Asgard

PM Work Order Management

PREVENTATIVE MAINTENANCE TRAINING WORKBOOK SUMMER 2022

Contents

01 Active PM Screen

02 Assigning PM's

03 Using Filters & Sorting

04 Completing PM's

05 Printing PM's

06 PM Matrix

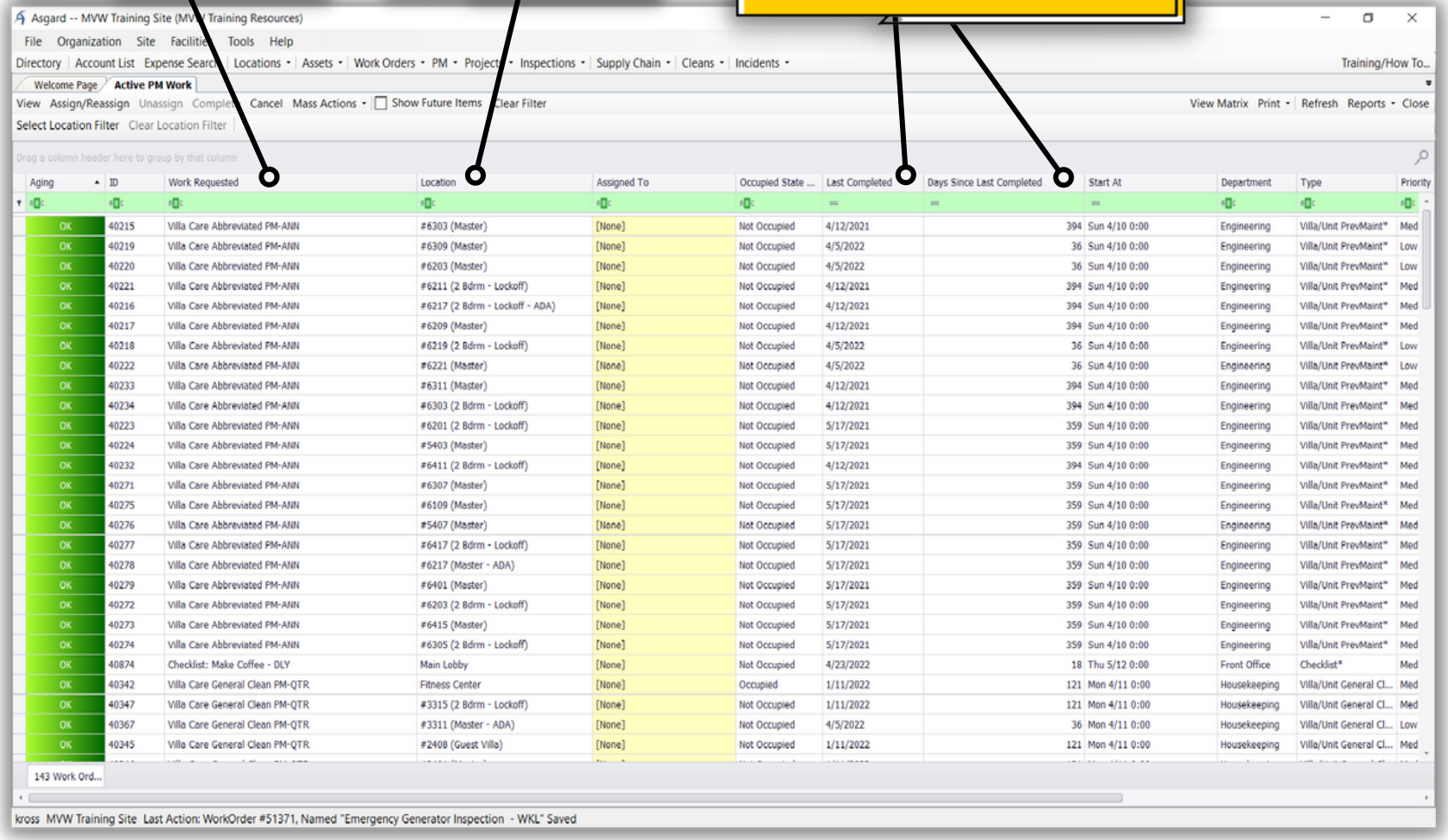
Active PM Screen

Notes

Work Requested

Location

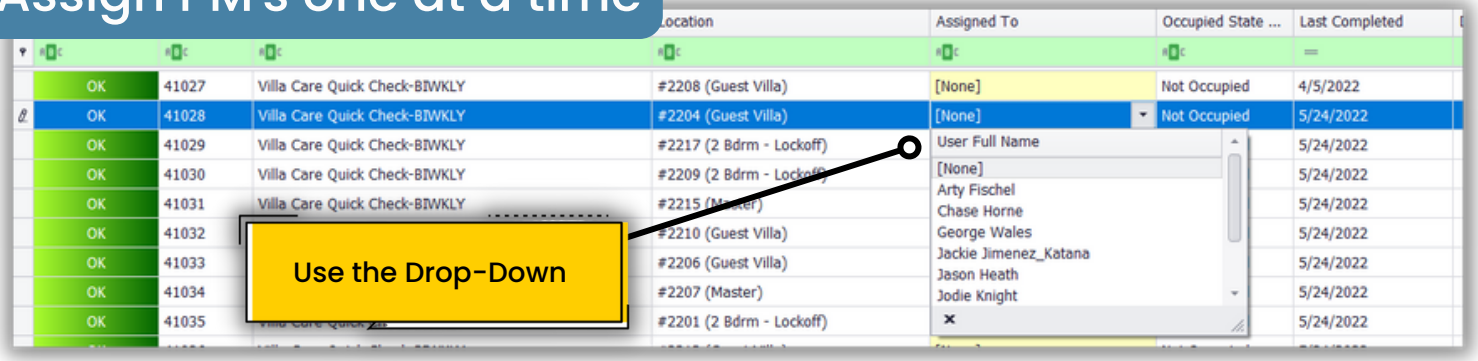
Last Completed & Days Since Last Completed columns



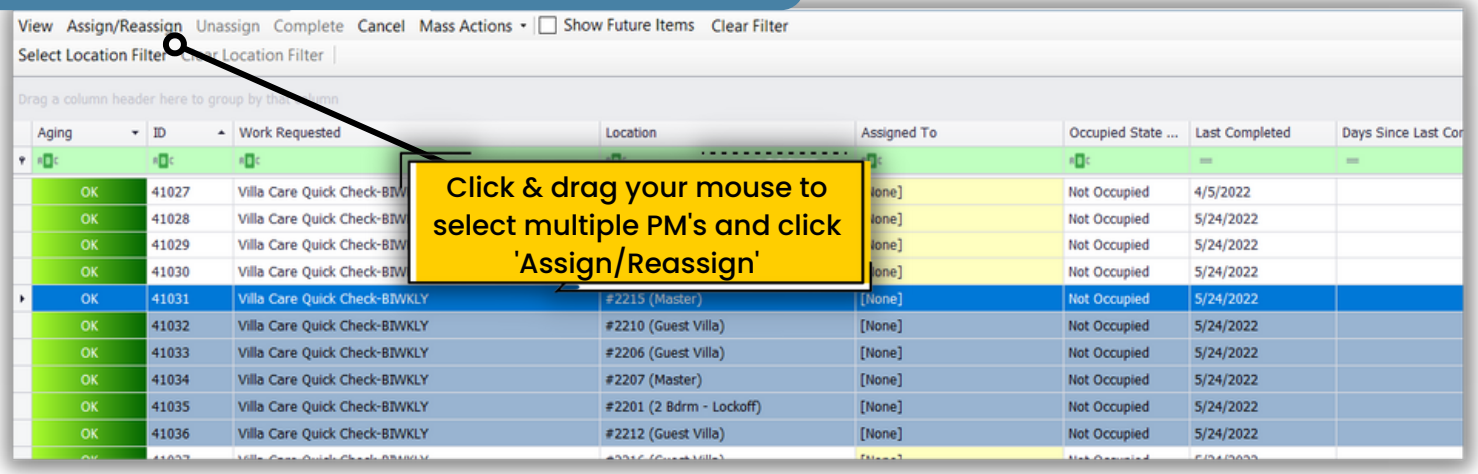
Assigning PM's

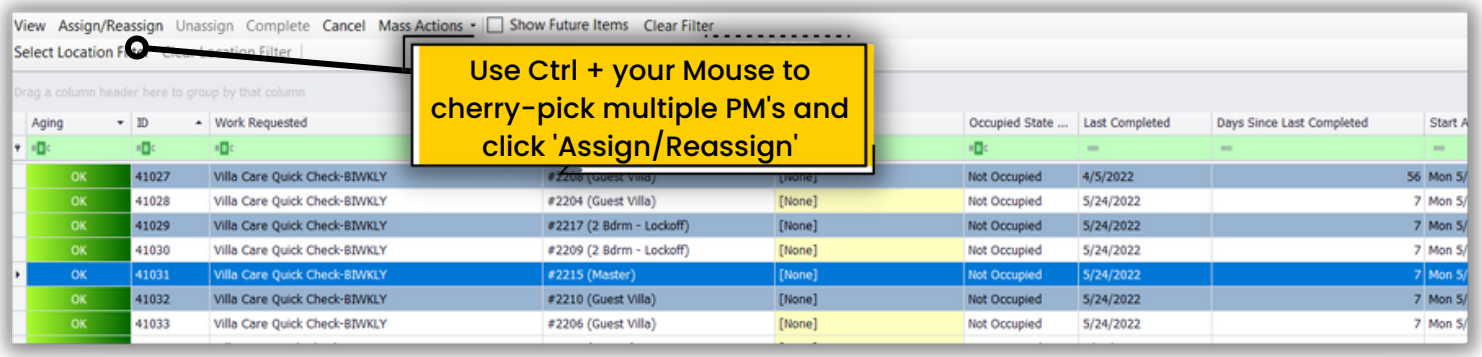
Notes

Assign PM's one at a time



Or assign multiple PM's at once





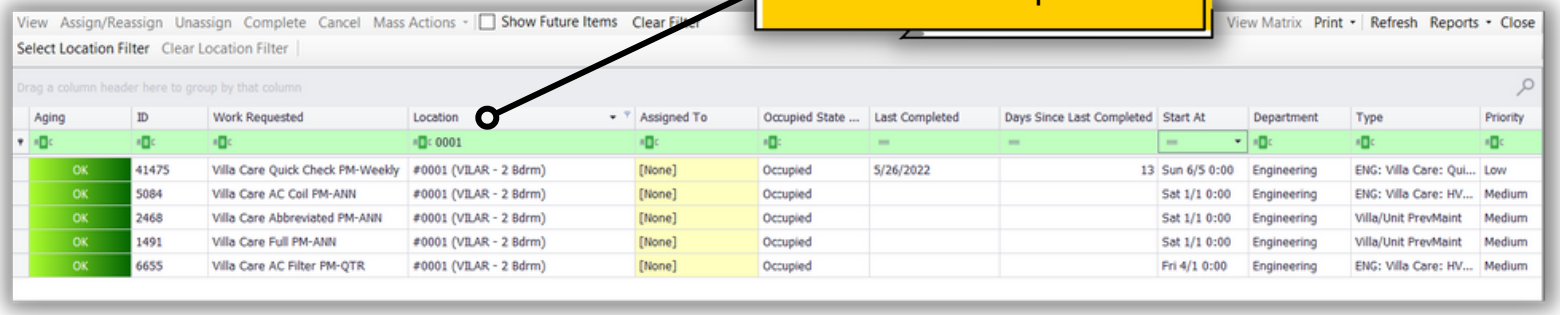
Scan QR Code for detailed instructions on Assigning PM's

Using Filters & Sorting

Notes

Scan QR Code for detailed instructions on prioritizing PM's

Filter for a Location to assign all PM's to one person

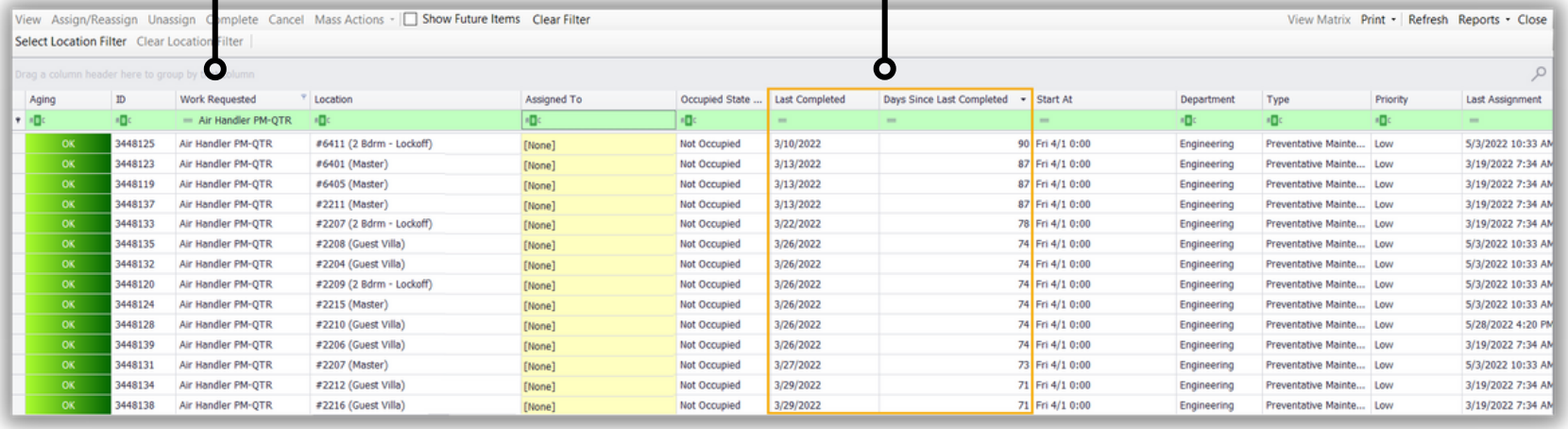


Aging	ID	Work Requested	Location	Assigned To	Occupied State ...	Last Completed	Days Since Last Completed	Start At	Department	Type	Priority
			0001								
OK	41475	Villa Care Quick Check PM-Weekly	#0001 (VILAR - 2 Bdrm)	[None]	Occupied	5/26/2022	13	Sun 6/5 0:00	Engineering	ENG: Villa Care: Qui...	Low
OK	5084	Villa Care AC Coil PM-ANN	#0001 (VILAR - 2 Bdrm)	[None]	Occupied			Sat 1/1 0:00	Engineering	ENG: Villa Care: HV...	Medium
OK	2468	Villa Care Abbreviated PM-ANN	#0001 (VILAR - 2 Bdrm)	[None]	Occupied			Sat 1/1 0:00	Engineering	Villa/Unit PrevMaint	Medium
OK	1491	Villa Care Full PM-ANN	#0001 (VILAR - 2 Bdrm)	[None]	Occupied			Sat 1/1 0:00	Engineering	Villa/Unit PrevMaint	Medium
OK	6655	Villa Care AC Filter PM-QTR	#0001 (VILAR - 2 Bdrm)	[None]	Occupied			Fri 4/1 0:00	Engineering	ENG: Villa Care: HV...	Medium

Prioritizing Your Most Critical Work

Filter for Work Requested

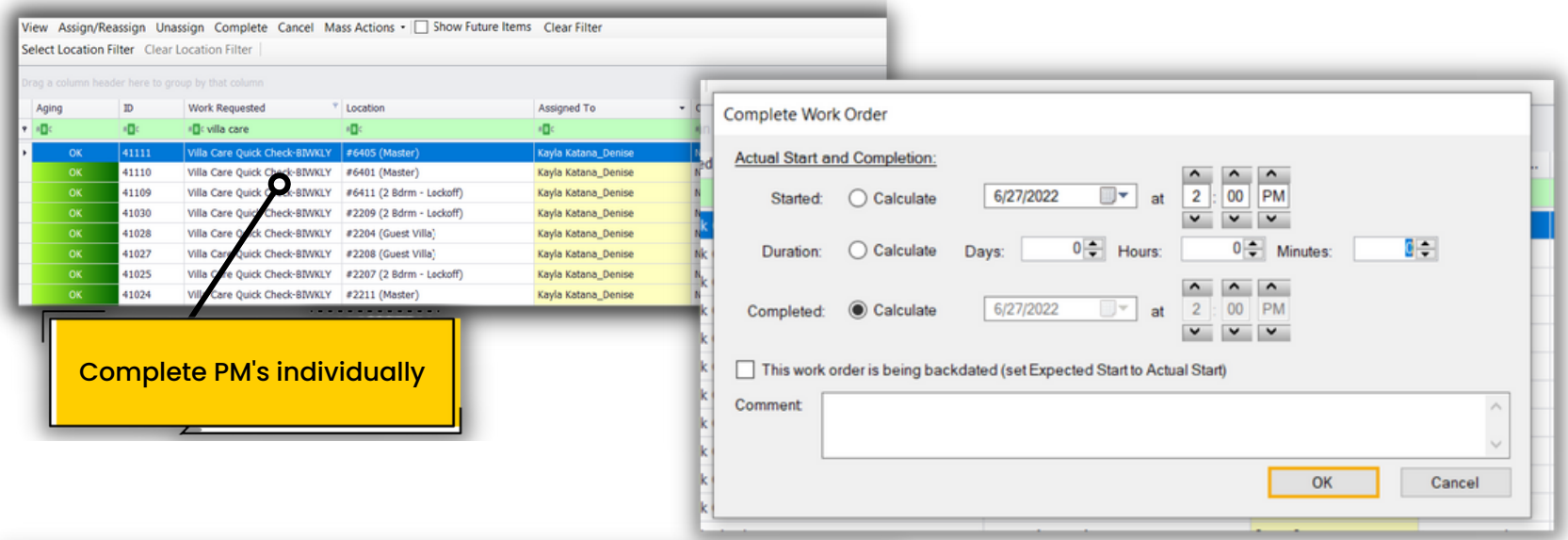
Sort the 'Days Since Last Completed' column to see the location where it has been the longest since the work was complete.

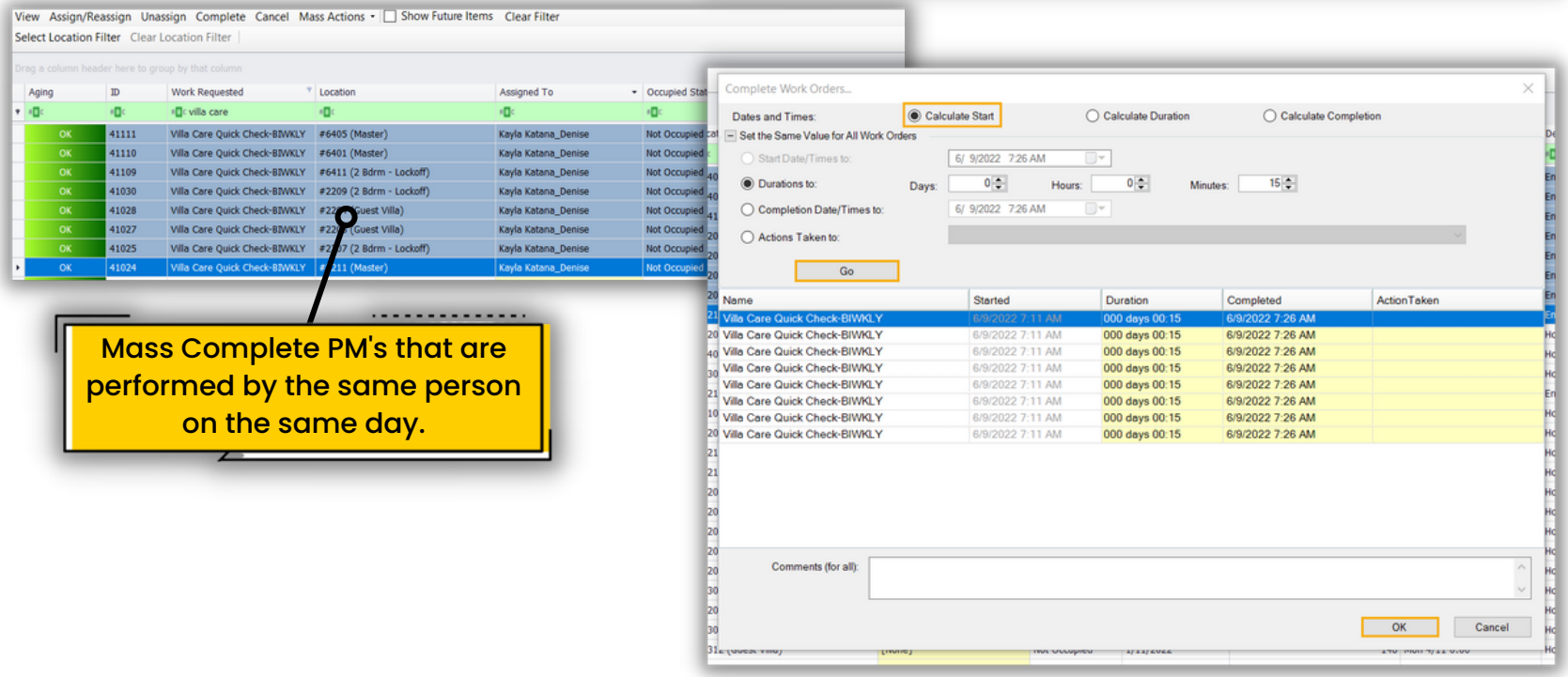


Aging	ID	Work Requested	Location	Assigned To	Occupied State ...	Last Completed	Days Since Last Completed	Start At	Department	Type	Priority	Last Assignment
		Air Handler PM-QTR										
OK	3448125	Air Handler PM-QTR	#6411 (2 Bdrm - Lockoff)	[None]	Not Occupied	3/10/2022	90	Fri 4/1 0:00	Engineering	Preventative Mainte...	Low	5/3/2022 10:33 AM
OK	3448123	Air Handler PM-QTR	#6401 (Master)	[None]	Not Occupied	3/13/2022	87	Fri 4/1 0:00	Engineering	Preventative Mainte...	Low	3/19/2022 7:34 AM
OK	3448119	Air Handler PM-QTR	#6405 (Master)	[None]	Not Occupied	3/13/2022	87	Fri 4/1 0:00	Engineering	Preventative Mainte...	Low	3/19/2022 7:34 AM
OK	3448137	Air Handler PM-QTR	#2211 (Master)	[None]	Not Occupied	3/13/2022	87	Fri 4/1 0:00	Engineering	Preventative Mainte...	Low	3/19/2022 7:34 AM
OK	3448133	Air Handler PM-QTR	#2207 (2 Bdrm - Lockoff)	[None]	Not Occupied	3/22/2022	78	Fri 4/1 0:00	Engineering	Preventative Mainte...	Low	3/19/2022 7:34 AM
OK	3448135	Air Handler PM-QTR	#2208 (Guest Villa)	[None]	Not Occupied	3/26/2022	74	Fri 4/1 0:00	Engineering	Preventative Mainte...	Low	5/3/2022 10:33 AM
OK	3448132	Air Handler PM-QTR	#2204 (Guest Villa)	[None]	Not Occupied	3/26/2022	74	Fri 4/1 0:00	Engineering	Preventative Mainte...	Low	5/3/2022 10:33 AM
OK	3448120	Air Handler PM-QTR	#2209 (2 Bdrm - Lockoff)	[None]	Not Occupied	3/26/2022	74	Fri 4/1 0:00	Engineering	Preventative Mainte...	Low	5/3/2022 10:33 AM
OK	3448124	Air Handler PM-QTR	#2215 (Master)	[None]	Not Occupied	3/26/2022	74	Fri 4/1 0:00	Engineering	Preventative Mainte...	Low	5/3/2022 10:33 AM
OK	3448128	Air Handler PM-QTR	#2210 (Guest Villa)	[None]	Not Occupied	3/26/2022	74	Fri 4/1 0:00	Engineering	Preventative Mainte...	Low	5/28/2022 4:20 PM
OK	3448139	Air Handler PM-QTR	#2206 (Guest Villa)	[None]	Not Occupied	3/26/2022	74	Fri 4/1 0:00	Engineering	Preventative Mainte...	Low	3/19/2022 7:34 AM
OK	3448131	Air Handler PM-QTR	#2207 (Master)	[None]	Not Occupied	3/27/2022	73	Fri 4/1 0:00	Engineering	Preventative Mainte...	Low	5/3/2022 10:33 AM
OK	3448134	Air Handler PM-QTR	#2212 (Guest Villa)	[None]	Not Occupied	3/29/2022	71	Fri 4/1 0:00	Engineering	Preventative Mainte...	Low	3/19/2022 7:34 AM
OK	3448138	Air Handler PM-QTR	#2216 (Guest Villa)	[None]	Not Occupied	3/29/2022	71	Fri 4/1 0:00	Engineering	Preventative Mainte...	Low	3/19/2022 7:34 AM

Completing PM's

Notes

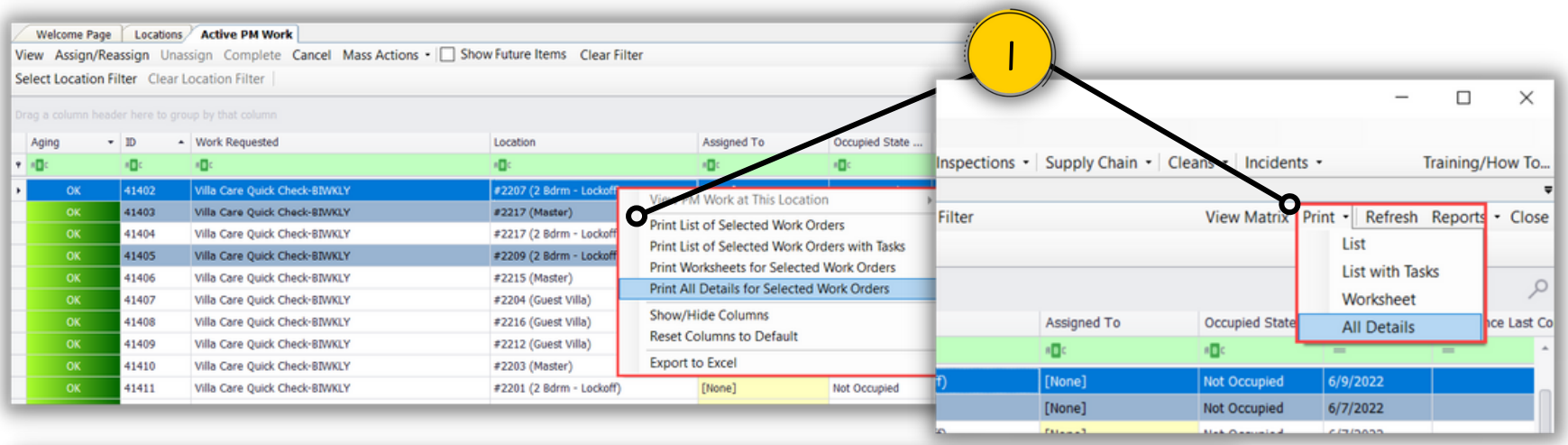


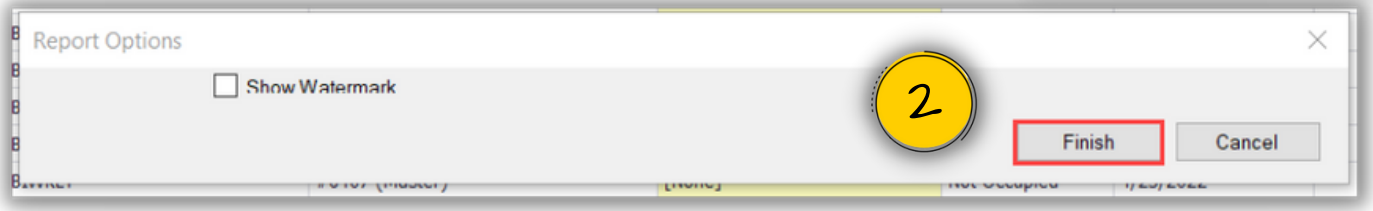


Scan QR Code for detailed instructions to Complete PM's

Printing PM's

Notes

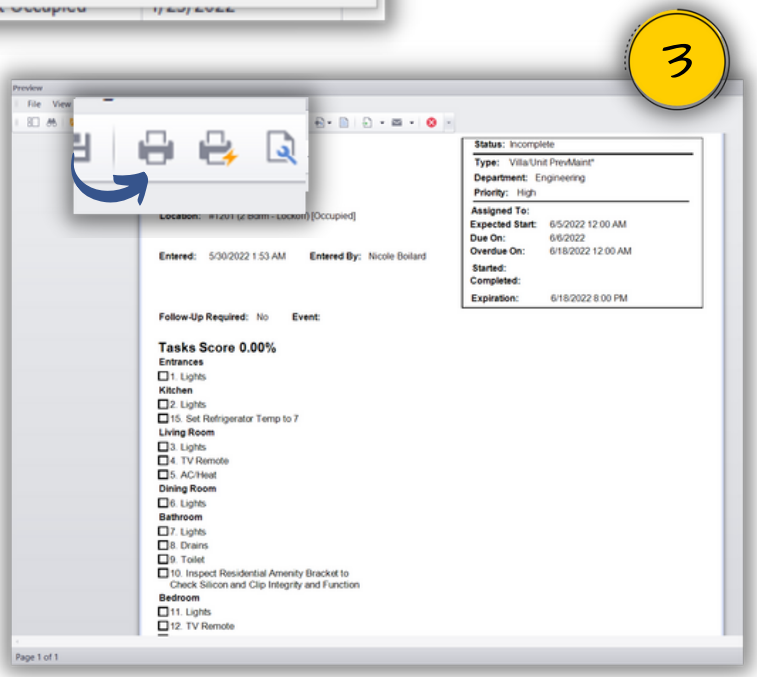




1. To Print:
   - Highlight the work order(s)you would like to print and Right-click select 'Print All Details for Selected Work Orders' **OR**
   - Highlight Work Order(s) and use the 'Print' drop-down menu to select 'All Details'

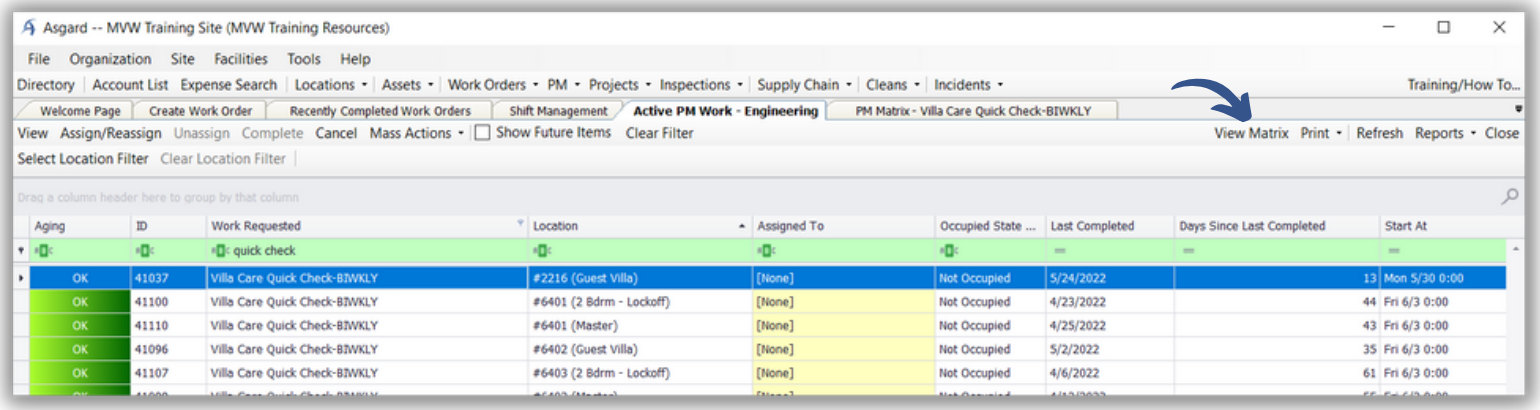
2. Click 'Finish' when the dialog box pops up

3. The worksheet will open up in a separate window, you can print by clicking the printer icon

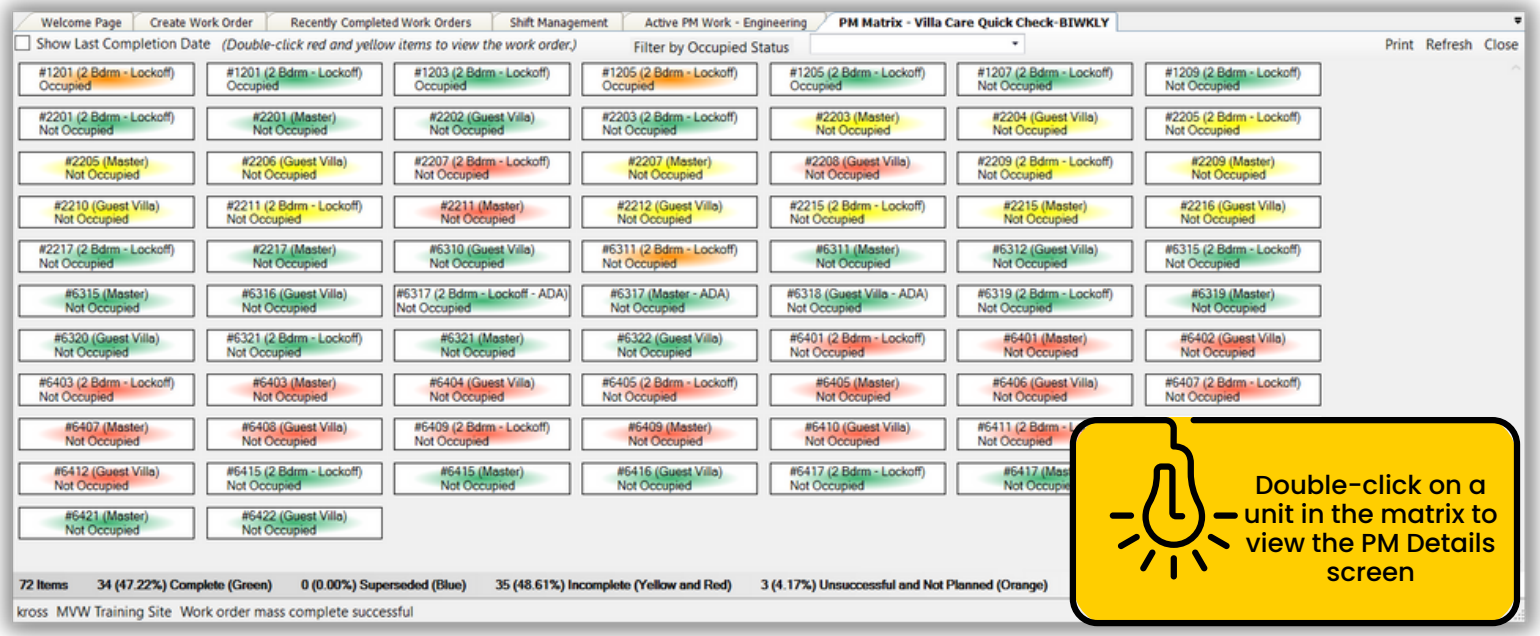


PM Matrix

Notes



Highlight the PM you want to view and click 'View Matrix'



Scan QR Code for detailed instructions on using the PM Matrix

Green

Has been completed for the current period

Yellow

Has not been completed this period, but was completed last period

Red

Has not been completed for the previous TWO periods