
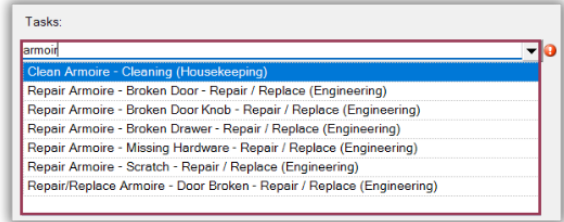
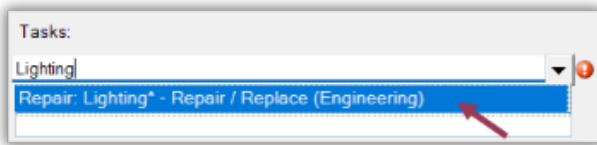


Actions Taken are designed to close the loop between what the guest requests/reports and the actual work performed to resolve the issue. With Actions Taken, specific task categories, like Lighting, Televisions, and Appliances, will have a specific list of potential resolutions, one of which must be selected to complete the work order. If you have any issues with Actions Taken, contact us at support@asgardsoftware.com.

Step 1: In the Task field, type the keyword of the issue. Select the appropriate task and **Tab**.

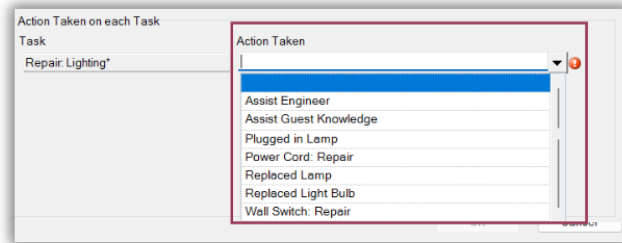
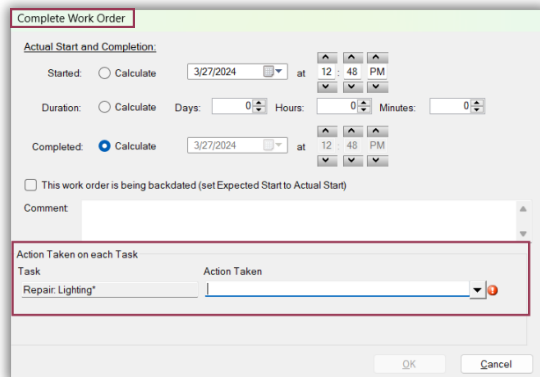
Tasks associated with Actions Taken will be category specific, with only **one option** to choose from.


 Multiple tasks are available when selecting a task that is **not** associated with Actions Taken.



The Actions Taken categories and the list of available actions are predetermined by your corporate team.

Step 2: When completing the Work Order on the desktop, select the appropriate Action Taken from the drop-down menu.



 The work order *can not* be completed until the Action Taken has been selected.

Step 3: Once the Work Order has been completed, you can view the Actions Taken in the Work Order Details screen.

