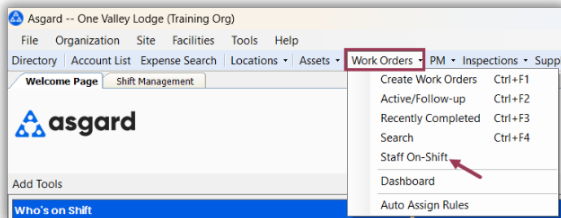


AsgardMobile allows users to log in on any mobile device, eliminating the need for sites to assign a specific device to a user. There may be instances where it will be helpful to have easy access to the phone number for any specific user.

Step 1: Click the Work Orders dropdown and open **Staff On-Shift**.



Step 2: Click on **Start Shift**.

Facilities	Departments	User	Departments	Status
One Valley Lodge		Chavez_Asgard, Jose	Engineering	Off Shift
One Valley Lodge		Fields, Cody	Engineering	Off Shift
One Valley Lodge		Harrison, Phil	Engineering	Off Shift
One Valley Lodge		Mahan, Dennis	Engineering	Off Shift
One Valley Lodge		Smith, Jessica	Housekeeping	Off Shift
One Valley Lodge		Wright, Daniel	Engineering	Off Shift

or choose a **User** who is already on shift and double-click their **Name**.

Facilities	Departments	User	Work Assignment	Departments	Status
One Valley Lodge		Deckard, Rick	Engineering	Engineering	On Shift - Ready
One Valley Lodge		Fisher, Delaine	Housekeeping	Housekeeping	On Shift - Ready
One Valley Lodge		George, Bob	Engineering	Engineering	On Shift - Ready
One Valley Lodge		Gompers, Samuel	Engineering, Safety & Security	Engineering, Safety & Security	On Shift - Ready

Step 3: Enter the **phone number** for the device in the Work Assignment field. Click **OK**.

User: Deckard, Rick
 Status: On Shift - Ready
 Work Order Types: Standard, PM, Inspection, Cleans
 Work Assignment: 407-555-1234

Facilities: One Valley Lodge
 Departments: Engineering

OK Cancel



The number is now visible on the Staff On-Shift screen and in the assignment dropdown list for easy reference.

Facilities	Departments	User	Departments	Status	Shift Start	Work Assignment	Break Start	Shift Ending	Shift End
One Valley Lodge		Deckard, Rick	Engineering	On Shift - Ready	5/1/24 2:10 PM	407-555-1234			
One Valley Lodge		Fisher, Delaine	Housekeeping	On Shift - Ready	4/10/24 2:03 PM				
One Valley Lodge		George, Bob	Engineering	On Shift - Ready	5/1/24 3:10 PM				

Aging	Paused	Location	Work Requested	Assigned To	Depa
OVERDUE		Unit #1108 (2 Bdrm)	Lighting	Jones_Asgard, Teresa (BLDG 1)	Engin
OVERDUE		Unit #2201 (1 Bdrm)	Clean Bathub / Jacuzzi	Everly, Melissa	Hous
OVERDUE		Unit #3201 (1 Bdrm)	AC Repair - Not Working	Jones_Asgard, Teresa (BLDG 1)	Engin
OVERDUE		Unit #1204 (2 Bdrm)	Repair Chair - Broken	Christian, Michael (On Shift - Break: 15...	
OVERDUE		Unit #1204 (2 Bdrm)	Repair/Replace Microwave	Deckard, Rick (407-555-1234)	
OVERDUE		Unit #1204 (2 Bdrm)	Repair Chair - Broken	George, Bob	
OVERDUE		Unit #1204 (2 Bdrm)	Repair/Replace Microwave	Gompers, Samuel	
OVERDUE		Unit #1102 (2 Bdrm)	Repair: TV / Television (AT)	Haro, Gabi	
OVERDUE		Unit #1102 (2 Bdrm)	Repair: TV / Television (AT)	Jimenez_Asgard, Jackie	
OVERDUE		Unit #1102 (2 Bdrm)	Repair: TV / Television (AT)	Jones_Asgard, Teresa (BLDG 1)	
DUE		Unit #2209 (1 Bdrm)	Repair Sofa - Leg Broken		