

## Asgard Desktop Mass Assigning/Re-assigning Work Orders

**Step 1:** From the **Active Work Order** screen, use the green filter bar to sort the work orders by department. You can only mass assign/reassign work orders of the same department.

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Paused	ID	Location	Work Requested	Department 📑	Assigned To
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	58089	Unit #3210 (2 Bdrm)	AC Repair - Not Working	Engineering	Andrews, Christine
	67606	Unit #1101 (1 Bdrm)	Repair Door - Broken	Engineering	Webb, Anthony
	68644	Unit #2209 (1 Bdrm)	Repair Sofa - Leg Broken	Engineering	[None]
	58099	Unit #2205 (1 Bdrm)	Repair Floor - Tile	Engineering	[None]
	57300	Bldg 1, Pool	Assist with Pool Music	Engineering	[None]
	68643	Unit #1208 (2 Bdrm)	Repair Oven	Engineering	[None]
	57567	Elevator 1	Replace Light Bulb in Ele	Engineering	[None]

**Step 2:** Select the work orders you want to assign by clicking and dragging your mouse to highlight the work orders or by holding down the Control key while using your mouse to select the work orders. Once selected, click the **Assign/Reassign** button.

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OVERDUE		58089	Unit #3210 (2 Bdrm)	AC Repair - Not Working	Engineering	Andrews, Christine
OVERDUE		67606	Unit #1101 (1 Bdrm)	Repair Door - Broken	Engineering	Webb, Anthony
		68644	Unit #2209 (1 Bdrm)	Repair Sofa - Leg Broken	Engineering	[None]
DUE		58099	Unit #2205 (1 Bdrm)	Repair Floor - Tile	Engineering	Rodriguez, James
🗉 ок		57300	Bldg 1, Pool	Assist with Pool Music	Engineering	Lemus, Betsy
🗉 ок		68645	Bldg 1, Pool	Deliver Pool Chair	Engineering	[None]
🗉 ок		68643	Unit #1208 (2 Bdrm)	Repair Oven	Engineering	[None]
OK OK		57567	Elevator 1	Replace Light Bulb in Ele	Engineering	[None]

Step 3: The Reassign Work Orders box will only include team members On-Shift-Ready for the Department responsible for completing the work. Select an Assignee from the drop-down and click OK.



## Step 4: To Mass Unassign work orders, repeat the process in Step 2 and select the Unassign button.

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Paused	ID	Location	Work Requested	Department	Assigned To
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	68644	Unit #2209 (1 Bdrm)	Repair Sofa - Leg Broken	Engineering	Deckard, Rick
	58099	Unit #2205 (1 Bdrm)	Repair Floor - Tile	Engineering	[None]
	57300	Bldg 1, Pool	Assist with Pool Music	Engineering	Deckard, Rick
	68645	Bldg 1, Pool	Deliver Pool Chair	Engineering	Deckard, Rick
	68643	Unit #1208 (2 Bdrm)	Repair Oven	Engineering	Deckard, Rick
	57567	Elevator 1	Replace Light Bulb in Ele	Engineering	Deckard, Rick