

Asgard Desktop Assigning PM Work Orders

PMs can be assigned one at a time, or you can select multiple PMs to assign to one team member. Remember, each PM can only be assigned to one person. The process for tracking additional team members' work on the same PM is an internal leadership decision.

lightight the DNI and use the Assign Te	File Site F Directory Loca Welcome Page	e Valley Lodge Facilities Tools Itions • Work Ord Active Work Or	Help ers • PM • Inspections • Supply ders/Follow-Up / Active PM Work •	Chain • Cleans •				
Highlight the Pivi and use the Assign To	View Assign/Reassign Unassign Complete Cancel Mass Actions • D Show Future Items Clear Filter							
dron-down to select the user	Aging	ID Location		Work Requested Occupied State		Assigned To Last Complet		
drop down to select the dsel.	𝔅 DUE	68155	Unit #2205 (1 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	[None]	2/29/2024	
	DUE	68156	Unit #3108 (2 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	User Full Name	î	
	OK	69830	Bldg 2, Pool	Pool PM-WKL	Not Occupied	Austin, Trevor Christian, Michael (On Shift	t - Break: 35	
	ОК	69831	Garden Oasis Pool	Pool PM-WKL	Not Occupied	Deckard, Rick George, Bob		
	ОК	69833	Bidg 3, Pool	Pool PM-WKL	Not Occupied	Gompers, Samuel 📉 Haro, Gabi		
	Welcome Page View Assign/Reas	Active Work (Orders/Follow-Up Active F	PM Work - Engineering ; Actions • Show Fut	ture Items Cle	ear Filter		
	Select Location Filt	er Clear Locat	tion Filter					
	Aging	- ID	+ Location	Work Requeste	ed	Occupied State	Assigned To	
Step 2: To assign Multiple PMs to one	DUE	68155	Unit #2205 (1 Bdrm)	A/C Filter Chan	nge PM-QTR	Not Occupied	[None]	
person click and drag your mouse to	DUE	68156	Unit #3108 (2 Bdrm)	A/C Filter Chan	nge PM-QTR	Not Occupied	[None]	
person, click and drag your mouse to	DUE	68157	Unit #3309 (1 Bdrm)	A/C Filter Chan	nge PM-QTR	Not Occupied	[None]	
Highlight the PMs.	OK	69830	Garden Oasis Pool	Pool PM-WKL		Not Occupied	[None]	
	• ОК	69832	Bldg 1, Pool	Pool PM-WKL		Not Occupied	[None]	
	ОК	69833	Bidg 3, Pool	Pool PM-WKL		Not Occupied	[None]	
	Welcome Page View Assign/Rea	Active Worl	k Orders/Follow-Up	e PM Work - Engineering			_	
By holding down the CTRL key while		assign Unassig	gn Complete Cancel Ma	ass Actions • 📋 Show F	uture Items	Clear Filter		
By holding down the CTRL key while	Select Location Fi	ilter Clear Loc	ation Filter	ass Actions + D Show F	uture Items	Clear Filter		
By holding down the CTRL key while using your mouse to to click on each	Select Location Fi	ilter Clear Loc TD	an Complete Cancel Ma ation Filter Location	Work Reque	ested	Clear Filter Occupied State	Assigned To	
By holding down the CTRL key while using your mouse to to click on each PM individually.	Select Location Fi	v ID 68155 68156	n Complete Cancel Ma ation Filter Location Unit #2205 (1 Bdrm) Unit #3108 (2 Bdrm)	Work Reque	ested hange PM-QTR	Clear Filter Occupied State Not Occupied Not Occupied	Assigned To	
By holding down the CTRL key while using your mouse to to click on each PM individually.	Select Location Fi	→ ID 68155 68156 68157	A Complete Cancel Ma ation Filter	Work Reque A/C Filter Ch A/C Filter Ch	ested hange PM-QTR hange PM-QTR hange PM-QTR	Clear Filter Occupied State Not Occupied Not Occupied Not Occupied Not Occupied	a Assigned To [None] [None] [None]	
By holding down the CTRL key while using your mouse to to click on each PM individually.	Select Location Fi	→ ID 68155 68156 68157 69830	n Complete Cancel Ma ation Filter • Location Unit #2205 (1 Bdrm) Unit #3108 (2 Bdrm) Unit #3309 (1 Bdrm) Bldg 2, Pool	Work Reque A/C Filter Ch A/C Filter Ch A/C Filter Ch A/C Filter Ch Pool PM-WKI	ested hange PM-QTR hange PM-QTR hange PM-QTR	Clear Filter Occupied State Not Occupied Not Occupied Not Occupied Not Occupied Not Occupied Not Occupied	Assigned To [None] [None] [None] [None]	
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By holding down the CTRL key while using your mouse to to click on each PM individually.	Select Location Fi	C tter Clear Loc v ID 60155 60156 60157 60830 60831 60832 60833 C tt	ick Assign/ bidg 3, Pool bidg 3, Pool bidg 3, Pool bick Assign/ choose the choose the	Ac Filter Ch A/C Filter Ch A/C Filter Ch A/C Filter Ch Pool PM-WKI Pool PM-WKI PM-WKI Pool PM-WKI Pool PM-WKI	sted sted hange PM-QTR hange PM-QTR hange PM-QTR l L L L D D D D D D L L L L L L L L L L L L L	Clear Filter Clear Filter Cocupied State Not Occupied	I Mone] [None] [None] [None] [None] [None] [None]	

Step 3: To Unassign, follow the same steps to select the PMs and click the **Unassign** button in the upper left-hand corner.

w	Assign/Reassig	gn Unassign	Complete Cancel Ma	ss Actions 🔹	Show Future Items	Clear	Filter	
ect	Location Filter	Clear Locatio	Filter					
Agin	g	▼ ID ▲	Location		Work Requested A/C Filter Change PM-QTR		Occupied State	Assigned To [None]
		68155	Unit #2205 (1 Bdrm)				Not Occupied	
		68156	Unit #3108 (2 Bdrm)	Confirm	Unassign	×	Sakai, Erin	
		68157	Unit #3309 (1 Bdrm)				[None]	
		69830	Bldg 2, Pool				Sakai, Erin	
		69831	Garden Oasis Pool	2	Unassigned the selecte	orders?	[None]	
		69832	Bidg 1, Pool				Sakai, Erin	
	ОК	69833	Bidg 3, Pool				[None]	
OK	ОК	66530	Unit #2305 (1 Bdrm)		Yes			Sakai, Erin
	ОК	66535	Unit #2302 (2 Bdrm)				NO	[None]
	OK	66536	Unit #3206 (2 Bdrm)	_	Unit PM-ANN		Not Occupied	[None]