# Asgard Desktop Job Aide

Subscribing to a Journal

Follow the steps below to subscribe to a Journal. The Journal feature in Asgard standardizes and simplifies communication between shifts, and eliminates the need for handwritten notes or department notebooks. Journals are created at the Organization-level, and can be viewed by users at any property within your company. Users must subscribe to a journal individually to view and add entries. Any user, regardless of permissions, can subscribe to as many journals as he or she would like.

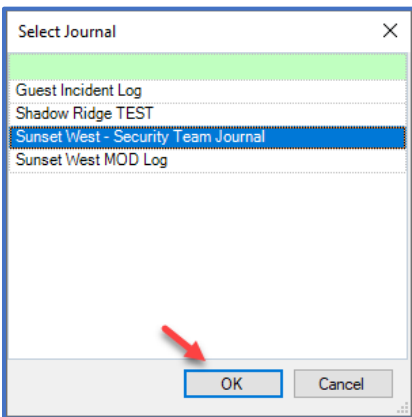*For assistance with Journals, please contact support@katanasoft.com.*

Step 1: In the Tools drop-down, select the My **Journals** screen.
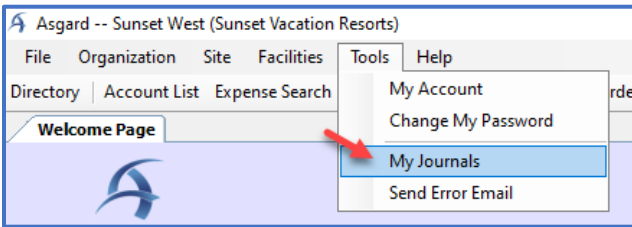
**Step 2:** When the My Journals page opens, click the **Subscribe** button.
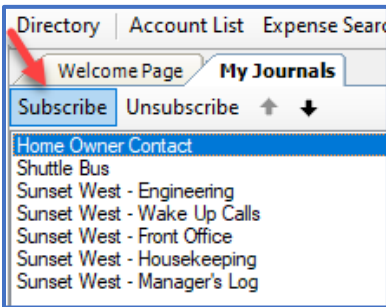
Step 3: The Select Journal dialog box will open with a list of all organization journals you are not currently subscribed to. Highlight the correct Journal and click **OK**.
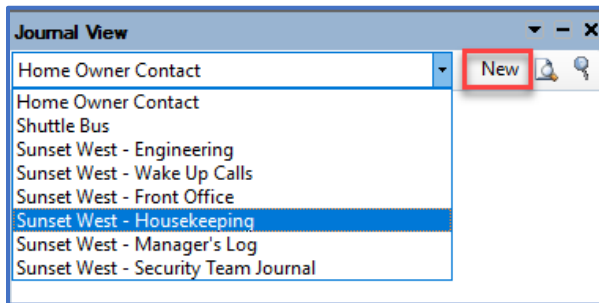
**Step 4**: There are two ways to view your subscribed Journals:

1. On the Welcome Page, click the **Add Tools** button, check the box for Journal View, and click **Add**.
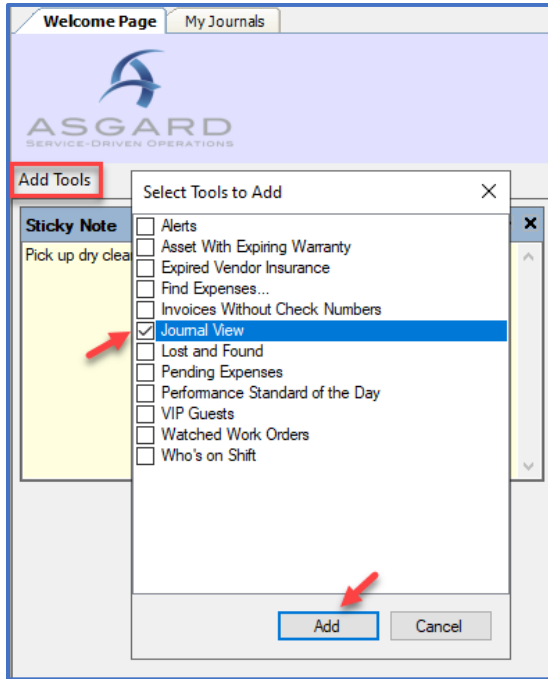
The Journal View tool will be added to your Welcome Page. Use the drop-down to view entries in a Journal, and the **New** button to add your own entries.

2. Your subscribed Journals will appear on the left-hand side of the My Journals page
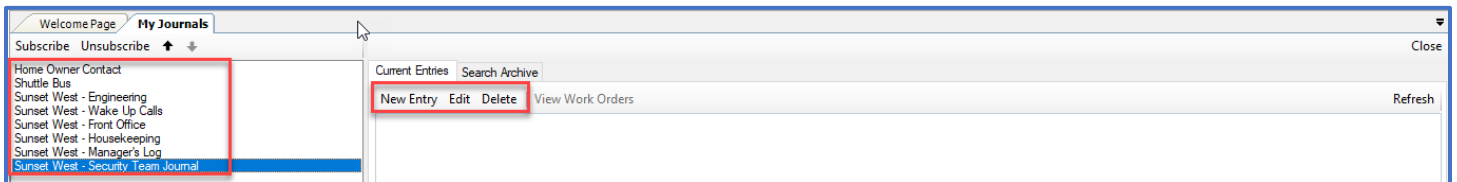
New Journal entries will appear on the right-hand side of the screen. Use the buttons to add a **New Entry**, **Edit** an entry, or **Delete** an entry.