

Asgard Desktop Complete an Inspection

Step 1: Open the Active Inspections screen for your department.

Active Inspections	Audit
Recently Completed	Engineering
Schedule	Housekeeping
Master Templates	Site Admin
Templates Search	All
Dashboard	

Step 2: Use filter bar to find the Assigned Inspection you wish to complete. Double click the inspection to open the detail screen.

N	lew Inspectio	n View Mass-Crea	ate Assign/Reassign Unassign	Cancel Show Future Items	Clear Filter	
50	elect Location	n Filter Clear Locati	on Filter			/
	Aging	▲ ID	Location	Work Requested	Assigned To	Inspecting Work Of
r	(D)	8 0 4	(D)	(0)	📲 Haro, Gabi	(D)
•	OK	70676	Unit #1206 (2 Bdrm)	HSK Villa/Unit Inspection 2 8	Haro, Gabi	[None]

Step 3: From this screen, use the convenience tools to update the results of the inspection.

Inspecting the Work Of field is where you can add the name of the person whose work you are inspecting. If you are inspecting the quality of a location, this field will show as **Nobody**.

Suspend Complete Cancel Create Template Reports - OK	Tabbed View Save Save/Close Print/Close Close
Request: HSK Vila/Unit Inspection 2 Bedroom - QTR	Status: Incomplete (Assigned)
Location: Unit #1206 (2 Bdm) Peported By: Staff V Reported By Guest: Staff Name:	
Type: Unit Inspection (Housekeeping) V Priority: Medium V	Due By: 🗹 8/15/2024 12:00 AM
Occupied Status	Expires: 9/29/2024 • •
Occupied State: Not Occupied V Guest Name:	Assignee: Haro, Gabi
Description:	Last Assigned: 7/23/2024 4:43 PM
	Started: 7/23/2024 4:47 PM
	_
Entered by Tree, Denise on 6/17/2024 5:40 AM	Work Time: N/A
	Work Line: N/A

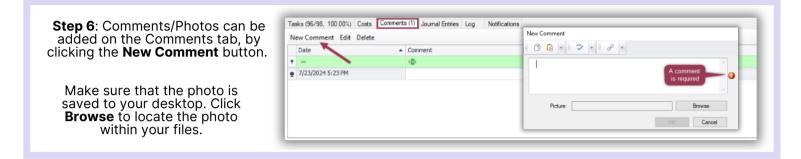
Step 4: Your organization may nave chosen to default all tasks	Welcome	Page	Active Inspection Work - Housekeeping	/0676] HSK Villa/Unit Inspection 2 Bedr	oom - QTR*			_
	Suspend Co	mplete	Cancel Create Template Reports - 0	ĸ				
o Passed . To update the status	Tasks (97/98	100.005	() Costs Comments (0) Journal Entries Log	Notifications				
of any Incomplete or Failed								
tacks use the drondown arrow			e Up Move Down Select All Deselect All C			Work Order		
asks, úse the dropdown arrow in the status column.	# *	Weight	Name	Status	Notes	Summary	Extra Requ	Skip Reason
in the status column.	۲ =	=	1 0 0	=	8 0 0	(D)		=
	7	1	Baseboards/High Dusting	Passed		Overall Villa		
	8	1	Carpets/Floors/Tile/Grout	Passed		Overall Villa		
	Ø. 9	1	Ceiling Fan	Passed 🔫	Fan blades need to be cleaned.	Overall Vila		
	10	1	Chairs	Incomplete	*	Overall Villa		
	11	1	Door Tracks	Passed Failed		Overall Villa		
If a task Fails , add the failed	12	1	Doors Clean	- uncu		Overall Villa		
reason to the Note field.	13	1	Draperies/Rods/Blinds			Overall Villa		
	14	1	Hair	×		Overall Vila		
a task is marked <i>Incomplete</i>	15	1	High Dusting	Passed		Overall Villa		
add the Skip Reason in the	16	1	Lamps/Shades/Bulbs	Incomplete		Overall Villa		N/A
appropriate column.	17	1	Light Fixture (Clean)	Passed		Overall Vila		
appropriate column.			by the total e (occur)			ore all fills		
	98 Ta							

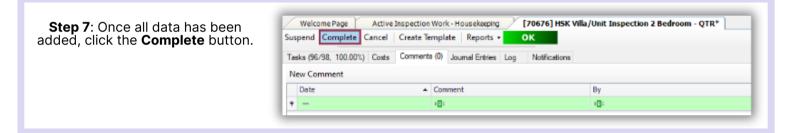
If all tasks are defaulted to *Incomplete* use the **Select All** button, move two buttons to the right, click the **Change Selected Tasks to**: button, and select **Passed**. Update the status of any *Incomplete* or *Failed* tasks by using the drop-down arrow.

Ta	sks	(9	6/98, 10	0.00%) Costs Comments	(0) Journ	al Entries Log	Notifications					
Ee	dit	D	elete	Move Up Move Down	Select Al	Deselect All	Change Selected Ta	sks to:	 Add/Edit Notes on 	Selected Ne	ew Standard Wo	rk Order
	4		Weight	Name		Status	Incomplete	ł	6	Summary	Extra Reque	Skip Reason
۴	-	-	-	1 0 1		-	Passed			10c		-
		1	1	Card Reader Operational O	in First	Passed	Failed			Entrance		
•		2	1	DND Sign		Passed	-			Entrance		
		3	1	Exterior Door and Frame		Passed				Entrance		

Step 5: The **New Standard Work Order** button creates a work order with the Location and Reporter fileds prepopulated. It also includes a comment indicating that the work order was generated from this inspection for tracking and reporting purposes.

Ta	aske (96/98, 10	0.00%) Costs Comments (0) Journ	al Entries Log Notifications				
E	dit	Delete	Move Up Move Down Select All	Deselect All Change Selected Tas	ks to: • Add/Edit Notes on	Selected Ne	w Standard Wo	rk Order
	#	Weight	Name	Status	Notes	Summary	Extra Reque	Skip Reason
۳	-	-	0	-	(D :	(D:	2	-
	1	1	Card Reader Operational On First	Passed		Entrance		
٠		2 1	DND Sign	Passed 🔹		Entrance		
	1	1	Exterior Door and Frame	Passed		Entrance		





Step 8: Update the Complete Work Order dialog box	Complete Work Order
Step 8 : Update the Complete Work Order dialog box with two of the three parameters - Start time/date, Duration, or Completed time/date. The third parameter	Actual Start and Completion:
will be calculated by the system.	Started: O Calculate 7/23/2024 • at 5 : 37 PM
	Duration: O Calculate Days: 0 - Hours: 0 - Minutes:
	Completed: Calculate 7/23/2024 at 6 22 PM V V V V
	This work order is being backdated (set Expected Start to Actual Start)
Step 9: Click Ok to complete the work order.	Comment:
	×
	OK Cancel



ispend Complete Cancel Create Template Reports - OK	Tabb	ed View Save	Save/Close Print/Close Close
Request: HSK Wia/Unit Inspection 2 Bedroom - GTR	1	Status:	Complete
Location: Unit #1206 (2 Bdm)	▼	Expected Stat:	7/ 1/2024 12:00 AM
eported By: Staff Varie: Variety Staff Name: V			8/15/2024 12:00 AM
Type: Unit Inspection (Housekeeping) v Pronty: Medium v		Overdue By:	8/30/2024 12:00 AM
Occupied Status		———	