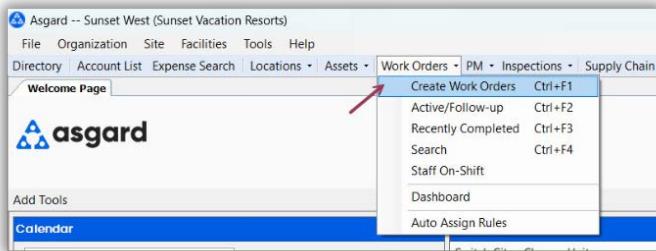
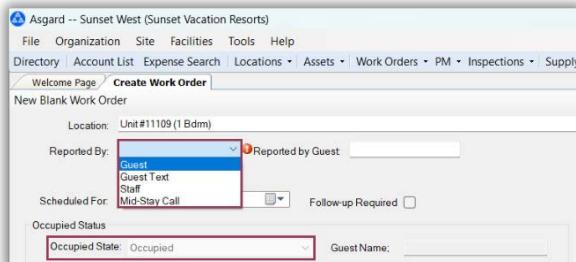
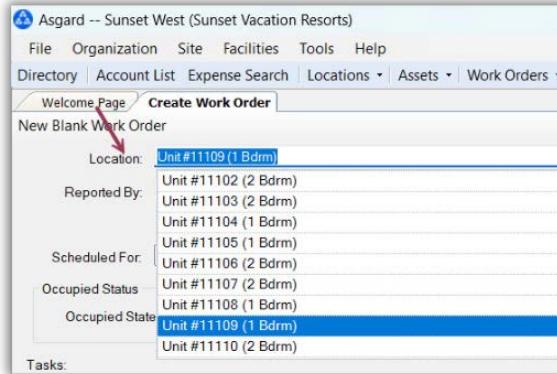
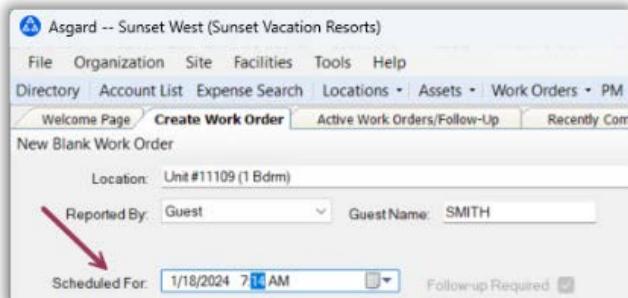


Etap 1: Soti nan drop-down Lòd Travay, chwazi Kreye Lòd Travay.


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


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

Pending and Recently-Completed Work in Unit #11109 (1 Bdsm)						
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 reflete **7** oswa **30** jou ki sot passe yo selon preferans sit ou a.

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

The screenshot shows the 'Create Work Order' interface. At the top, it says 'Welcome Page' and 'Create Work Order'. Below that, it says 'New Blank Work Order'. The 'Location' is set to 'Unit #11109 (1 Bdsm)'. Under 'Reported By', it says 'Guest'. Under 'Guest Name', it says 'SMITH'. The 'Scheduled For' date is '1/18/2024 5:57 AM'. There is a checkbox for 'Followup Required'. Under 'Occupied Status', 'Occupied State' is 'Occupied' and 'Guest Name' is left blank. Under 'Event', it says '[No Event]'. A red box highlights the 'Tasks' section. Inside the tasks section, there is one task: 'AC Repair - Thermostat Not Working - A/C Task (Engineering)'. The 'Priority' is 'High', 'Extra Request' is 'No', and 'Sublocation' is 'Living Room'. The 'Notes' field contains the text 'Thermostat will not turn on'. The 'Assign To' field is set to 'Lanier, Kayla (Z 2, FL 1-3)'. A red arrow points from the text 'Ajoute anpil travay adisyonèl jan sa nesesè pou menm kote a.' to the 'Assign To' field. Below the tasks section, there is a placeholder 'Type here to add a task'.

- **Demann siplemantè**
- **Kantite (si sa aplikab)**
- **Sublocation (kote sa nesesè)** endike kote travay egzak 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 nesesè 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 nesesè yo, Tab epi peze Antre sou bouton Kreye Workorder(s).

The screenshot shows the 'Create Work Order' interface. It displays the same task details as the previous screenshot: 'AC Repair - Thermostat Not Working - Repair (Engineering)', Priority 'Medium', Sublocation 'In the main location itself', Notes 'Lanier_ASGARD, Kayla', and Assign To 'Lanier_ASGARD, Kayla'. A red arrow points from the text 'Ajoute anpil travay adisyonèl jan sa nesesè pou menm kote a.' to the 'Assign To' field. Another red arrow points from the text 'Tab epi peze Antre sou bouton Kreye Workorder(s).' to the 'Create Workorder(s)' button at the bottom right of the task list. This button is highlighted with a red border.