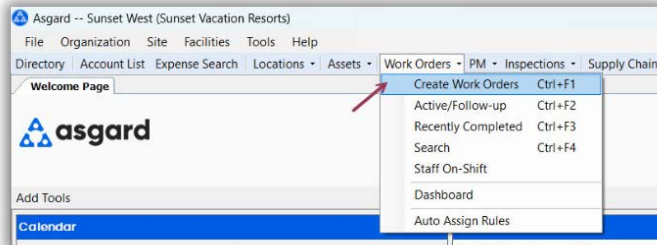
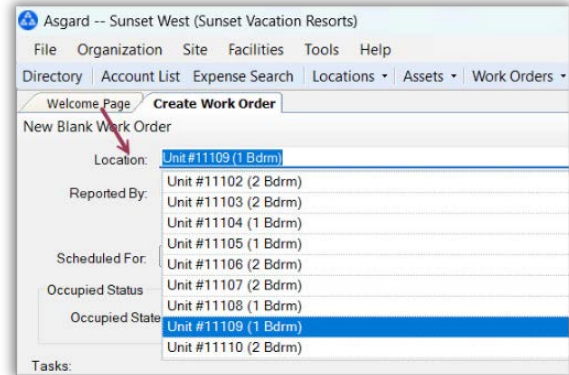


Etap 1: Soti nan drop-down Lòd Travay, chwazi Kreye Lòd Travay.

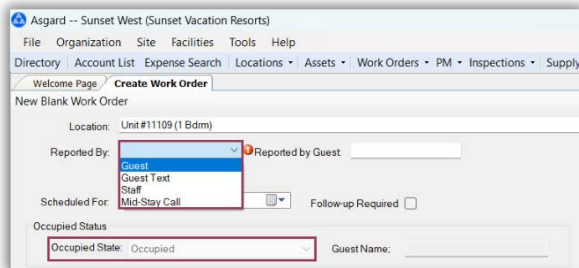


Ekran Kreye Lòd Travay la fèt pou antre rapid. Pa bezwen yon sourit. Tout bagay ka antre nan tape, Lè sa a, Tabbing, oswa lè l sèvi avèk kle yo flèch sou klavye ou.

Etap 2: Antre kote a. Asgard pral filtre chwa ki disponib yo pandan w ap tape. Sèvi ak flèch yo pou mete aksan sou kote ki kòrèk la ak Tab.

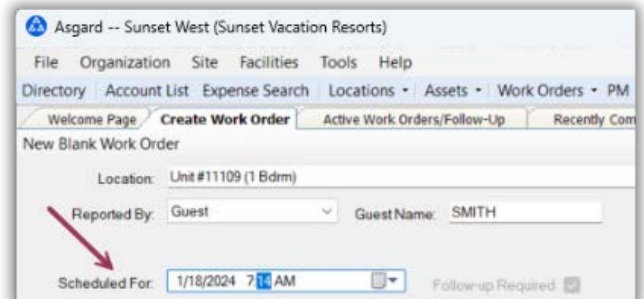


Etap 3: Chwazi Repòtè a, epi chwazi oswa antre non Repòtè a.



Si pwopriyete w la gen yon koòdone ant Asgard ak Sistèm Jesyon Pwopriyete w la, Non Envite a ak Estati Okipe yo pral peple otomatikman.

Etap 4: Si travay yo mande a se pou lavni, mete ajou jaden Pwogram pou.



Nan mitan ekran an, pran nòt nenpòt Lòd Travay ki annatan ak ki fèk fini ki asosye ak kote a nan **14** dènye jou yo. Apwòch pwòch sa a anpeche kopi lòd travay epi avèti w sou pwoblèm renouvlab nan lokal la.

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

Dire a ka chanje pou reflète **7** oswa **30** jou ki sot pase yo selon preferans sit ou a.

Etap 5: Nan jaden an Travay, antre mo kle ki pi diferan pou demann lan (sa vle di Thermostat) Evite tèm jenerik tankou "livre", "asiste", oswa "reparasyon". Chwazi travay la ak Tab. Ranpli jaden ki nesèsè yo ak enfòmasyon yo mande yo.

Welcome Page / Create Work Order

New Blank Work Order

Location: Unit #11109 (1 Bdrm)

Reported By: Guest Guest Name: SMITH

Scheduled For: 1/18/2024 5:57 AM Followup Required

Occupied Status

Occupied State: Occupied Guest Name:

Event: [No Event]

Tasks:

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)

Type here to add a task

- **Demann siplemantè**
- **Kantite (si sa aplikab)**
- **Sublocation (kote sa nesèsè)** endike kote travay egzakt la
- **Nòt** - bay nenpòt enfòmasyon adisyonèl ke asosye a ka bezwen ranpli lòd travay la avèk siksè
- **Assign To** - Si w gen privilèj Assign, epi pwopriyete w la itilize konfigirasyon sa a, ou ka bay lòd travay sa a imedyatman oswa kite li pa asiyen li.
- Ajoute anpil travay adisyonèl jan sa nesèsè pou menm kote a. Asgard pral otomatikman separe travay yo pa depatman ki pral fini travay la.

Etap 6: Yon fwa ou te ajoute tout enfòmasyon ki nesèsè yo, Tab epi peze Antre sou bouton Kreye Workorder(s).

Tasks:

AC Repair - Thermostat Not Working - Repair (Engineering)

Priority: Medium Extra Request: No

Sublocation: In the main location itself

Notes:

Assign To: Lanier_ASGARD, Kayla

Create Workorder(s)

Clear