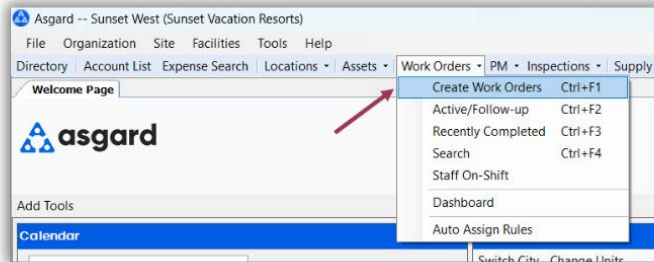
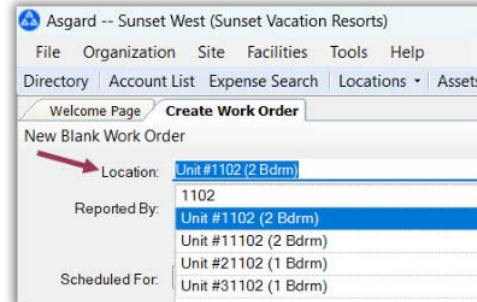


**Step 1:** From the Work Orders drop-down, select **Create Work Orders**.

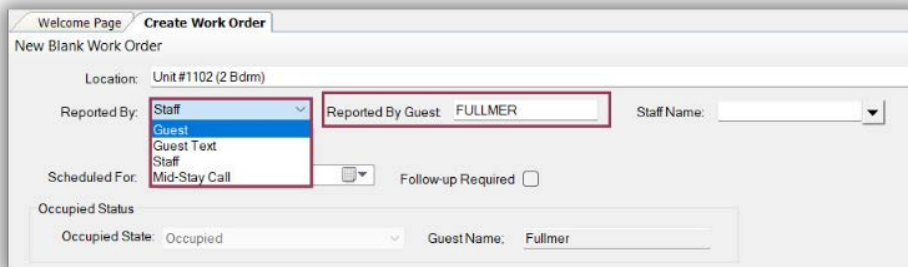


**Step 2:** Enter the location. Asgard will begin filtering the available choices as you type. Use the arrow keys to highlight the correct location and Tab.



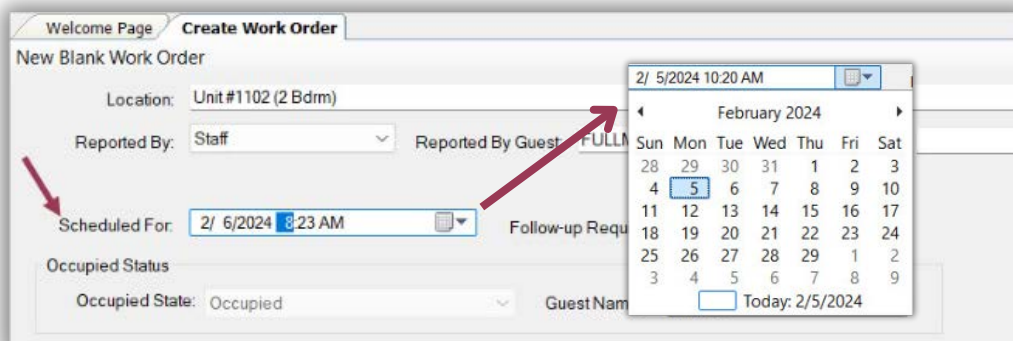
The Create Work Orders screen was designed to be rapid entry. There is no need to use your mouse. Everything can be entered by typing, **Tabbing** and using the **Arrow Keys** on your keyboard.

**Step 3:** Select the reporter, and, if Staff Reported, 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. If not, you will be required to enter this information.

**Step 4:** The **Scheduled For** field defaults to the time that the screen was opened. Use the drop-down to access the calendar or arrow over to change the date and/or time as requested.



The future date/time selected affects all tasks added to the work order. If, for example, the guest asks for Coffee to be delivered now and a crib tomorrow, you must make two separate work orders.

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

- **Extra Request** - the guest asks for *more of what is stocked in the room*, i.e., hangers, towels, coffee
- **Quantity** (if applicable)
- **Sublocation** (where needed)
- **Notes** – any additional information that the associate may need to complete the work order
- **Assign To** – It is best to leave a future work order unassigned, but if you know who will be on-shift when the work order populates, and they are in the drop-down, you can assign it now
- Add as many **additional tasks** as necessary for the same location. Asgard automatically separates the tasks based on the department responsible for completing the work

Once you have added all of the requested future tasks, Tab to the **Create Workorder(s) button** and press Enter. The work order will appear in Asgard at the *specified* future date/time

**Step 6:** To view your future work orders, open the **Active/Follow-Up** screen and check the box **Show Future Items**. Work Order status is shown as **White N/A** indicating they are **Not yet Available**.

Aging	ID	Location	Work Requested	Assigned To	Mobile Receive Delay	Response
OK	119...	Unit #20201 (2 Bdrm)	Reclean Unit	George, Bob		1 day, 21 mins
OK	119...	Unit #1102 (2 Bdrm)	Repair Wall - Damaged	Fullmer, Pam		9 mins
N/A	119...	Hole #13 Comfort Station	AC Repair - Filter Change	[None]		0 mins
N/A	119...	Unit #1103 (2 Bdrm)	Deliver Coffee, Regular	[None]		0 mins
N/A	119...	Unit #1203 (2 Bdrm)	Pick Up Loaned Item - 1 ...	[None]		0 mins
N/A	119...	Unit #1201 (1 Bdrm)	Pick Up Fan	[None]		0 mins