

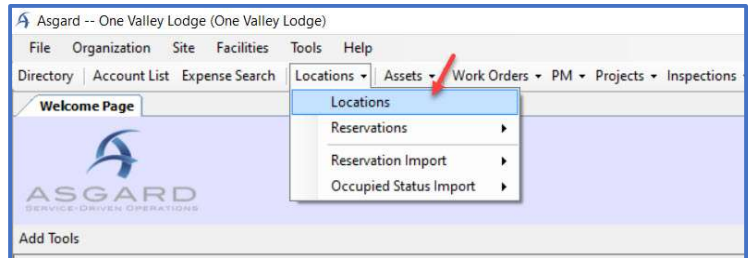
## Search for all Work Order Types by Location

Follow the steps below to find all work orders types associated with a location using the Location functionality in the Asgard Desktop Application.

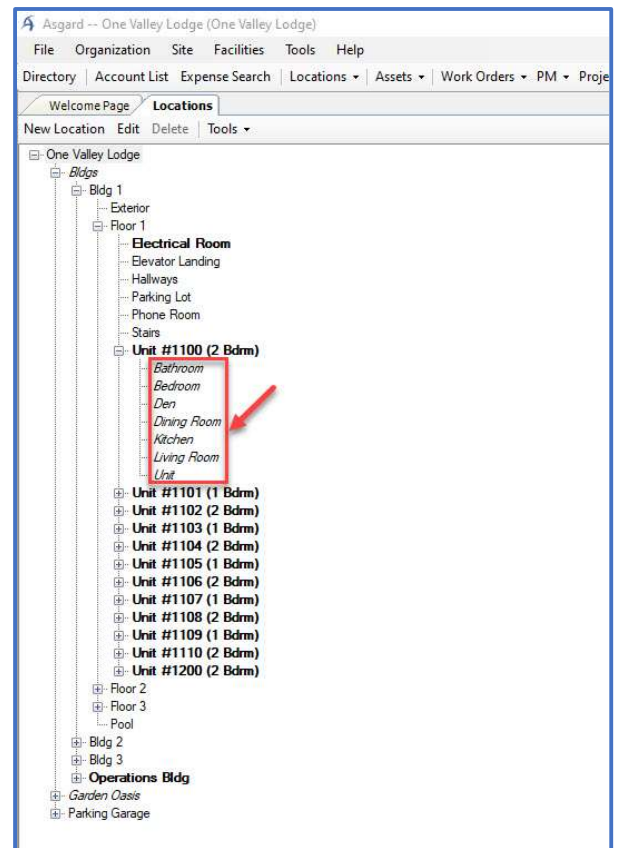
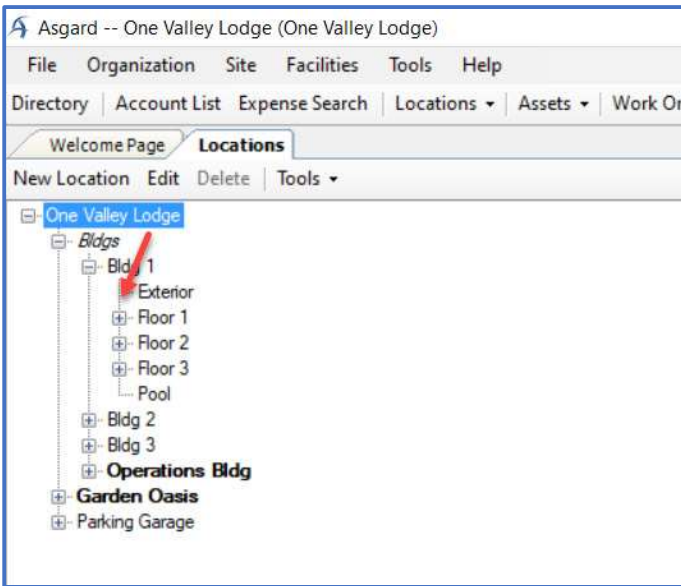


Note: The ability to view Locations is permission based. If you do not have this permission, but think you should, please contact [support@katanasoft.com](mailto:support@katanasoft.com).

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

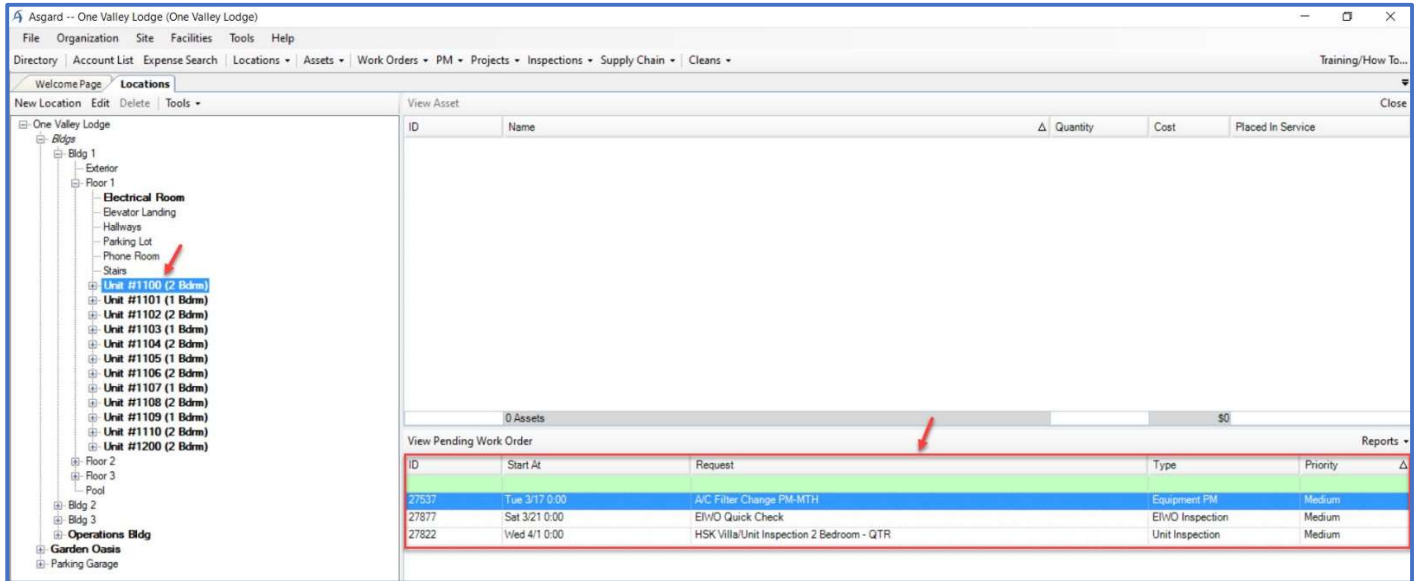


**Step 2:** On the left-hand side of the screen, click on the + sign to expand the main locations to display the sublocations within that area.



Note: Locations that are italicized are hidden locations. Hidden locations can't be assigned to a work order.

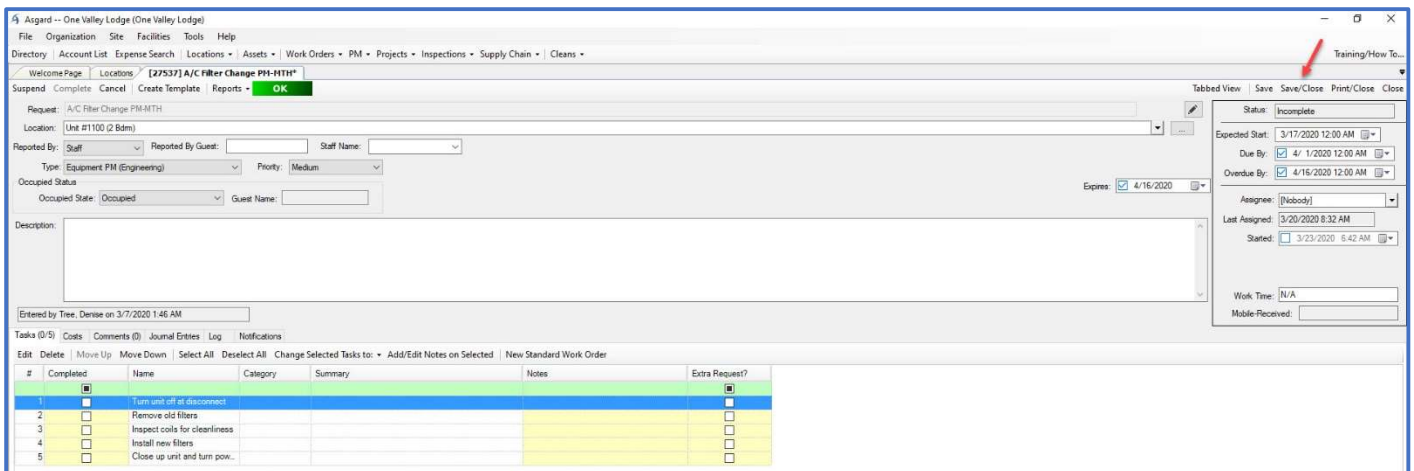
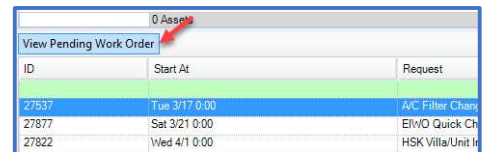
**Step 3:** When you select a location, all the pending or incomplete work orders will appear in the lower right-hand section of the screen. The work order information is organized into the following columns:



- ID Number
- Expected to Start At – Day of the Week, Date, and Time
- Request or Work Order Name
- Type – Standard, Inspection, or PM Work Orders
- Priority

**Step 4:** To view a specific work order, double-click, or highlight it and select the View Pending Work Order button.

If any changes are made to the work order, remember to Save/Close before continuing.



**Step 5:** To see **all** the pending and completed work order types for a specific location, use the Reports drop-down button and select Work Orders by Location.

ID	Start At	Request	Type	Priority
27537	Tue 3/17 0:00	A/C Filter Change PM-MTH	Equipment PM	Medium
27877	Sat 3/21 0:00	EIWO Quick Check	EIWO Inspection	Medium
27822	Wed 4/1 0:00	HSK Villa/Unit Inspection 2 Bedroom - QTR	Unit Inspection	Medium

When the Report Options dialogue box appears, adjust the dates to capture the timeframe of the work for the desired location and click **Finish**.

Report Options

From: 1/1/2020 12:00 AM

To: 3/23/2020 1:00 AM

Finish Cancel

**Step 6:** A preview screen will open for The Work Orders by Location Report. There are several options for distributing this information to include printing, exporting, or emailing in a variety of formats.

**Work Orders by Location**  
 For One Valley Lodge  
 For Unit #1100 (2 Bdrm)  
 From 1/1/2020 12:00:00 AM to 3/23/2020 12:00:00 AM

ID	Start At	Status	Request	Type	Priority
25762	1/17/2020	Complete	A/C Filter Change PM-MTH	Equipment PM	Medium
27537	3/17/2020	Incomplete	A/C Filter Change PM-MTH	Equipment PM	Medium
26962	2/19/2020	Complete	Deliver Bath Towel	Delivery	Medium
27947	3/20/2020	Complete	Deliver Coffee, Regular	Delivery	Medium
27877	3/21/2020	Incomplete	EIWO Quick Check	EIWO Inspection	Medium
26030	1/18/2020	Complete	EIWO Quick Check	EIWO Inspection	Medium
25077	1/1/2020	Complete	HSK Villa /Unit Inspection 2 Bedroom - QTR	Unit Inspection	Medium