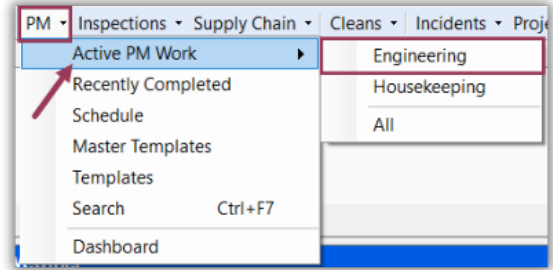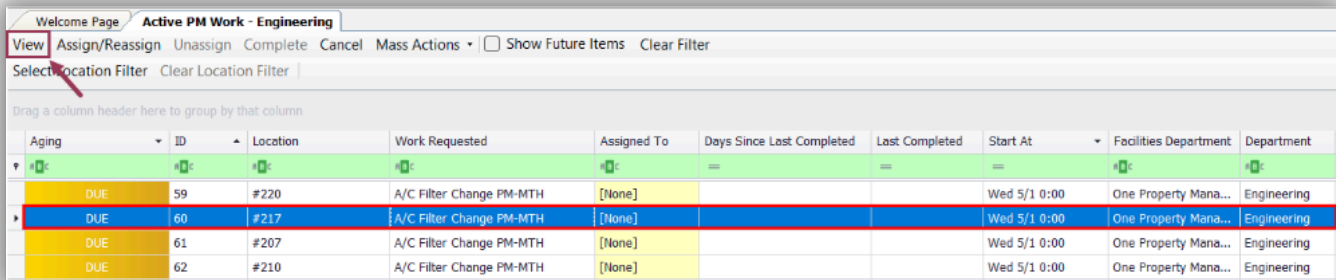**asgard**
Learning Portal

Step 1: Save your photo or document on your **computer** for easy retrieval.

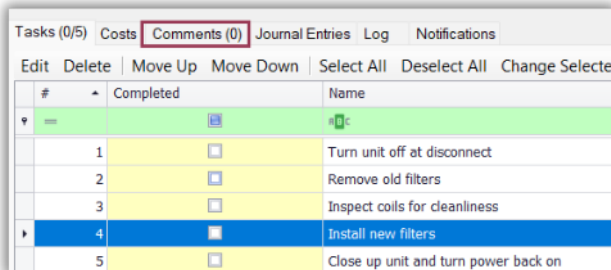**Step 2:** Open the Active PM work drop-down from the PM menu tab. Select a **Department**

PM ▾	Inspections ▾	Supply Chain ▾	Cleans ▾	Incidents ▾	Proje
Active PM Work	▶		Engineering		
Recently Completed			Housekeeping		
Schedule			All		
Master Templates					
Templates					
Search	Ctrl+F7				
Dashboard					

Step 3: Highlight the PM you want to add a photo to and click **View**.

Welcome Page | Active PM Work - Engineering

View | Assign/Reassign Unassign Complete Cancel Mass Actions ▾ | ☐ Show Future Items Clear Filter

Select Location Filter Clear Location Filter
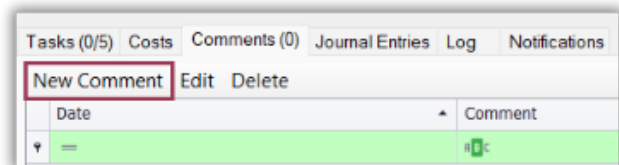
Drag a column header here to group by that column

Aging	ID	Location	Work Requested	Assigned To	Days Since Last Completed	Last Completed	Start At	Facilities Department	Department
DUE	59	#220	A/C Filter Change PM-MTH	[None]			Wed 5/1 0:00	One Property Mana...	Engineering
DUE	60	#217	A/C Filter Change PM-MTH	[None]			Wed 5/1 0:00	One Property Mana...	Engineering
DUE	61	#207	A/C Filter Change PM-MTH	[None]			Wed 5/1 0:00	One Property Mana...	Engineering
DUE	62	#210	A/C Filter Change PM-MTH	[None]			Wed 5/1 0:00	One Property Mana...	Engineering

Step 4: When the Details screen opens, click the **Comments** tab above the task list.
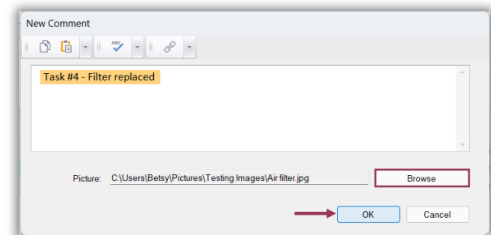
Tasks (0/5) Costs | Comments (0) | Journal Entries Log Notifications

Edit Delete | Move Up Move Down | Select All Deselect All Change Selecte

#	Completed	Name
1	☐	Turn unit off at disconnect
2	☐	Remove old filters
3	☐	Inspect coils for cleanliness
4	☑	Install new filters
5	☐	Close up unit and turn power back on

Step 5: Click **New Comment.**

Tasks (0/5) Costs | Comments (0) | Journal Entries Log Notifications

New Comment Edit Delete

Date	Comment

Step 6: Click **Browse** to select the photo from your desktop.
A comment is required. Click **OK**.
You can add as many photos as needed.

Any document such as invoices or service orders need to be added as a photo. Only .jpg files can be uploaded at this time.

New Comment

Task #4 - Filter replaced

Picture: C:\Users\Betsy\Pictures\Testing Images\Air filter.jpg | Browse

OK Cancel

Step 7: Success! You have added a photo to your PM.

TIP! Photos and comments are date and time stamped for recording and tracking purposes.

Tasks (0/5) Costs | Comments (1) | Journal Entries Log Notifications

New Comment Edit Delete

Date	Comment	By	Picture
			No image data
5/23/2024 1:00 PM	Task #4 - Filter replaced	Lemus, Betsy	