle buttons or tap the Banner to select or deselect all.

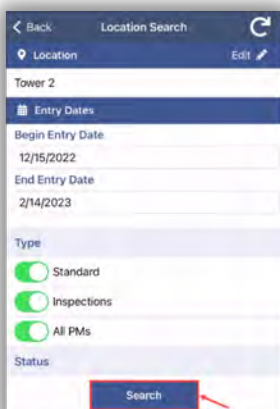
Type: Filters for Standard, Inspections, or All PMs

Status: Enables filters for Incomplete, Complete, Cancelled, Expired, and Superseded

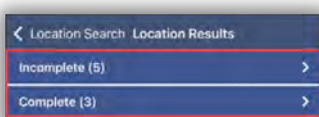
Department: Provides filters for Housekeeping, Engineering, Activities, etc.



Step 7: Tap the **Search** button after all search parameters have been chosen.

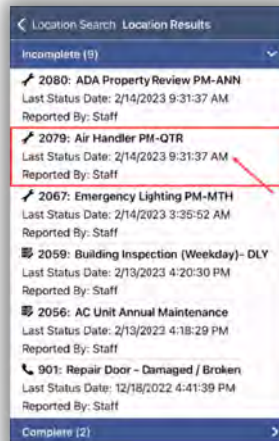


Step 8: Banner headings will indicate the status and number of work orders. Tap the **banner** to view the work order list. Tap a **work order** to open and view details such as notes/comments/photos.



- Standard Work Order
- Inspection Work Order
- PM Work Order

Note: If no results match your search criteria you will get a message letting you know.



Step 9: Tap the Reset symbol to clear the location, reset your entry dates and search criteria to the defaults. Defaults are:

- Last 30 days
- Standard for Type
- Complete for Status
- Your Department

