

Step 1: From the Create Work Order screen, enter the required information.

Asgard One Valley Lodge (Training Org) File Organization Site Facilities Tools Help Directory Account List Expense Search Locations - Assets - Work Orders	• PM • Inspections • Supply C
Welcome Page Create Work Order	be completed
New Blank Work Order	2. Reported By - Guest or Staff
Location: Unit #1304 (2 Bdrm)	3. Scheduled For - allows you to
2 Reported By: Guest V Guest Name: JONES	schedule the work to be done at a future date and time
3 Scheduled For: 3/ 8/2024 8:54 AM To Follow-up Required Cocupied Status	4. Select the requested Task(s) and any additional information in the
Occupied State: Away V Guest Name;	Notes field
Event [No Event]	
Tasks 4	If your property has an interface
Deliver Bath Towel - Delivery (Housekeeping)	system the Guest Name and
Priority: Medium ~ Extra Request Yes	System, the Guest Name and
Item: Bath Towel V Qty:	
Notes: Permission to enter without knocking - Guest at pool	automatically.

Step 2: In the **Assign To** field, type the appropriate assignee name or choose from the drop-down.

Priority: Me	dium 🗸	Extra Request	Yes	~	
Item: Bat	th Towel	~	Qty:	1 🜲	
Notes: Pe	ermission to enter without knockin	g - Guest at pool			
Assign To:	Smith, Jessica				-
	Nguyen, Vincent				
Type here to add a	Ramos, Celia				
	Rodriguez, James				
	Smith, Jessica				
	Todd, James	The drop-down list is filtered for users on-shift for the department responsible for completing the task.			
	Webb, Anthony				
	Yakushev, Vania				
	[Nobody]				

Step 3: Once you have filled in the required fields and assigned the task(s), Tab to the Create Workorder(s) button and press Enter.

Smin, Jessica	~	
Type here to add a task		Remove