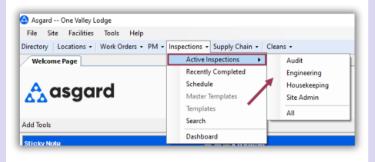
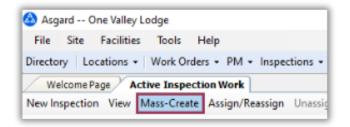


## Asgard Desktop Mass-Creating Ad-Hoc Inspections

**Step 1:** From the Inspections dropdown menu, select **Active Inspections** for your department.



## Step 2: Click Mass-Create to create Inspections for *more than one* location.



Step 3: Once the Mass Add Inspections screen opens, *select a* Template and the name of the person creating the Inspections.

| 🔕 Asgard One Valley     | Lodge                  |             |                   |            |             |            |
|-------------------------|------------------------|-------------|-------------------|------------|-------------|------------|
| File Site Facilitie     | s Tools Help           |             |                   |            |             |            |
| Directory   Locations - | Work Orders + PM       | + Inspectio | ns + Supply Chair | - Cleans - |             |            |
| Welcome Page            | Active Inspection Work | Mass Add    | Inspections       |            |             |            |
| Template:               | EIWO Quick Check       |             |                   |            |             | *          |
| Reported By:            | Staff                  | ~           | Guest Name:       |            | Staff Name: | <b>_</b> 0 |

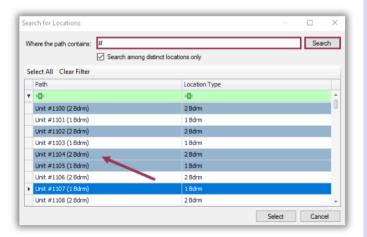
🚯 Asgard -- One Valley Lodge

**Step 4:** Click the **Add Locations** button and use **By searching...** to locate and select the locations where the inspections need to be completed.

The Mass-Create function is limited to **25 work orders at a time**. If you need to create a larger number of scheduled or unscheduled inspections, please contact **support@asgardsoftware.com** 

Step 5: To search for an area, zone, unit or location type, enter the search criteria into Where the path contains field. To select units only, enter the # key. To search for a specific area, enter the name and click Search.

Use Select All to select all locations.
To select specific locations, hold down the Ctrl key while using your mouse to select the preferred locations.



You can also sort by clicking on the Column headers. The **Path** column sorts locations numerically or alphabetically. **Location Type** sorts by grouping.

Hover over a column header for the funnel icon to appear for advanced filtering. The dialog box opens to **Values** where you can select one or more option. Open the **Text Filters** tab for more filtering options.

Once your location selection is complete, click **Select**.

| W  | here the path contains: | #<br>Search ar | mong distinct lo | Values   | Text Filters                     |              |
|----|-------------------------|----------------|------------------|----------|----------------------------------|--------------|
| Se | elect All Clear Filter  |                |                  | Enter te | ext to search                    | J            |
|    | Path                    | N 0 LO         | cation Type      | (All)    |                                  |              |
| ۴  | a 🔤 c                   | $\geq 0$       | c                |          | #1100 (2 Bdrm)                   | (            |
|    | Unit #1100 (2 Bdrm)     | 21             | Bdrm             |          | #1101 (1 Bdrm)                   |              |
|    | Unit #1101 (1 Bdrm)     | 1              | Bdrm             |          | #1102 (2 Bdrm)<br>#1103 (1 Bdrm) |              |
|    | Unit #1102 (2 Bdrm)     | 21             | Bdrm             |          | #1104 (2 Bdrm)                   |              |
|    | Unit #1103 (1 Bdrm)     | 1              | Bdrm             |          | #1105 (1 Bdrm)                   |              |
|    | Unit #1104 (2 Bdrm)     | 21             | Bdrm             | 🗌 🗌 Unit | #1106 (2 Bdrm)                   |              |
|    | Unit #1105 (1 Bdrm)     | 11             | Bdrm             | 🗌 Unit   | #1107 (1 Bdrm)                   |              |
|    | Unit #1106 (2 Bdrm)     | 21             | Bdrm             |          |                                  |              |
| ۲  | Unit #1107 (1 Bdrm)     | 1              | Bdrm             | Clear F  | Filter                           | Close        |
|    | Unit #1108 (2 Bdrm)     | 21             | Bdrm             |          |                                  | <br><b>T</b> |

Step 6: The locations will populate on the Mass Add Inspections screen. To remove a location, highlight and click the Remove Locations button.

|   | Template: EIWO Quick           | Check                |                        |                   |                |
|---|--------------------------------|----------------------|------------------------|-------------------|----------------|
|   | Reported By: Staff             | ~                    | Guest Name:            |                   |                |
| 4 | dd Locations - Remove Location | Select All Set Expec | ted Start Set Occupied | State Set Inspect | ted User       |
|   | Location                       | Subtype              | Expected Start         | Occupied State    | Inspected User |
| ę | (B)                            | 1 <b>0</b> 1         | 1 <b>0</b> 0           | 1 <b>0</b> 0      | * <b>0</b> ¢   |
| 0 | Unit #1100 (2 Bdrm)            | 2 Bdrm               | 8/2/2024 5:46 🛞        | Not Occupied      | [None]         |
| e | Unit #1102 (2 Bdrm)            | 2 Bdrm               | 8/2/2024 5 👻 🔞         | Not Occupied      | [None]         |
| 0 | Unit #1104 (2 Bdrm)            | 2 Bdrm               | 8/2/2024 5:46 🔇        | Not Occupied      | [None]         |
| 0 | Unit #1105 (1 Bdrm)            | 1 Bdrm               | 8/2/2024 5:46 😣        | Not Occupied      | [None]         |
| 0 | Unit #1107 (1 Bdrm)            | 1 Bdrm               | 8/2/2024 5:46 🔇        | Not Occupied      | [None]         |

**Step 7:** Update the **Expected Start Date** - it must be greater than the current time. Additionally, you have the option to modify the **Occupied State** and **Inspected User** for each location by mass editing or individually.



For instance, if you need all of these inspections to start tomorrow at 8:00am, click **Select All**, then **Set Expected Start**, change the date/time to tomorrow at 8:00am and click **OK**.

| Set Expected Start | Set Occupied State | Set Inspected User               |
|--------------------|--------------------|----------------------------------|
| Expec              | ted Start          | Occupied State                   |
| 8 🖬 C              |                    | R 🖬 C                            |
| 8/3/20             | 24 8:00 AM         | <ul> <li>Not Occupied</li> </ul> |
| 8/3/20             | 248:00 AM          | Not Occupied                     |
| 8/3/20             | 248:00 AM          | Not occupied                     |
| 8/3/20             | 248:00 AM          | Not Occupied                     |
| 8/3/20             | 248:00 AM          | Not Occupied                     |

To change an *individual* location's Expected Start, highlight that location and click the **Set Expected Start** button or click the dropdown arrow in the Expected Start column to update the date and time for that location.

|                               | Sagard One Valley Lodge  |                  |                                       |                |                |   |  |
|-------------------------------|--|------------------|---------------------------------------|----------------|----------------|---|--|
|                               | File Site Facilities Tools   | Help             |                                       |                |                |   |  |
| Step 8: Once you have set the | Directory   Locations +   Work Orders + PM + Inspections + Supply Chain +   Cleans + |                  |                                       |                |                |   |  |
|                               | Welcome Page Active Inspection Work Hass Add Inspections                             |                  |                                       |                |                |   |  |
|                               | Template: EIW0 Quick Check   |                  |                                       |                |                |   |  |
| -                             | Reported By: Staff Name: Ramos, Celia (Engineering)                                  |                  |                                       |                |                |   |  |
| cted start times, click       |  |                  |                                       |                |                |   |  |
| -                             | Add Locations + Remove Locati  |                  | · · · · · · · · · · · · · · · · · · · |                |                |   |  |
| eate Scheduled Items.         | Location   | Subtype          | Expected Start                        | Occupied State | Inspected User |   |  |
| s ooneddied itemis.           | •  | * <b>0</b> ¢     | ·D:                                   | NO:            | F©:            |   |  |
|                               | <ul> <li>Unit #1100 (2 Bdrm)</li> <li>Unit #1102 (2 Bdrm)</li> </ul>                 | 2 Bdrm<br>2 Bdrm | 8/3/2024 8:00 AM<br>8/3/2024 8:00 AM  | Not Occupied   | [None]         |   |  |
|                               | Unit #1104 (2 Bdrm)  | 2 Bdrm           | 8/3/2024 8:00 AM                      |                | [None]         |   |  |
|                               | Unit #1105 (1 Bdrm)  | 1 Bdrm           | 8/3/2024 8:00 AM                      |                | [None]         |   |  |
|                               | Unit #1107 (1 Bdrm)  | 1 Bdrm           | 8/3/2024 8:00 AM                      |                | [None]         |   |  |
|                               | 5 Loca   | tions            |                                       |                |                |   |  |
|                               |  |                  |                                       |                |                | _ |  |