

Asgard Desktop Disable/Enable a Shift Profile

Disabling a user's profile removes the user from the Shift Management Screen and prevents the user from being assigned to work orders.

Disabling a Shift Profile

Step 1: Highlight the user's name. Click the Disable Shift Profile button.

welcome rage Active	e work orders/Pollow-Op	Shint management								
ind Shift Shift Profile: Cr	reate Edit Disable Shift	Profile Show Disat	bled Profiles							Print Refresh C
Facilities Departments	* Use	 Work Assignment 	Departments		Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift By	Enabled
e One Valley Lodge	n 🗖 0	4 0 4	-	a 🗖 c	-	-	-	-	* 0 ¢	∠
One Valley Lodge	Christian, Michael	11PM-7AM	Engineering	On Shift - Ready	12/16/21 11:17 AM				Christian, Michael	×.
One Valley Lodge	Fisher, Delaine		Housekeeping	On Shift - Ready	 2/16/24 9:43 AM 			(Fisher, Delaine	V
One Valley Lodge	Gompers, Samuel		Engineering, Safety & Security	On Shift - Ready	7/22/22 2:12 PM				Tree, Denise	Z
One Valley Lodge	Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/18 1:49 PM				Harrison, Phil	×
One Valley Lodge	Mahan, Dennis		Engineering	On Shift - Ready	3/28/23 10:41 AM				Tree, Denise	×
One Valley Lodge	Mandrews, Raymond	DO NOT REMOVE	Site Admin	On Shift - Ready	7/17/18 12:41 PM				Mandrews, Raymond	1
One Valley Lodge	Nguyen, Vincent		Site Admin	On Shift - Ready	11/21/22 10:08 AM				Harding, Jeff	×

Note: Once the user's **"Asgard Profile"** is disabled, visibility and access disappear entirely from the system.

Step 2: To view disabled users click on the Show Disabled Profile button.

Note - A **blank check box** indicates Disabled users.

ft Profile: Create Edit E	nable Snow Disabled	Profiles								Print Refresh	Clos
Facilities Departments	Vser	 Work Assignment 	Departments	Status	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift	Enabled	
 One Valley Lodge 	4 0 4	100 C	-	8 🖸 C	-	-	-	-	REC	a	1
One Valley Lodge	Christian, Michael	11PM-7AM	Engineering	On Shift - Break : 36	12/16/21 11:17 AM	4/9/24 2:33 PM			Lemus, Betsy	×	
One Valley Lodge	Deckard, Rick		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09	Lemus, Betsy		
One Valley Lodge	Fisher, Delaine		Housekeeping	Off Shift	2/16/24 9:43 AM			4/9/24 3:10	Lemus, Betsy		
One Valley Lodge	George, Bob		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09	Lemus, Betsy		
One Valley Lodge	Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/18 1:49 PM				Harrison, Phil	\checkmark	
One Valley Lodge	Mahan, Dennis		Engineering	Off Shift	3/28/23 10:41 AM			4/9/24 2:34	Lemus, Betsy	\checkmark	
One Valley Lodge	Mandrews, Raymond	DO NOT REMOVE	Site Admin	On Shift - Ready	7/17/18 12:41 PM				Mandrews, Raymond	1	
One Valley Lodge	Nguyen, Vincent		Site Admin	On Shift - Ready	11/21/22 10:08 AM				Harding, Jeff	1	
One Valley Lodge	Ramos, Celia		Engineering	On Shift - Ready	2/10/23 10:30 AM				Tree, Denise	\checkmark	

You can sort by **enabled**, **disabled**, **or both** by clicking in the check box filter.

Enabling a Disabled Shift Profile

Step 1: Click on the Show Disabled Profile button.

ift Profile: Create Edit	Enable 🗹 Show Disable	d Profiles								Print Refr	esh Clos
Facilities Departments	y oser	 Work Assignment 	Departments		Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift	Enabled	
— One Valley Lodge	8 0 4	4 0 0	-	a 🗖 c	-	-	-	-	REC	E	
One Valley Lodge	Christian, Michael	11PM-7AM	Engineering	On Shift - Break : 36	12/16/21 11:17 AM	4/9/24 2:33 PM			Lemus, Betsy	\checkmark	
One Valley Lodge	Deckard, Rick		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09	Lemus, Betsy		
One Valley Lodge	Fisher, Delaine		Housekeeping	Off Shift	2/16/24 9:43 AM			4/9/24 3:10	Lemus, Betsy		
One Valley Lodge	George, Bob		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09	Lemus, Betsy		
One Valley Lodge	Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/18 1:49 PM				Harrison, Phil	\checkmark	
One Valley Lodge	Mahan, Dennis		Engineering	Off Shift	3/28/23 10:41 AM			4/9/24 2:34	Lemus, Betsy	\checkmark	
One Valley Lodge	Mandrews, Raymond	DO NOT REMOVE	Site Admin	On Shift - Ready	7/17/18 12:41 PM				Mandrews, Raymond	\checkmark	
One Valley Lodge	Nguyen, Vincent		Site Admin	On Shift - Ready	11/21/22 10:08 AM				Harding, Jeff	\checkmark	
One Valley Lodge	Ramos, Celia		Engineering	On Shift - Ready	2/10/23 10:30 AM				Tree, Denise	\checkmark	

Step 2: Highlight the disabled user's name. Click the **Enable** button.

7	Welcome Page Active Work Orders/Follow-Up Shift Management												
Shift Profile: Create Edit Enable 🔤 Show Disabled Profiles Print Refre													Close
	Facilities Departments	User ·	Work Assignment	Departments	Status	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift	Enabled		
7	— One Valley Lodge	Enable	4 0 4	=	R O C	=	=	=	=	ABC .			
	One Valley Lodge	Chavez_Asgard, Jose		Engineering	Off Shift	7/22/22 2:11 PM			4/3/23 8:28	Harding, Jeff			
	One Valley Lodge	Christian, Michael	11PM-7AM	Engineering	On Shift - Break : 58	12/16/21 11:17 AM	4/9/24 2:33 PM			Lemus, Betsy		\checkmark	
	One Valley Lodge	Deckard, Rick		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09	Lemus, Betsy			
F.	One Valley Lodge	Fisher, Delaine		Housekeeping	Off Shift 🔹 🔻	2/16/24 9:43 AM			4/9/24 3:10	Lemus, Betsy			
	One Valley Lodge	George, Bob		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09	Lemus, Betsy			
	One Valley Lodge	Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/18 1:49 PM				Harrison, Phil		\checkmark	
	One Valley Lodge	Mahan, Dennis		Engineering	Off Shift	3/28/23 10:41 AM			4/9/24 2:34	Lemus, Betsy		\checkmark	

Note: The user can now put themselves On-Shift-Ready from their mobile device, and work orders can be assigned to them.



HELPFUL The Shift Management screen provides enhanced visibility into user status:

- Shift Start
- Break Start
- Shift Ending

- Shift End
- Last Updated Shift By
- Enabled/Disabled

	Welcome Page Active Work Orders/Follow-Up Shift Management												
S	Shift Profile: Create Edit Enable 🧭 Show Disabled Profiles Print Refresh Close												
Г	Facilities Departments	User 🔺	Work Assignment	Departments ?	Status	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift	Enabled		
۲	 One Valley Lodge 	a∎c	a 🖸 c	-	4 0 4	-	-	-	-	R C	Ð		
	One Valley Lodge	Christian, Michael	11PM-7AM	Engineering	On Shift - Break : 36	12/16/21 11:17 AM	4/9/24 2:33 PM			Lemus, Betsy	✓		
Г	One Valley Lodge	Deckard, Rick		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09	Lemus, Betsy			
Г	One Valley Lodge	Fisher, Delaine		Housekeeping	Off Shift	2/16/24 9:43 AM			4/9/24 3:10	Lemus, Betsy			
Г	One Valley Lodge	George, Bob		Engineering	Off Shift	11/28/22 10:50 AM			4/9/24 3:09	Lemus, Betsy			
Г	One Valley Lodge	Harrison, Phil	PMs Only	Engineering	On Shift - Ready	11/28/18 1:49 PM				Harrison, Phil			
Г	One Valley Lodge	Mahan, Dennis		Engineering	Off Shift	3/28/23 10:41 AM			4/9/24 2:34	Lemus, Betsy			
Г	One Valley Lodge	Mandrews, Raymond	DO NOT REMOVE	Site Admin	On Shift - Ready	7/17/18 12:41 PM				Mandrews, Raymond			
Г	One Valley Lodge	Nguyen, Vincent		Site Admin	On Shift - Ready	11/21/22 10:08 AM				Harding, Jeff			
L	One Valley Lodge	Ramos, Celia		Engineering	On Shift - Ready	2/10/23 10:30 AM				Tree, Denise	✓		