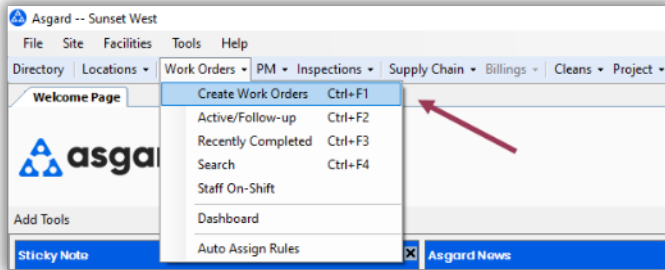


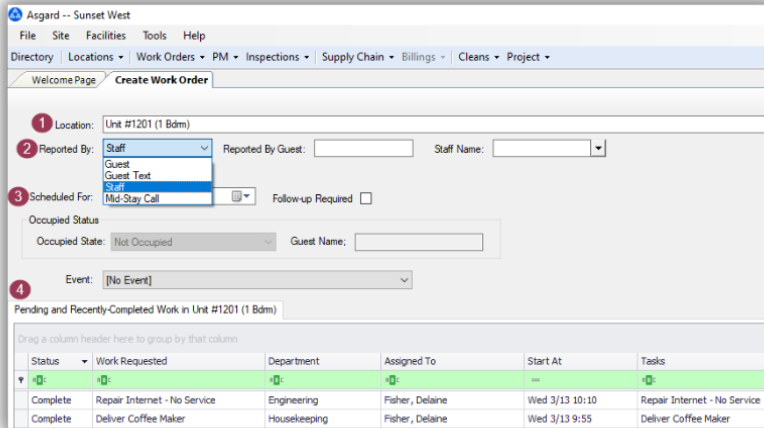
Asgard Desktop

Creating a Standard Work Order MICRO

Step 1. Open the **Create Work Orders** screen.

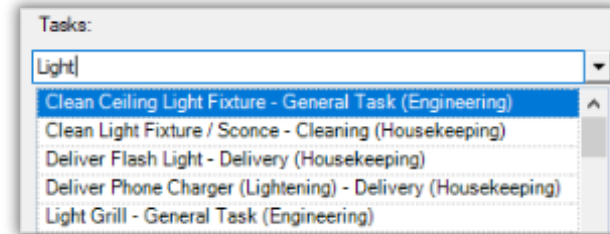


Step 2. Press **Tab** to advance through the fields.

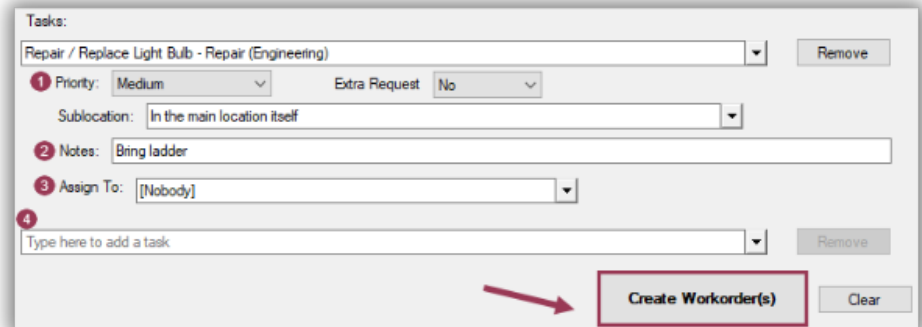


- 1 Begin typing the location. Press Tab to select and advance to the next field.
- 2 Choose Occupant or Staff as the reporter.
- 3 Leave the default scheduled time for an immediate request, or enter a future time for the work order.
- 4 Note the Pending and Recently Completed Work Order(s). This prevents duplicate work orders, provides insight into the Occupant's experience, and alerts you to recurring issues at this location.

Step 3. In the **Tasks** field, search for the request by typing in one or more keywords.



Step 4. Add any additional information, and click **Create Workorder(s)**.



- 1 How urgent is the request? Higher priorities will jump to the top of the work order list.
- 2 Any relevant information, i.e., Bring ladder
- 3 If you have Assign privileges, you can assign this work order immediately. You can also leave it Unassigned.
- 4 You can add multiple tasks to a work order for the same time and location.

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