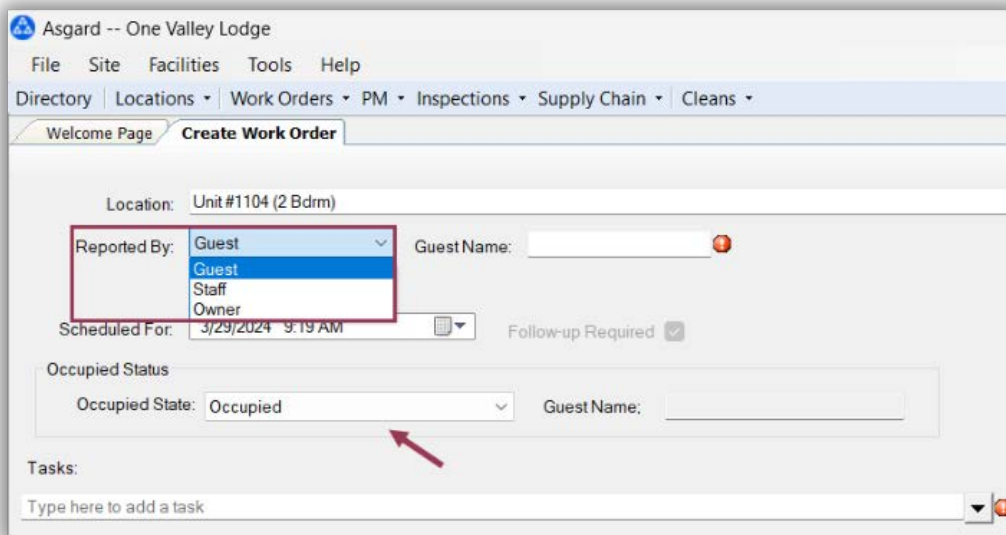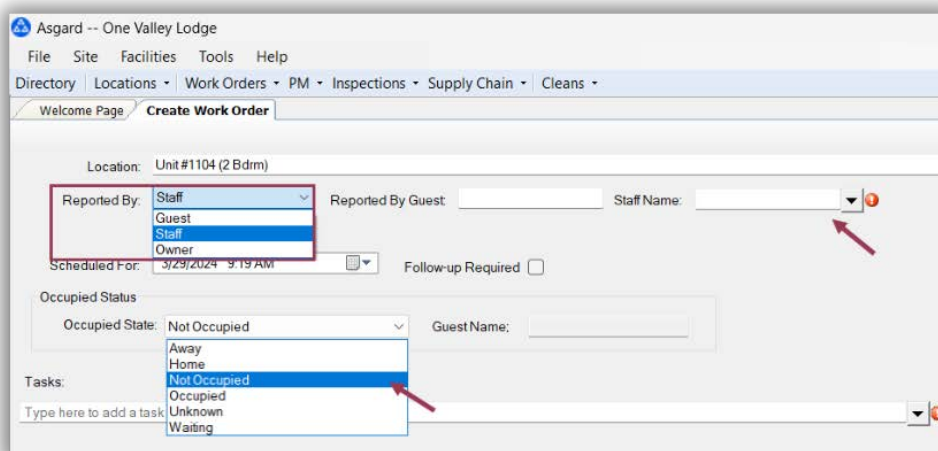![asgard Learning Portal logo]

The Occupied Status field in Asgard allows you to capture the Occupied State at the time the work order is created.

When selecting **Guest** in the **Reported By** field, Asgard will automatically set the **Occupied Status to "Occupied,"** and prompt you that the guest name is required. The Occupied Status can be changed by clicking the dropdown arrow and selecting a new State if necessary.

When selecting **Staff** or other options in the **Reported By** field, Asgard will automatically set the **Occupied Status to "Unoccupied."** The Staff name may be required. Again, the Occupied Status can be changed by clicking the dropdown arrow and selecting a new **State** if necessary.

❗ The Occupied Status of a work order remains the same, unless manually changed. Always check the status of the room by knocking before entering.