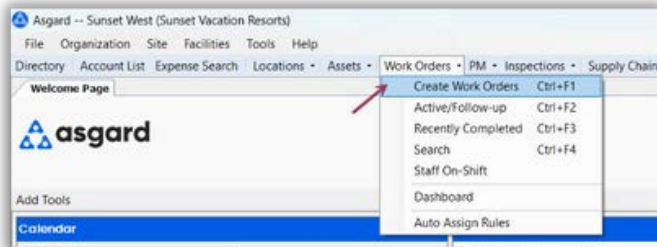
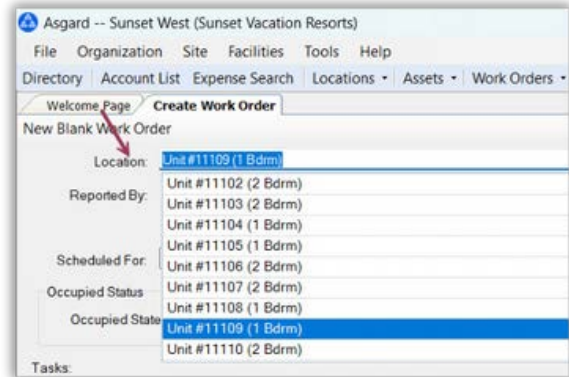


**Step 1:** From the Work Orders drop-down, select **Create Work Orders**.

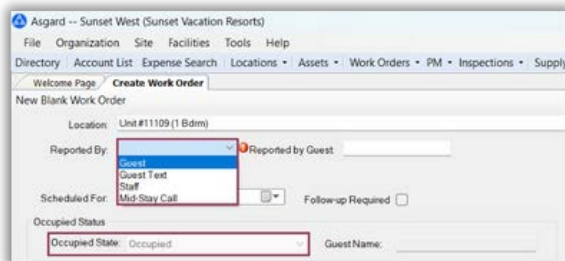


The Create Work Orders screen is designed for rapid entry. No need for a mouse. Everything can be entered by typing, then Tabbing, or using the Arrow Keys on your keyboard.

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

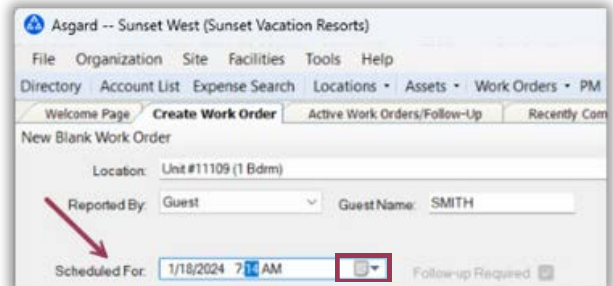


**Step 3:** Select the **Reporter**, and select or enter the Reporter's name.



If your property has an interface between Asgard and your Property Management System, the Guest Name and Occupied Status will populate automatically.

**Step 4:** If the requested work is for a future **Date** and/or **Time**, update the **Scheduled For** field by highlighting or using the drop-down calendar.



In the center of the screen, take note of any **Pending** and **Recently Completed Work Orders** associated with the location within the last **14** days. This proactive approach prevents duplicate work orders and alerts you to recurring issues at the location.

Pending and Recently-Completed Work in Unit #11109 (1 Bdrm)

Drag a column header here to group by that column.

Status	Work Requested	Guest Name	Department	Assigned To	Start At
Incomplete	Repair Internet - No Service	JONES	Engineering	Haro_Asgard, Gabi	Wed 1/17 11:30
Complete	Repair / Replace Light Fixture, Repair / Replace Light Fixture	BROOKES	Engineering	Hoover, John E	Tue 1/9 7:04
Complete	Repair / Replace Light Fixture	BROOKES	Engineering	Hoover, John E	Wed 1/10 7:31

The duration can be changed to reflect the past **7** or **30** days based on your site's preferences.

**Step 5:** In the **Tasks** field, enter the request's **most distinctive keyword** (i.e., Thermostat). Avoid generic terms like “deliver,” “assist,” or “repair.” Select the task and Tab. Fill in the necessary fields with the required information.

The screenshot shows the 'Create Work Order' form. The 'Tasks' section is highlighted with a red box. It contains the following fields:

- Task:** AC Repair - Thermostat Not Working - A/C Task (Engineering)
- Priority:** High
- Extra Request:** No
- Sublocation:** Living Room
- Notes:** Thermostat will not turn on
- Assign To:** Lanier, Kayla (Z 2, FL 1-3)

A red arrow points to the 'Assign To' field. Below the 'Assign To' field is a text input field labeled 'Type here to add a task'.

- **Extra Request** - optional
- **Quantity** (if applicable)
- **Sublocation** (where needed) indicates the precise task location
- **Notes** – provide any additional information that the associate may need to complete the work order successfully
- **Assign To** – If you have Assign privileges, and your property uses this configuration, you can assign this work order immediately or leave it unassigned
- Add as many additional **Tasks** as necessary for *the same location*. Asgard will automatically separate the tasks by which department will complete the work.

**Step 6:** Once you have added all of the required information, Tab to the **Create Workorder(s)** button and press Enter.

The screenshot shows the 'Create Work Order' form with the 'Tasks' section. The 'Create Workorder(s)' button is highlighted with a red box, and a red arrow points to it. The form contains the following fields:

- Task:** AC Repair - Thermostat Not Working - Repair (Engineering)
- Priority:** Medium
- Extra Request:** No
- Sublocation:** In the main location itself
- Notes:**
- Assign To:** Lanier, ASGARD, Kayla

Below the 'Assign To' field is a text input field. The 'Create Workorder(s)' button is located at the bottom right of the form, next to a 'Clear' button.