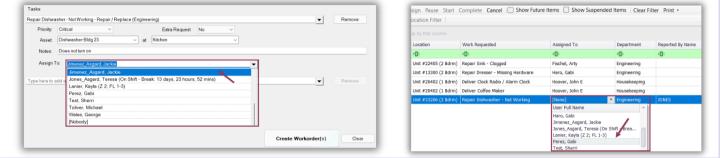


Asgard Desktop Staff On-Shift Status Definition Quick Reference Guide

A user's Shift Status provides the necessary information to efficiently manage work orders, especially when it comes to assigning and reassigning work orders.

On Shift - Ready - means the associate is prepared to receive work orders. Their name will automatically populate in the Create Work Order and Active Screen drop-down list.



On Shift - Break - behind the user's name indicates the associate is on a break or at lunch. Additionally, a clock indicator appears. This convenience feature shows the front desk and the system exactly how long the user has been on break.

	Aging -	 Paused 	Location	Work Requested	Assigned To	Department
Ŷ	n o c		a 🛛 c	a∎c	4 0 0	R O C
۲	OVERDUE		Unit #20307 (2 Bdrm)	Assist With Stove / Oven	Wales, George	 Engineering
	OVERDUE		Unit #20307 (2 Bdrm)	Clean Carpet / Rug - Dirty / Stain	Wales, George	Housekeeping
	DUE Unit #3305 (2 Bdrm)		Unit #3305 (2 Bdrm)	Deliver Sheet / Linen Set - Queen	Jimenez_Asgard, Jackie (On Shift - Break: 13	mins) Housekeeping
	DUE Unit #2203 (2 Bdrm)		Unit #2203 (2 Bdrm)	Repair Refrigerator - Not Working Perez, Gabi		Engineering
	DUE DUE		Unit #30305 (2 Bdrm)	Repair Ceiling - Leaking	Toliver, Michael	Engineering
	DUE		Unit #13300 (2 Bdrm)	Deliver Lamp Cover	Haro, Gabi	Housekeeping

About 15 minutes before the end of the associate's day, they will switch to **On Shift - Ending Shift** status. This alerts you and allows them to complete any remaining work assigned to them before leaving for the day.

	Aging 🔺	Paused	Location	Work Requested	Assigned To	
٣	a 🖬 c		REC	a∎c.	 O: 	Note: If your site uses
	OVERDUE		Unit #23206 (2 Bdrm)	Repair Dishwasher - Not Working	[None]	Auto-Assign, you will only
•	OVERDUE		Unit #20307 (2 Bdrm)	Assist With Stove / Oven	Wales, George 🔹	be assigned to work
	OVERDUE		Unit #20307 (2 Bdrm)	Clean Carpet / Rug - Dirty / Stain	Wales, George	orders when you are in
	DUE		Unit #3305 (2 Bdrm)	Deliver Sheet / Linen Set - Queen	Jimenez_Asgard, Jackie (On Shift - Ending Shift)	On-Shift - Ready status.
	DUE		Unit #2203 (2 Bdrm)	Repair Refrigerator - Not Working	Perez, Gabi	

Off Shift - the associate has logged out of the device and clocked out for the day.

When an associate's status is **Off Shift**, any pending work orders still assigned to them must be reassigned to an associate whose name is available in the Assign To dropdown list.

Location	Work Requested	Assigned To	
8 9 C	* D ¢	R B C	
Unit #23206 (2 Bdrm)	Repair Dishwasher - Not Working	[None]	
Unit #20307 (2 Bdrm)	Assist With Stove / Oven	Wales, George	
Unit #20307 (2 Bdrm)	Clean Carpet / Rug - Dirty / Stain	Wales, George	
Unit #3305 (2 Bdrm)	Deliver Sheet / Linen Set - Queen	Jimenez_Asgard, Jackie (Off-Shift)	
Unit #2203 (2 Bdrm)	Repair Refrigerator - Not Working	Perez, Gabi	

Name's of those users who are **Off Shift** will not appear in any of the "Assign To" dropdown lists.