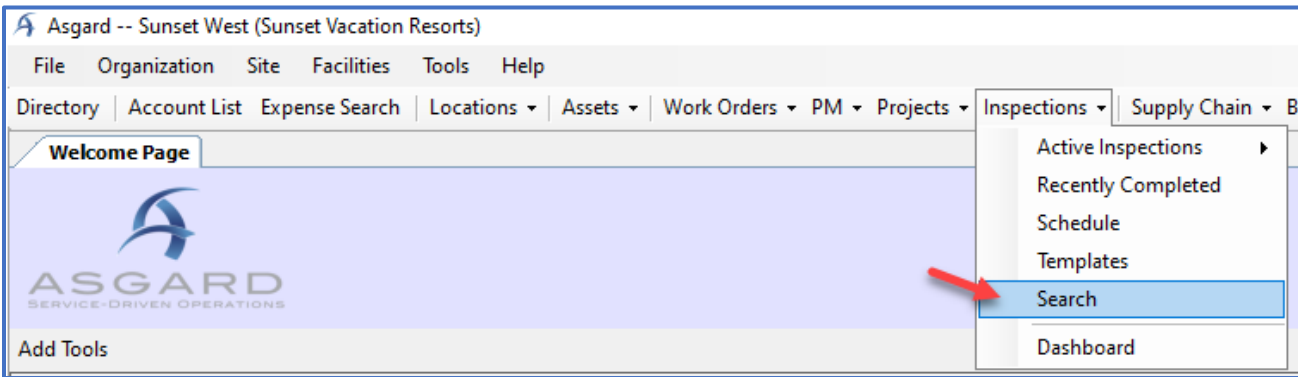


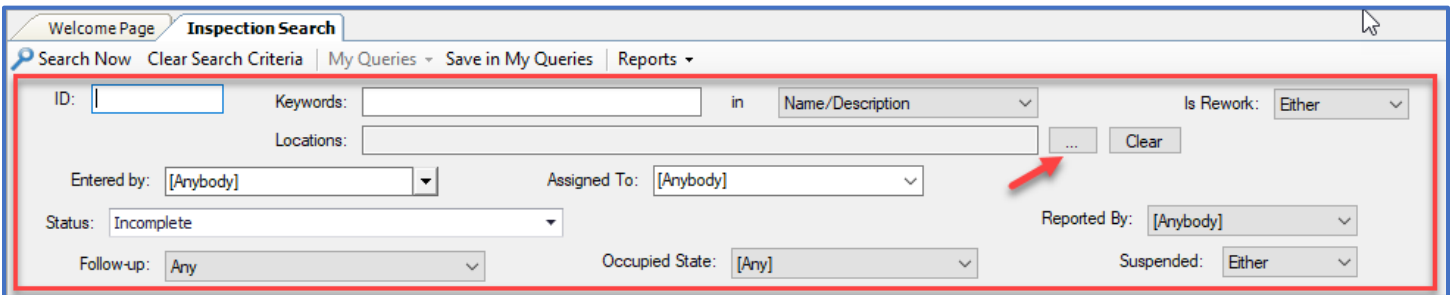
Creating and Saving an Inspection Search Query

Follow the steps below to create and save an Inspection search query. The steps below can be used to search for and save Standard Work Orders, PMs, and Inspections. For assistance with work order queries, please contact support@katanasoft.com.

Step 1: In the Inspections drop-down, select **Search**.



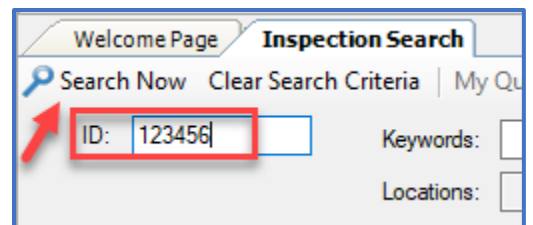
Step 2: In the top half of the screen, use the following fields to select your search criteria:



- Keywords
- Locations – use the Ellipses button to select
- Is Rework
- Entered by
- Assigned To
- Status – defaults to Incomplete
- Reported By
- Follow-up
- Occupied State
- Suspended



Note: The ID field is used to search for a specific work order. If you know the ID and are searching for only one inspection, enter the ID and click the **Search Now** button. All other fields can be left at the defaults.



Step 3: In the Advanced Search Criteria section, add additional criteria as needed:

- Priority From
- Expected to Start From **or** Completed From date range
- Include Future Scheduled Items
- Is the work order task an “Extra Request”
- Types - the Department completing the work



Note: Leaving the dates unselected will return all matching inspections in Asgard (which can be a large data pull).

Step 4: Once you have entered all of your search criteria, click the **Search Now** button in the upper left.

A list of all inspections matching the criteria will populate at the bottom of the screen.

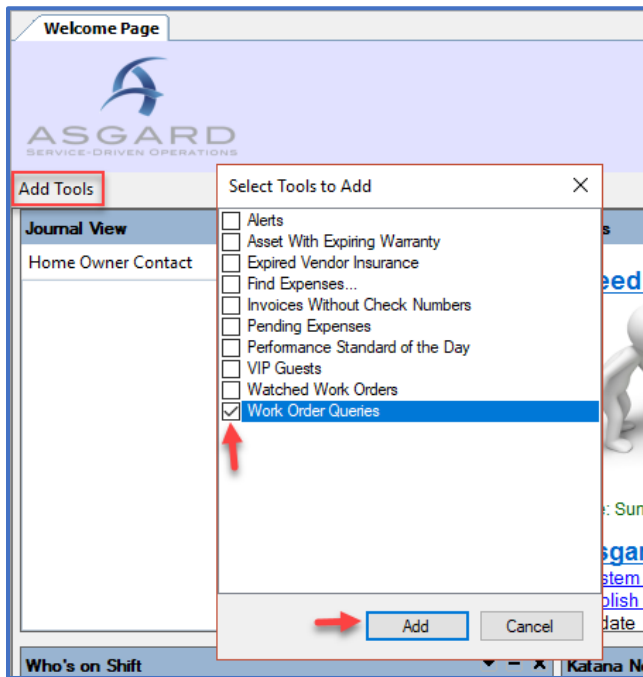
Aging	ID	Status	Expected Start	Completed	Request	Location	Department	Type	Priority	Reported By	Started	Assigned To
	58369	Complete	8/19/2019 9:57 AM	8/19/2019 9:58 AM	Adopt A Spot	Sunset West - Vacation Resort, Vill.	Safety & Security	General Inspection	Medium	Staff	8/19/2019 9:58 AM	Adreno, Po
	58288	Complete	8/9/2019 9:17 AM	8/9/2019 9:18 AM	Adopt A Spot	Sunset West - Vacation Resort, Vill.	Safety & Security	General Inspection	Medium	Staff	8/9/2019 9:18 AM	Torres, Ric
	58325	Complete	8/13/2019 12:00 AM	9/12/2019 1:48 AM	Adopt A Spot	Credit Card Terminal 1	Safety & Security	General Inspection	Medium	Staff	9/12/2019 1:48 AM	Hollingswo
	58319	Complete	8/13/2019 1:17 PM	8/13/2019 1:18 PM	HSKP Check-in / Check-Out	Unit #12302 (1 Bdrm)	Safety & Security	Guest Suite Inspection	Medium	Staff	8/13/2019 1:17 PM	Hoover, Jo
	58671	Complete	9/25/2019 2:39 PM	9/25/2019 2:51 PM	Guest Suite Inspection	Unit #23404 (2 Bdrm)	Safety & Security	Rounds/Inspection	Medium	Staff	9/25/2019 2:45 PM	Harter, Kat
	58025	Complete	6/22/2019 12:00 AM	7/29/2019 11:06 AM	Guest Suite Inspection	Unit #11107 (2 Bdrm)	Safety & Security	Rounds/Inspection	Medium	Staff	7/29/2019 11:04 AM	Paul, Pam
	58389	Complete	8/22/2019 2:48 PM	8/23/2019 10:51 AM	HSKP Check-in / Check-Out	Unit #10101 (1 Bdrm)	Safety & Security	Guest Suite Inspection	Medium	Staff	8/23/2019 10:50 AM	Perez, Gab

Step 5: If you are satisfied that the search is providing the data you need, click the **Save in My Queries** button.

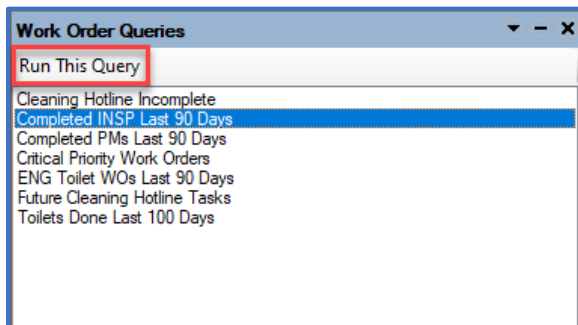
When the Name Query box opens, enter a descriptive name and click **OK**.

Step 6: There are two ways to retrieve/view Saved Queries:

1. On the Welcome Page, click the **Add Tools** button, check the box for Work Order Queries, and click **Add**.



The Work Order Queries tool will be added to your Welcome Page. Highlight the Query and click **Run This Query**.



Asgard will open the Inspection Search Screen displaying the results of the query.

2. On the Inspection Search screen, open the **My Queries** drop-down and select the search you want to run. This is also where you manage your Queries.

