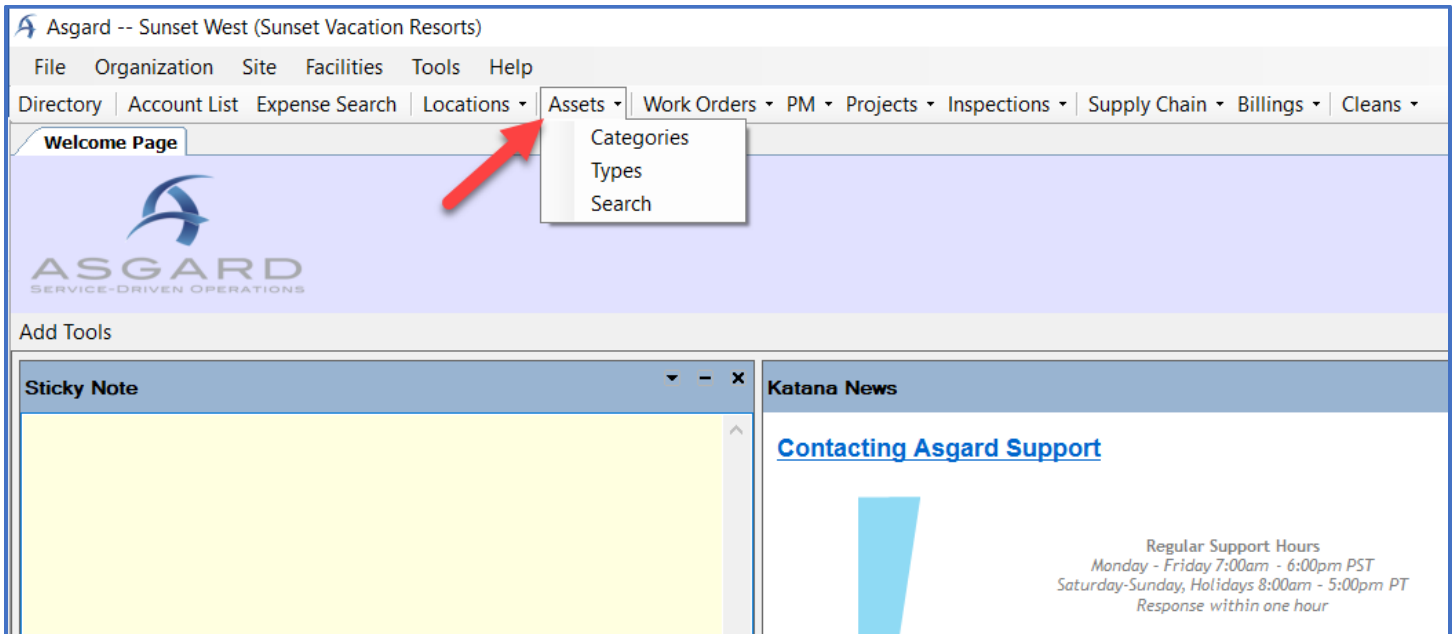


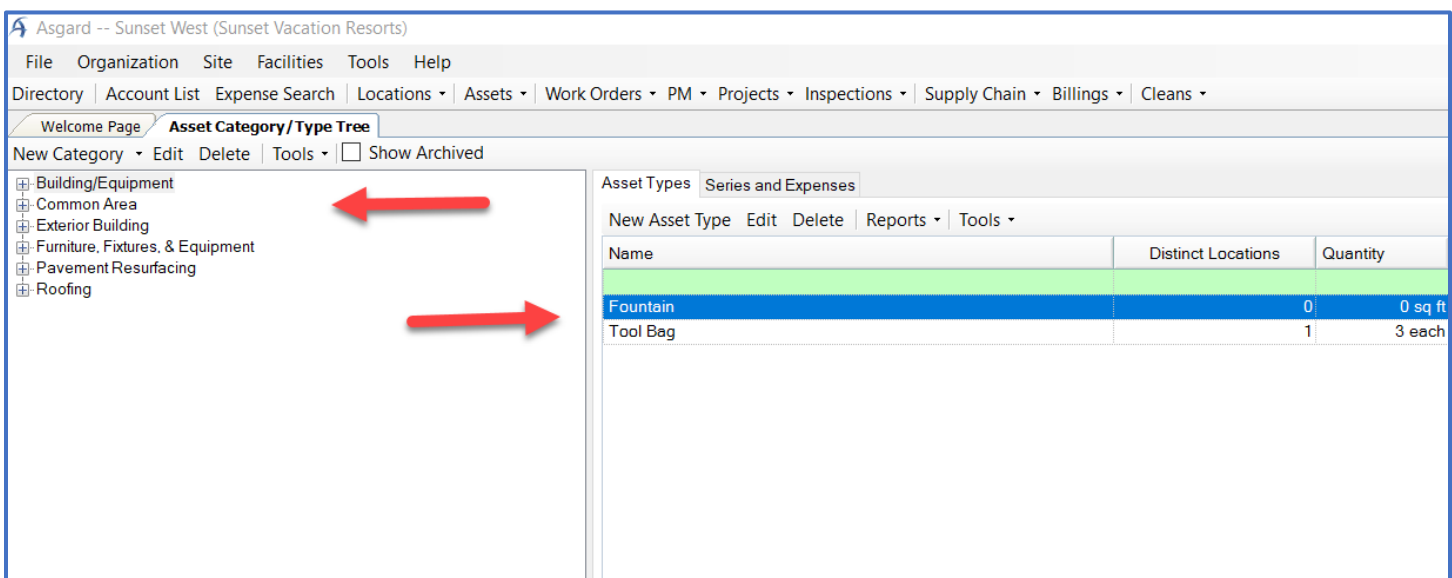
Locating and Viewing Assets

Follow the steps below to locate and view assets by type, by category and by searching. For additional help with locating and viewing assets, please contact finance@katanasoft.com

Step 1: Click the Assets drop-down menu to view a list of options to view assets.



Step 2: Select Categories to view assets in a category tree. Asset Categories are shown on the left-hand side, while assets belonging to those categories are listed on the right.



Step 3: Select Types from the Assets drop-down menu to open assets in a list format.

The screenshot shows the Asgard software interface for 'Sunset West (Sunset Vacation Resorts)'. The top navigation bar includes 'File', 'Organization', 'Site', 'Facilities', 'Tools', and 'Help'. Below this is a secondary navigation bar with 'Directory', 'Account List', 'Expense Search', 'Locations', 'Assets', 'Work Orders', 'PM', 'Projects', 'Inspections', 'Supply Chain', 'Billings', and 'Cleans'. The 'Assets' dropdown menu is open, showing 'Categories', 'Types' (highlighted with a red arrow), and 'Search'. The main content area features a 'Welcome Page' with the Asgard logo and 'SERVICE-DRIVEN OPERATIONS' text. Below the logo is an 'Add Tools' section. The interface also includes a 'Sticky Note' and a 'Katana News' section with a link to 'Contacting Asgard Support' and 'Regular Support Hours' information.

Note: You may use the green bar at the top of the list to filter the list by Category, Name, Quantity, etc.

The screenshot shows the 'Asset Type List' table in the Asgard software. The table has columns for Site, Category, Name, Report Grouping, Department, Distinct Location, and Quantity. A green bar is visible at the top of the table, used for filtering. The table contains the following data:

Site	Category	Name	Report Grouping	Department	Distinct Location	Quantity
Sunset West	Building/Equipment	Fountain				0 sq ft
Sunset West	Building/Equipment	Tool Bag				1 3 each
Sunset West	Building/Equipment, Ele...	Elevator-Bldg 1				1 1 each
Sunset West	Building/Equipment, Ele...	Elevator-Bldg 10	Appliance-Comm...			1 1 each
Sunset West	Building/Equipment, Ele...	Elevator-Bldg 11				1 1 each
Sunset West	Building/Equipment, Ele...	Elevator-Bldg 12				1 1 each

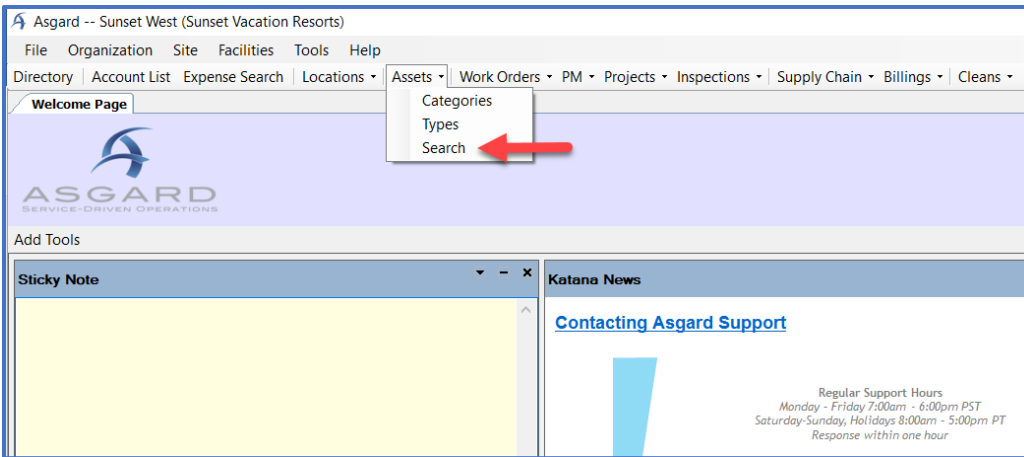


You can use the **Report Grouping** column to create unique groups of assets for specific projects like Refurbishments or Renovations. Simply type the desired group name into the line under Report Grouping. This grouping will be applied through the Account List window.

The screenshot shows the 'Asset Type List' table in the Asgard software. The table has columns for Site, Category, Name, Report Grouping, Department, and Distinct Location. A dropdown menu is open in the 'Report Grouping' column, showing 'Refurbishment' and 'Refurbish' options. The table contains the following data:

Site	Category	Name	Report Grouping	Department	Distinct Location
Sunset West	Building/Equip...	Elevator-Bldg 16			
Sunset West	Building/Equip...	Elevator-Bldg 17			
Sunset West	Building/Equip...	Elevator-Bldg 18	Refurbishment		
Sunset West	Building/Equip...	Elevator-Bldg 19	Refurbish		
Sunset West	Building/Equip...	Elevator-Bldg 2			
Sunset West	Building/Equip...	Elevator-Bldg 20			
Sunset West	Building/Equip...	Elevator-Bldg 21			
Sunset West	Building/Equip...	Elevator-Bldg 22			

Step 4: Select Search from the Assets drop-down.



From this window, you can search for asset by filling in the search form. You can also utilize an Advanced Search to narrow the results. To search, click Search Now at the top of the window.

