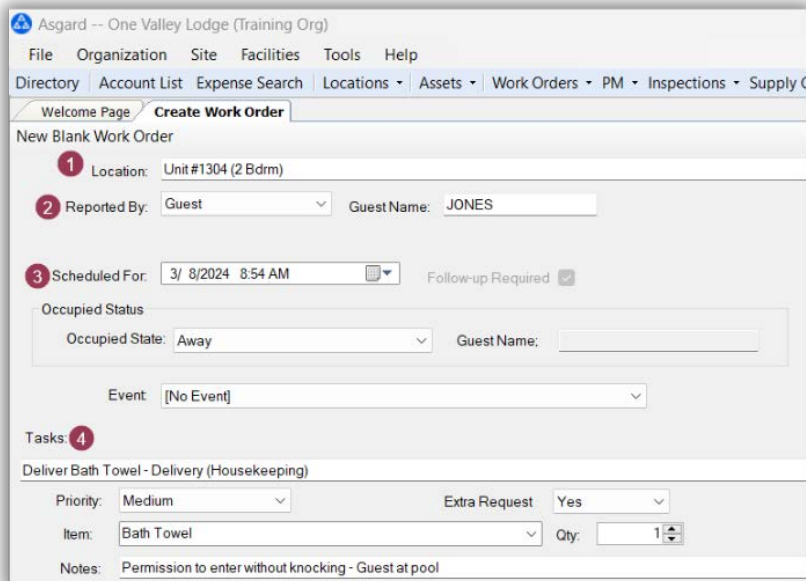


Step 1: From the **Create Work Order** screen, enter the required information.

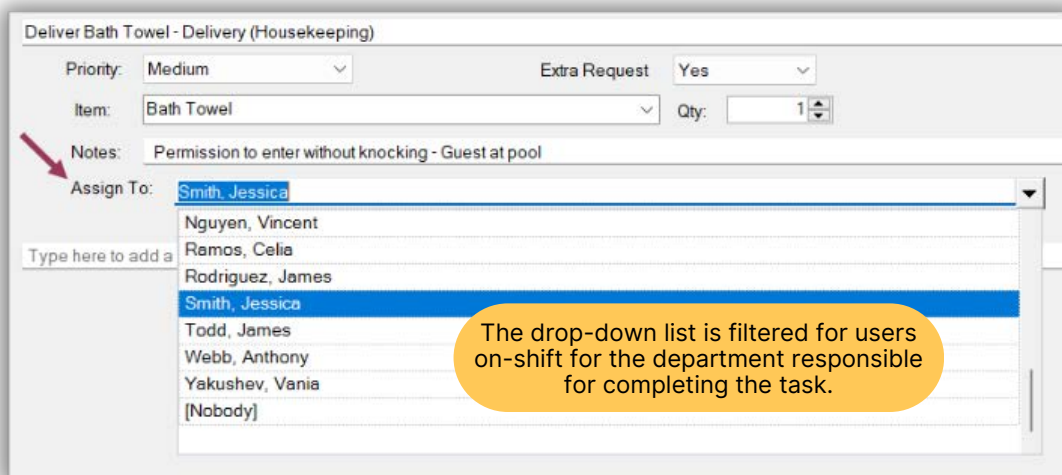


Create Work Order Screen Key:

1. **Location** - where the work needs to be completed
2. **Reported By** - Guest or Staff
3. **Scheduled For** - allows you to schedule the work to be done at a future date and time
4. Select the requested **Task(s)** and any additional information in the **Notes** field

If your property has an interface between Asgard and your PMS system, the **Guest Name** and **Occupied Status** will populate automatically.

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



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.

