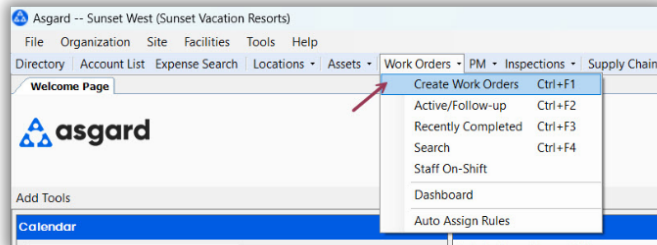
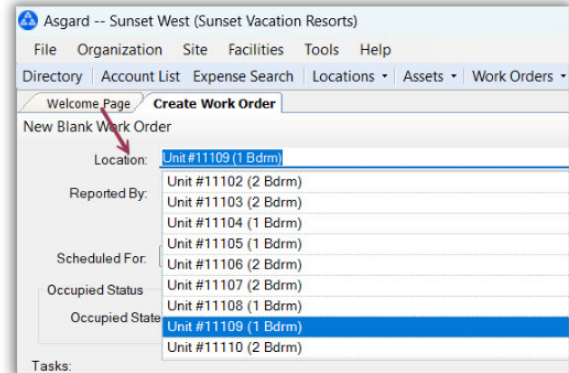


Etap 1: Soti nan drop-down Lòd Travay, chwazi Kreye Lòd Travay.

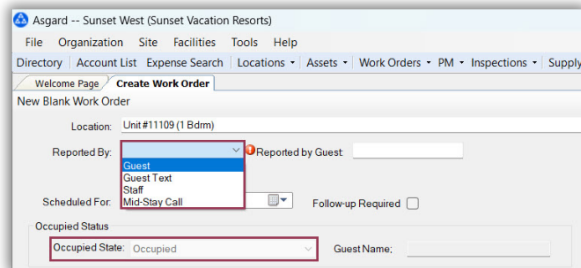


Ekran Kreye Lòd Travay la fèt pou antre rapid. Pa bezwen yon sourit. Tout bagay ka antre nan tape, Lè sa a, Tabbing, oswa lè l sèvi avèk kle yo flèch sou klavye ou.

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.

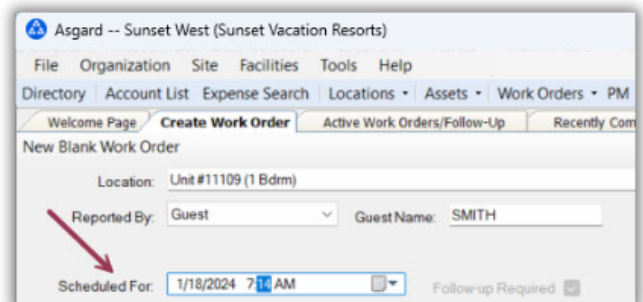


Etap 3: Chwazi Repòtè a, epi chwazi oswa antre non Repòtè a.



Si pwopriyete w la gen yon koòdone ant Asgard ak Sistèm Jesyon Pwopriyete w la, Non Envite a ak Estat 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.

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

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 nesesè yo ak enfòmasyon yo mande yo.

Welcome Page **Create Work Order**

New Blank Work Order Refresh Lists Close

Location: Unit #11109 (1 Bdrm)

Reported By: Guest Guest Name: SMITH

Scheduled For: 1/18/2024 5:57 AM Follow-up Required ☒

Occupied Status

Occupied State: Occupied Guest Name:

Event: [No Event]

Tasks:

AC Repair - Thermostat Not Working - A/C Task (Engineering) Remove

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. Remove

- **Demann siplemantè**
- **Kantite (si sa aplikab)**
- **Sublocation (kote sa nesesè)** 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 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).

Tasks:

AC Repair - Thermostat Not Working - Repair (Engineering) Remove

Priority: Medium Extra Request: No

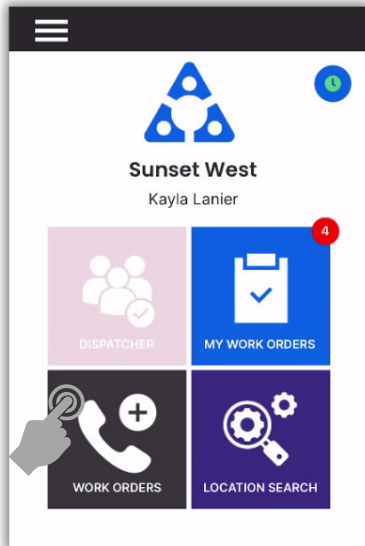
Sublocation: In the main location itself

Notes:

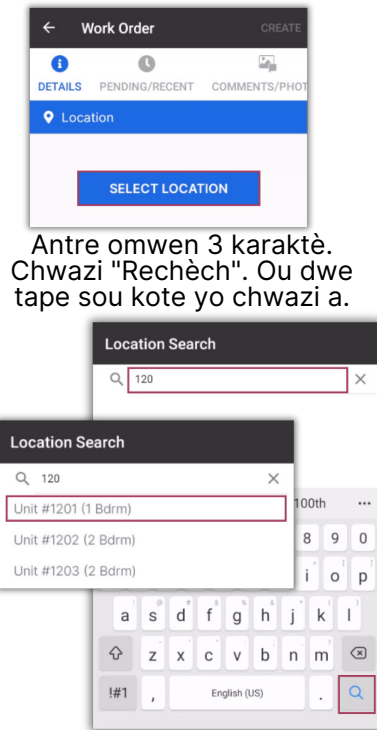
Assign To: Lanier_ASGARD, Kayla

Create Workorder(s) Clear

Etap 1: Tape mozayik Lòd Travay la.

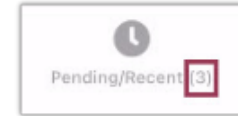


Etap 2: Tape Chwazi Kote.



Antre omwen 3 karaktè.
Chwazi "Rechèch". Ou dwe
tape sou kote yo chwazi a.

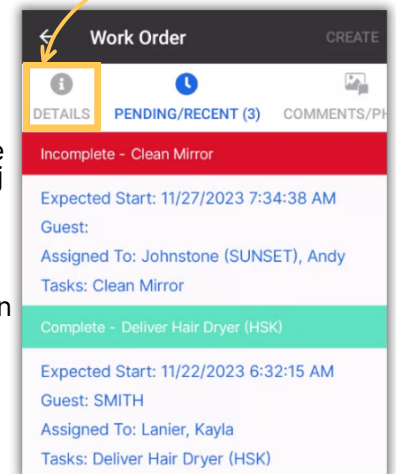
Etap 3: Bouton annatan/Dènye endike nenpòt lòd travay nan 14 jou.



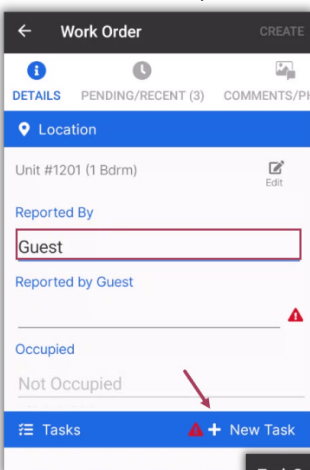
! Tape Detay pou retounen nan lòd travay ou, pa flèch Retounen an.

Enkonplè nan wouj

Ranpli nan Green



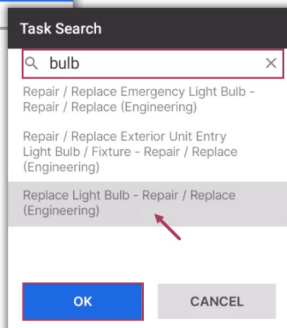
Etap 4: Tape pou chanje Rapòte Byen bay Guest oswa Anplwaye, jan sa nesèsè. Si w chwazi Guest, Non Guest la Obligatwa.



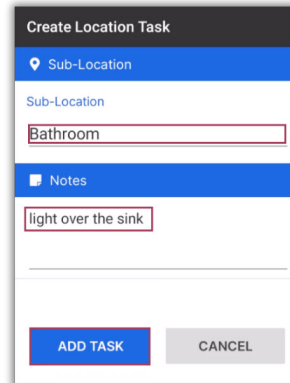
Non itilizatè a k ap antre nan lòd travay la pral otomatikman peple nan jaden an Anplwaye.

Tape **Nouvo Travay**.

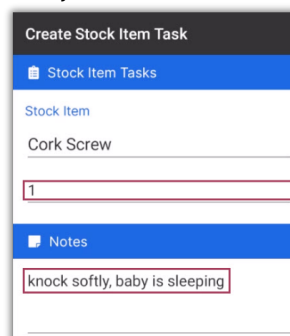
Ajoute mo kle (yo) nan jaden Rechèch, Tape sou Travay la pou chwazi, Tape **OK**.



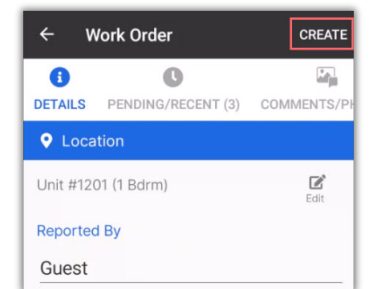
Etap 5: Ajoute Sou-Kote.



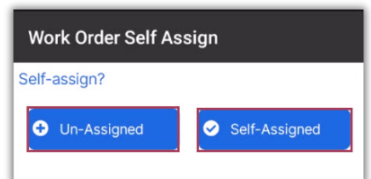
Nan jaden Nòt, ajoute Kantite ak/oswa enfòmasyon adisyonèl jan sa nesèsè.



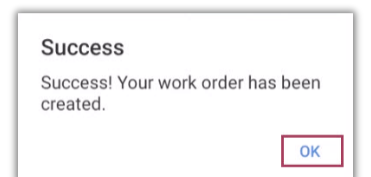
Etap 6: Tape Kreye.



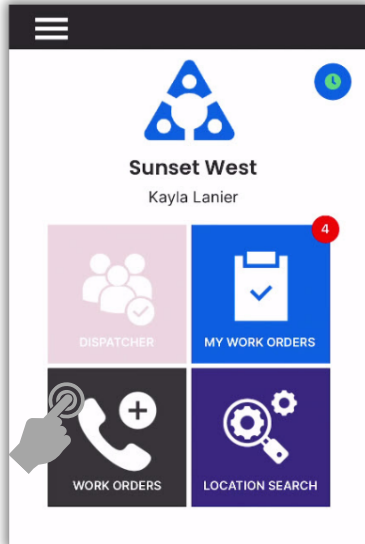
Tape bouton devwa ki apwopriye a.



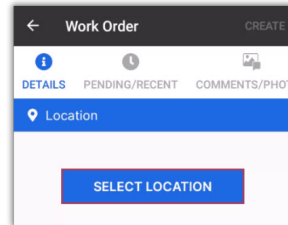
Siksè! Tape **OK**.



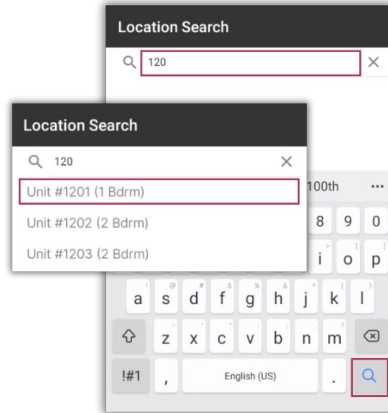
Etap 1: Tape mozaik Lòd Travay la.



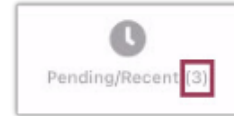
Etap 2: Tape Chwazi Kote.



Antre omwen 3 karaktè.
Chwazi "Rechèch". Ou dwe
tape sou kote yo chwazi a.



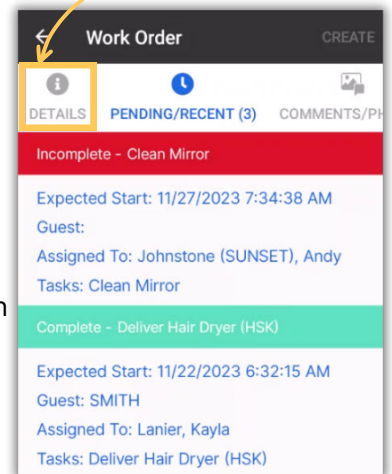
Etap 3: Bouton annatan/Dènye endike nenpòt lòd travay nan 14 jou.



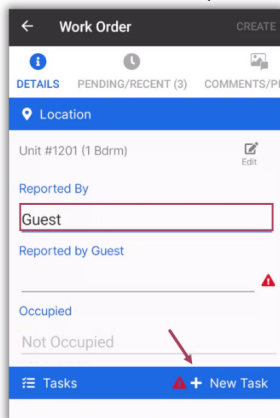
! Tape Delay pou retounen nan lòd travay ou, pa flèch Retounen an.

Enkonplè nan wouj

Ranpli nan Green



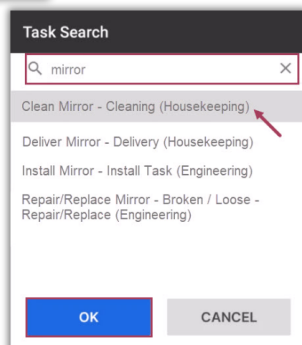
Etap 4: Tape pou chanje Rapòte Byen bay Guest oswa Anplwaye, jan sa nesese. Si w chwazi Guest, Non Guest la Obligatwa.



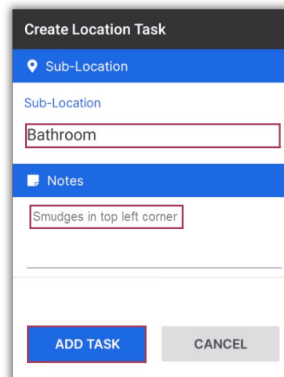
Non itilizatè a k ap antre nan lòd travay la pral otomatikman peple nan jaden an Anplwaye.

Tape Nouvo Travay.

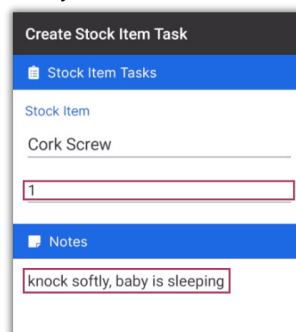
Ajoute mo kle (yo) nan jaden Rechèch, Tape sou Travay la pou chwazi, Tape OK.



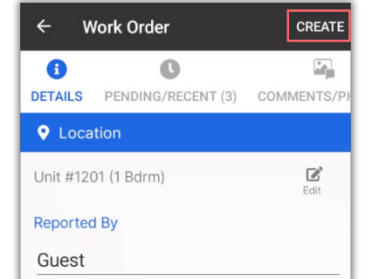
Etap 5: Ajoute Sou-Kote.



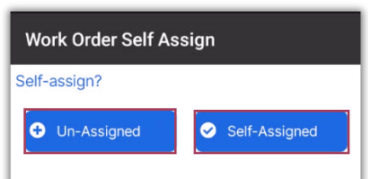
Nan jaden Nòt, ajoute Kantite ak/oswa enfòmasyon adisyonèl jan sa nesese.



Etap 6: Tape Kreye.



Tape bouton devwa ki apwopriye a.



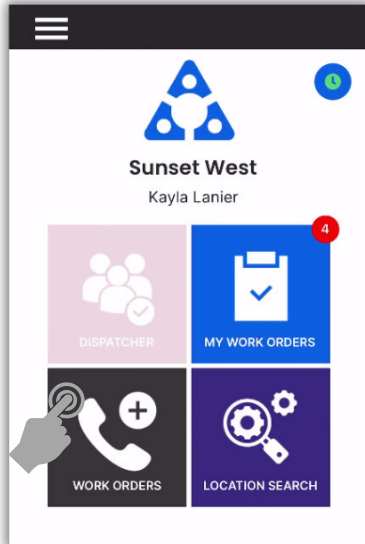
Siksè! Tape OK.

Success

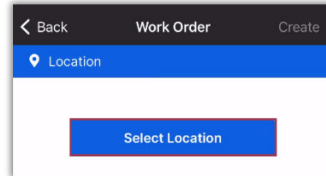
Success! Your work order has been created.

OK

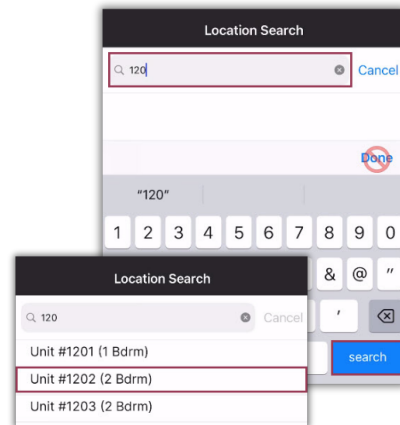
Etap 1: Tape mozaik Lòd Travay la.



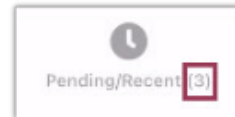
Etap 2: Tape Chwazi Kote.



Antre omwen 3 karaktè, apresa chwazi "Rechèch". Ou dwe tape sou kote yo chwazi a.

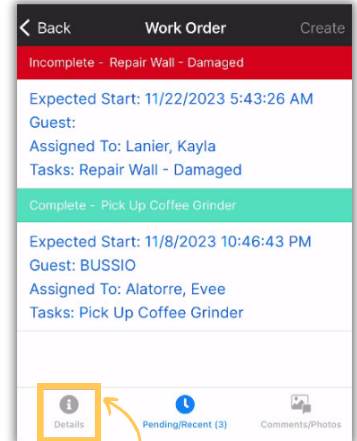


Etap 3: Bouton annatant/Dènye endike nenpòt lòd travay nan 14 jou.



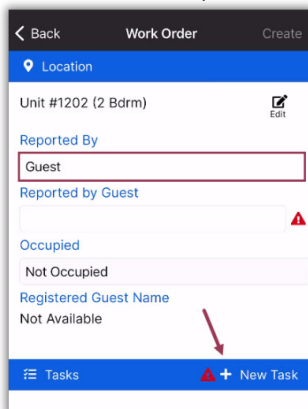
Enkonplè nan wouj

Ranpli nan Green



! Tape Deta pou retounen nan lòd travay ou, pa flèch Retounen an.

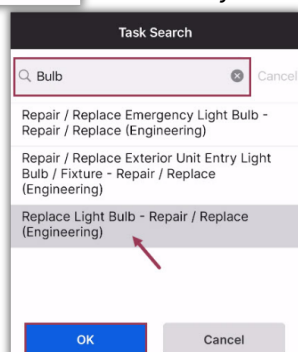
Etap 4: Tape pou chanje Rapòte Byen bay Guest oswa Anplwaye, jan sa nesesè. Si w chwazi Guest, Non Guest la Obligatwa.



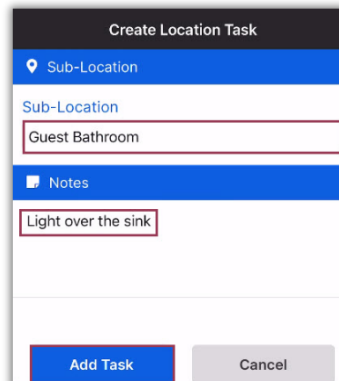
Non itilizatè a k ap antre nan lòd travay la pral otomatikman peple nan jaden an Anplwaye.

Tape Nouvo Travay.

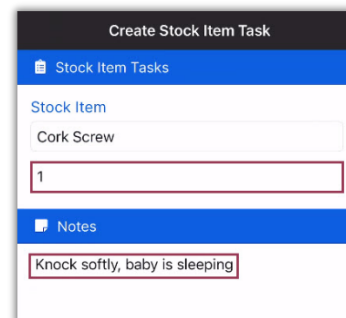
Ajoute mo kle (yo) nan jaden Rechèch, Tape sou Travay la pou chwazi, Tape OK.



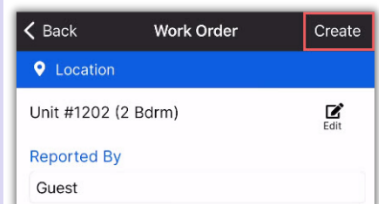
Etap 5: Ajoute Sou-Kote.



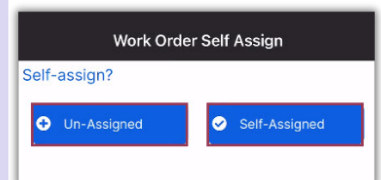
Nan jaden Nòt, ajoute Kantite ak/oswa enfòmasyon adisyonèl jan sa nesesè.



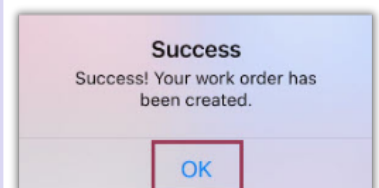
Etap 6: Tape Kreye.



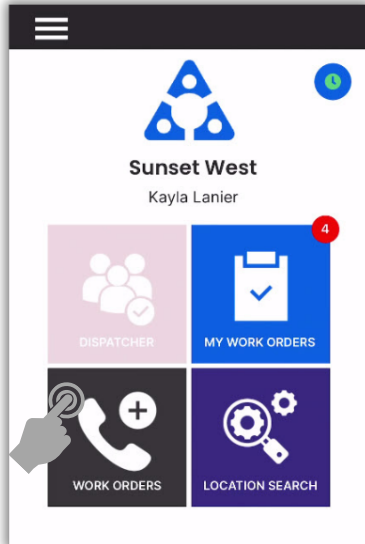
Tape bouton devwa ki apwopriye a.



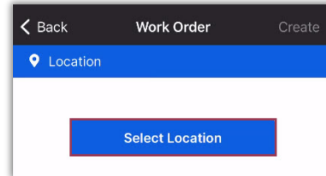
Siksè! Tape OK.



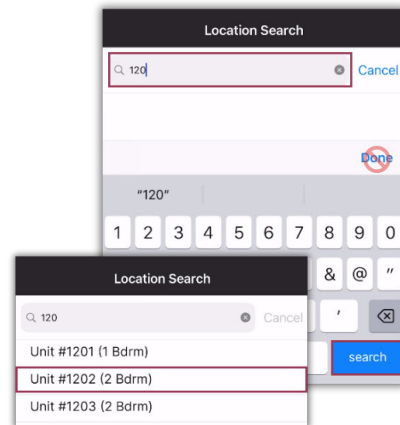
Etap 1: Tape mozaik Lòd Travay la.



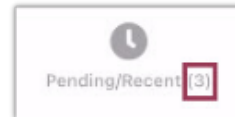
Etap 2: Tape Chwazi Kote.



Antre omwen 3 karaktè, apresya chwazi "Rechèch". Ou dwe tape sou kote yo chwazi a.

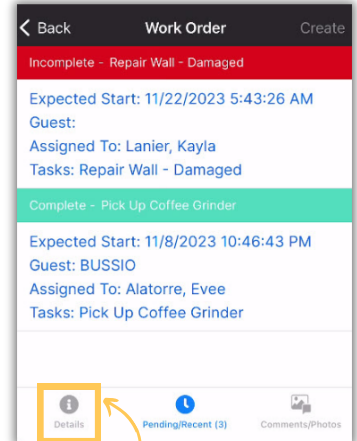


Etap 3: Bouton annatan/Dènye endike nenpòt lòd travay nan 14 jou.



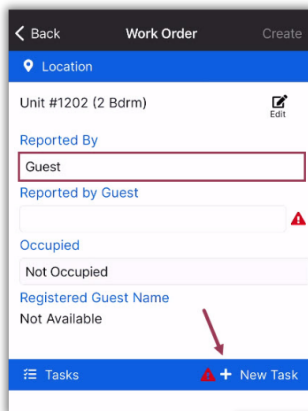
Enkonplè nan wouj

Ranpli nan Green



Tape Dèty pou retounen nan lòd travay ou, pa flèch Retounen an.

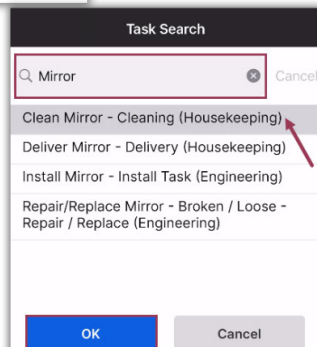
Etap 4: Tape pou chanje Rapòte Byen bay Guest oswa Anplwaye, jan sa nesèsè. Si w chwazi Guest, Non Guest la Obligatwa.



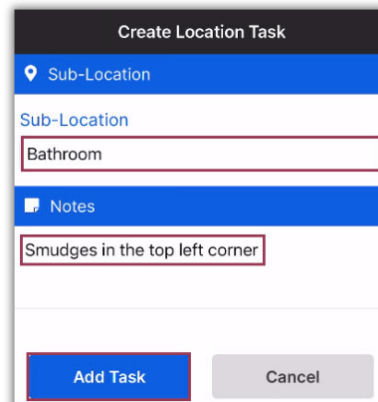
Non itilizatè a k ap antre nan lòd travay la pral otomatikman peple nan jaden an Anplwaye.

Tape Nouvo Travay.

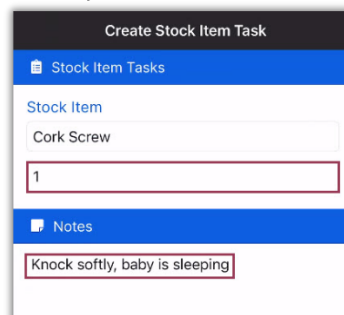
Ajoute mo kle (yo) nan jaden Rechèch, Tape sou Travay la pou chwazi, Tape OK.



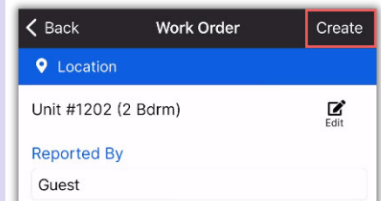
Etap 5: Ajoute Sou-Kote.



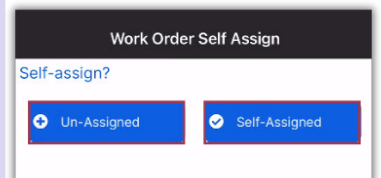
Nan jaden Nòt, ajoute Kantite ak/oswa enfòmasyon adisyonèl jan sa nesèsè.



Etap 6: Tape Kreye.



Tape bouton devwa ki apwopriye a.



Siksè! Tape OK.

