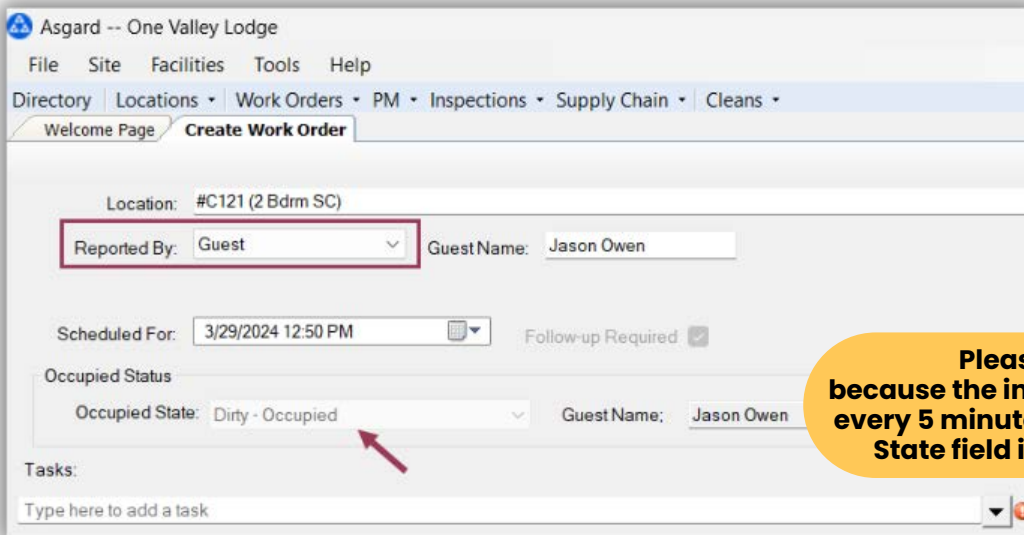


If your organization has an interface between Asgard and your Property Management System, the Occupied Status field in Asgard will automatically capture the Occupied State at the time the work order is created. The Occupied State is updated every 5 minutes to ensure real-time accuracy.

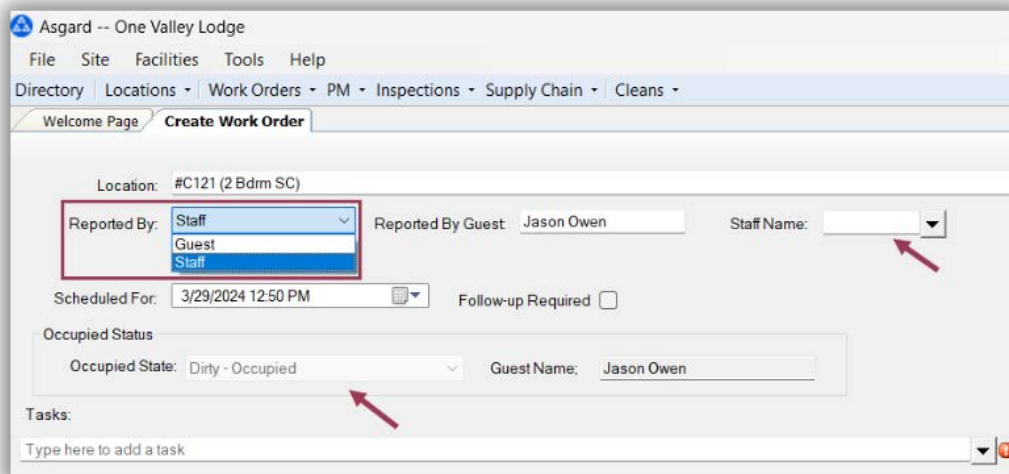
When selecting **"Guest"** in the **Reported By** field, the interface will automatically populate the **Guest Name** and update the **Occupied State**.



Asgard -- One Valley Lodge
File Site Facilities Tools Help
Directory Locations Work Orders PM Inspections Supply Chain Cleans
Welcome Page Create Work Order
Location: #C121 (2 Bdrm SC)
Reported By: Guest Guest Name: Jason Owen
Scheduled For: 3/29/2024 12:50 PM Follow-up Required
Occupied Status
Occupied State: Dirty - Occupied Guest Name: Jason Owen
Tasks:
Type here to add a task

Please note because the interface updates every 5 minutes the Occupied State field is uneditable.

When selecting **"Staff"** in the **Reported By** field, Asgard maintains the current occupancy status. The Staff name may be required.



Asgard -- One Valley Lodge
File Site Facilities Tools Help
Directory Locations Work Orders PM Inspections Supply Chain Cleans
Welcome Page Create Work Order
Location: #C121 (2 Bdrm SC)
Reported By: Staff Reported By Guest: Jason Owen Staff Name:
Scheduled For: 3/29/2024 12:50 PM Follow-up Required
Occupied Status
Occupied State: Dirty - Occupied Guest Name: Jason Owen
Tasks:
Type here to add a task

! Even with the automatic updates, it's important to always verify the status of the room by knocking and before entering.