

Asgard Desktop Completing PM Work Orders (All Tasks Complete)

Step 1: Highlight the PM work order that you would like to complete from the Active PM list. Click the drop-down arrow in the Assigned To column and select an assignee from the list.

🚯 Asg	gard One Va	lley	Lodge					
File	Site Facil	ities	Tools	Help				
Direct	ory Location	is •	Work Orde	ers • PM • Inspections • Supply	Chain • Cleans •			
We	lcome Page	Wor	rk Order Sear	ch Inspection Search Active F	M Work - Engineering			
View	Assign/Reassi	gn	Unassign	Complete Cancel Mass Actions	Show Future Items Clear	r Filter		
Select	Location Filte	r C	lear Locatio	n Filter				
Agin	g	•	ID *	Location	Work Requested	Occupied State	Assigned To	Days Since
	ОК		70149	Unit #3109 (1 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	[None]	
Ø.	ОК		70150	Unit #3301 (1 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	George, Bob 🔹	
			70151	Unit #3102 (2 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	User Full Name	*
	ОК		70152	Unit #2202 (2 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	Christian, Michael (On Shift - Bre	ak: 61
	ОК		70153	Unit #1103 (1 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	George, Bob	
			70154	Unit #1109 (1 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	Gompers, Samuel	
			70155	Unit #1205 (1 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	Haro, Gabi Jimenez Aspard Jackie	•
	ОК		70156	Unit #1309 (1 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	Jones_Asgard, Teresa (BLDG 1)	-
	ОК		70157	Unit #1310 (2 Bdrm)	A/C Filter Change PM-QTR	Not Occupied	×	1.



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Directo	ory Location	ns 🔹	Work Ord	lers • PM • Inspections • Supp	ply Chain • Cleans •		
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View	Assign/Reassi	ign	Unassign	Complete Cancel Mass Action	ns • 🗌 Show Future Items Clear	Filter	
Select	Location Filte	r C	lear Locati	on Filter 🛛 📉			
Agin	Ig	-	D ·	Location	Work Requested	Occupied State	Assigned To
Agin	lg ОК	·	ID 4	Location Unit #3109 (1 Bdrm)	Work Requested A/C Filter Change PM-QTR	Occupied State Not Occupied	Assigned To [None]
Agin Ø.	ок ОК	·	ID - 70149 70150	Location Unit ≠3109 (1 Bdrm) Unit ≠3301 (1 Bdrm)	Work Requested A/C Filter Change PM-QTR A/C Filter Change PM-QTR	Occupied State Not Occupied Not Occupied	Assigned To [None] George, Bob
Agin Ø	Ig ОК ОК ОК	·	ID 4 70149 70150 70151	Location Unit #3109 (1 Bdrm) Unit #3301 (1 Bdrm) Unit #3102 (2 Bdrm)	Work Requested A/C Filter Change PM-QTR A/C Filter Change PM-QTR A/C Filter Change PM-QTR	Occupied State Not Occupied Not Occupied Not Occupied	Assigned To [None] George, Bob

Step 3: The Complete Work Order dialogue box will open. Click the radial button for Duration, enter the start and stop time, and click OK. All Tasks will automatically be completed.

Complete Work Order



0
Minutes:

ОК

25 🌲

Cancel