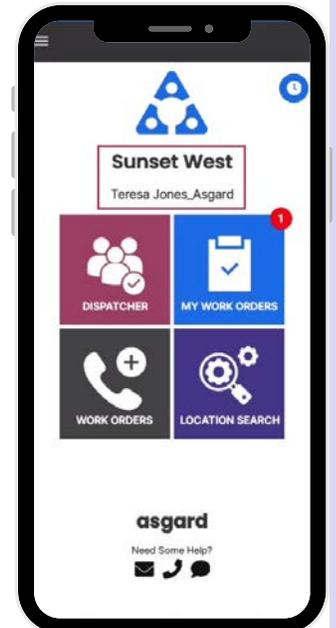


**Step 1:** Log into AsgardMobile using your Asgard username and password



**Note:** If you don't know your login credentials or can't remember them, contact us at [support@asgardsoftware.com](mailto:support@asgardsoftware.com)

**Step 2:** AsgardMobile opens displaying your site and your name

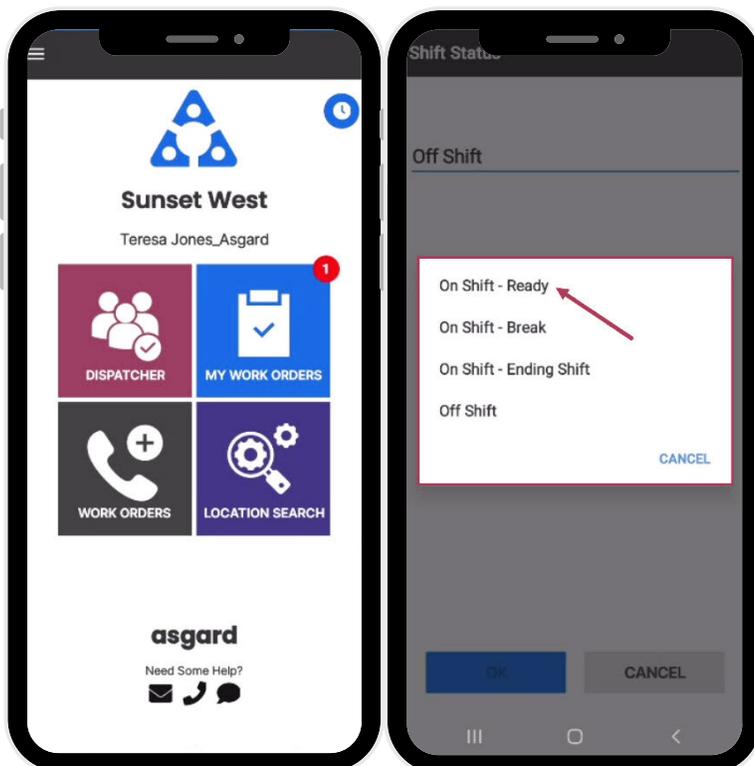


**Need Help?**

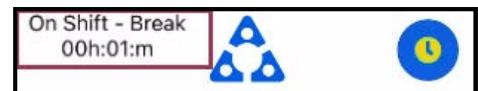
Contact Customer Support by email, phone, or text

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

Tap the clock to open the Shift Status screen. Select your status



**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

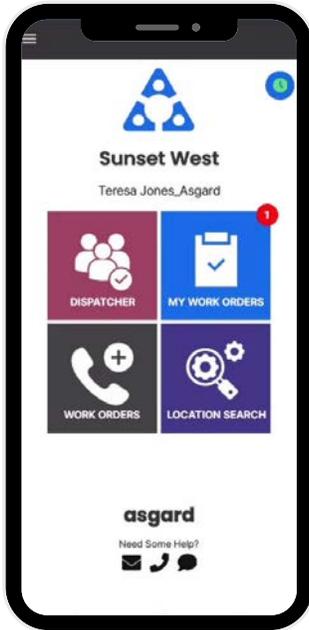


**On Shift-Ending Shift:** Recommended 15 minutes before you leave for the day, allowing you to finish up your work



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

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



**My Work Orders** - shows the number of work orders assigned to you, including Standard, PMs, and Inspections. It's your one-stop place to track and complete your work orders.



**Dispatcher** - is permission-based and designed to grant users dispatcher capabilities and work order management from within the mobile application.

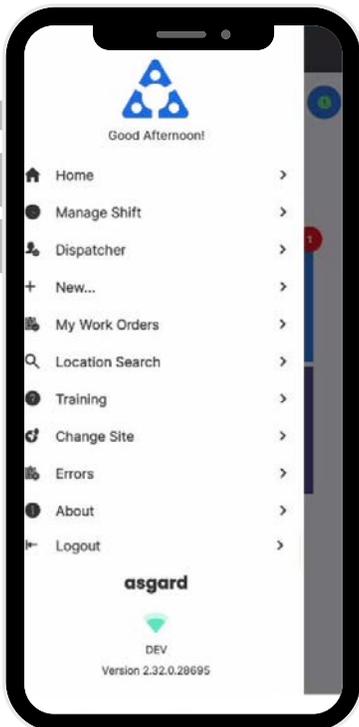


**New Work Order** - allows you to create a new work order directly from the Home Screen



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

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



- The ability to create a **Standard** or **Inspection Work Order** by tapping on **+ New...**
- The option to **Change Site**, to access your training site, or if you have permissions for multiple sites.
- **About** is a convenience feature that includes the AsgardMobile version number and OS version of your 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!**