

Asgard

*PM Work Order
Management*

PREVENTATIVE MAINTENANCE TRAINING WORKBOOK SUMMER 2022

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Active PM Screen

Notes

Work Requested

Location

Last Completed & Days Since Last Completed columns

Asgard -- MVW Training Site (MVW Training Resources)

File Organization Site Facilities Tools Help

Directory Account List Expense Search Locations Assets Work Orders PM Project Inspections Supply Chain Cleans Incidents

Welcome Page Active PM Work

View Assign/Reassign Unassign Complete Cancel Mass Actions Show Future Items Clear Filter

Select Location Filter Clear Location Filter

Drag a column header here to group by that column

Aging	ID	Work Requested	Location	Assigned To	Occupied State ...	Last Completed	Days Since Last Completed	Start At	Department	Type	Priority
OK	40215	Villa Care Abbreviated PM-ANN	#6303 (Master)	[None]	Not Occupied	4/12/2021		394 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40219	Villa Care Abbreviated PM-ANN	#6309 (Master)	[None]	Not Occupied	4/5/2022		36 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Low
OK	40220	Villa Care Abbreviated PM-ANN	#6203 (Master)	[None]	Not Occupied	4/5/2022		36 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Low
OK	40221	Villa Care Abbreviated PM-ANN	#6211 (2 Bdrm - Lockoff)	[None]	Not Occupied	4/12/2021		394 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40216	Villa Care Abbreviated PM-ANN	#6217 (2 Bdrm - Lockoff - ADA)	[None]	Not Occupied	4/12/2021		394 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40217	Villa Care Abbreviated PM-ANN	#6209 (Master)	[None]	Not Occupied	4/12/2021		394 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40218	Villa Care Abbreviated PM-ANN	#6219 (2 Bdrm - Lockoff)	[None]	Not Occupied	4/5/2022		36 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Low
OK	40222	Villa Care Abbreviated PM-ANN	#6221 (Master)	[None]	Not Occupied	4/5/2022		36 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Low
OK	40233	Villa Care Abbreviated PM-ANN	#6311 (Master)	[None]	Not Occupied	4/12/2021		394 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40234	Villa Care Abbreviated PM-ANN	#6303 (2 Bdrm - Lockoff)	[None]	Not Occupied	4/12/2021		394 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40223	Villa Care Abbreviated PM-ANN	#6201 (2 Bdrm - Lockoff)	[None]	Not Occupied	5/17/2021		359 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40224	Villa Care Abbreviated PM-ANN	#5403 (Master)	[None]	Not Occupied	5/17/2021		359 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40232	Villa Care Abbreviated PM-ANN	#6411 (2 Bdrm - Lockoff)	[None]	Not Occupied	4/12/2021		394 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40271	Villa Care Abbreviated PM-ANN	#6307 (Master)	[None]	Not Occupied	5/17/2021		359 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40275	Villa Care Abbreviated PM-ANN	#6109 (Master)	[None]	Not Occupied	5/17/2021		359 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40276	Villa Care Abbreviated PM-ANN	#5407 (Master)	[None]	Not Occupied	5/17/2021		359 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40277	Villa Care Abbreviated PM-ANN	#6417 (2 Bdrm - Lockoff)	[None]	Not Occupied	5/17/2021		359 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40278	Villa Care Abbreviated PM-ANN	#6217 (Master - ADA)	[None]	Not Occupied	5/17/2021		359 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40279	Villa Care Abbreviated PM-ANN	#6401 (Master)	[None]	Not Occupied	5/17/2021		359 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40272	Villa Care Abbreviated PM-ANN	#6203 (2 Bdrm - Lockoff)	[None]	Not Occupied	5/17/2021		359 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40273	Villa Care Abbreviated PM-ANN	#6415 (Master)	[None]	Not Occupied	5/17/2021		359 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40274	Villa Care Abbreviated PM-ANN	#6305 (2 Bdrm - Lockoff)	[None]	Not Occupied	5/17/2021		359 Sun 4/10 0:00	Engineering	Villa/Unit PrevMaint*	Med
OK	40874	Checklist: Make Coffee - DLY	Main Lobby	[None]	Not Occupied	4/23/2022		18 Thu 5/12 0:00	Front Office	Checklist*	Med
OK	40342	Villa Care General Clean PM-QTR	Fitness Center	[None]	Occupied	1/11/2022		121 Mon 4/11 0:00	Housekeeping	Villa/Unit General Cl...	Med
OK	40347	Villa Care General Clean PM-QTR	#3315 (2 Bdrm - Lockoff)	[None]	Not Occupied	1/11/2022		121 Mon 4/11 0:00	Housekeeping	Villa/Unit General Cl...	Med
OK	40367	Villa Care General Clean PM-QTR	#3311 (Master - ADA)	[None]	Not Occupied	4/5/2022		36 Mon 4/11 0:00	Housekeeping	Villa/Unit General Cl...	Low
OK	40345	Villa Care General Clean PM-QTR	#2408 (Guest Villa)	[None]	Not Occupied	1/11/2022		121 Mon 4/11 0:00	Housekeeping	Villa/Unit General Cl...	Med

143 Work Ord...

kross MVW Training Site Last Action: WorkOrder #51371, Named "Emergency Generator Inspection - WKL" Saved

Assigning PM's

Notes

Assign PM's one at a time

	Location	Assigned To	Occupied State ...	Last Completed
OK	41027 Villa Care Quick Check-BIWKLY	#2208 (Guest Villa)	[None]	4/5/2022
OK	41028 Villa Care Quick Check-BIWKLY	#2204 (Guest Villa)	[None]	5/24/2022
OK	41029 Villa Care Quick Check-BIWKLY	#2217 (2 Bdrm - Lockoff)	User Full Name	5/24/2022
OK	41030 Villa Care Quick Check-BIWKLY	#2209 (2 Bdrm - Lockoff)	[None]	5/24/2022
OK	41031 Villa Care Quick Check-BIWKLY	#2215 (Master)	[None]	5/24/2022
OK	41032 Villa Care Quick Check-BIWKLY	#2210 (Guest Villa)	Arty Fischel	5/24/2022
OK	41033 Villa Care Quick Check-BIWKLY	#2206 (Guest Villa)	Chase Horne	5/24/2022
OK	41034 Villa Care Quick Check-BIWKLY	#2207 (Master)	George Wales	5/24/2022
OK	41035 Villa Care Quick Check-BIWKLY	#2201 (2 Bdrm - Lockoff)	Jackie Jimenez_Katana	5/24/2022
OK	41036 Villa Care Quick Check-BIWKLY	#2212 (Guest Villa)	Jason Heath	5/24/2022
OK	41037 Villa Care Quick Check-BIWKLY	#2216 (Guest Villa)	Jodie Knight	5/24/2022

Use the Drop-Down

Or assign multiple PM's at once

Aging	ID	Work Requested	Location	Assigned To	Occupied State ...	Last Completed	Days Since Last Co
OK	41027	Villa Care Quick Check-BIWKLY	#2208 (Guest Villa)	[None]	Not Occupied	4/5/2022	
OK	41028	Villa Care Quick Check-BIWKLY	#2204 (Guest Villa)	[None]	Not Occupied	5/24/2022	
OK	41029	Villa Care Quick Check-BIWKLY	#2217 (2 Bdrm - Lockoff)	[None]	Not Occupied	5/24/2022	
OK	41030	Villa Care Quick Check-BIWKLY	#2209 (2 Bdrm - Lockoff)	[None]	Not Occupied	5/24/2022	
OK	41031	Villa Care Quick Check-BIWKLY	#2215 (Master)	[None]	Not Occupied	5/24/2022	
OK	41032	Villa Care Quick Check-BIWKLY	#2210 (Guest Villa)	[None]	Not Occupied	5/24/2022	
OK	41033	Villa Care Quick Check-BIWKLY	#2206 (Guest Villa)	[None]	Not Occupied	5/24/2022	
OK	41034	Villa Care Quick Check-BIWKLY	#2207 (Master)	[None]	Not Occupied	5/24/2022	
OK	41035	Villa Care Quick Check-BIWKLY	#2201 (2 Bdrm - Lockoff)	[None]	Not Occupied	5/24/2022	
OK	41036	Villa Care Quick Check-BIWKLY	#2212 (Guest Villa)	[None]	Not Occupied	5/24/2022	

Click & drag your mouse to select multiple PM's and click 'Assign/Reassign'

Aging	ID	Work Requested	Location	Assigned To	Occupied State ...	Last Completed	Days Since Last Completed	Start A
OK	41027	Villa Care Quick Check-BIWKLY	#2208 (Guest Villa)	[None]	Not Occupied	4/5/2022		56 Mon 5/
OK	41028	Villa Care Quick Check-BIWKLY	#2204 (Guest Villa)	[None]	Not Occupied	5/24/2022		7 Mon 5/
OK	41029	Villa Care Quick Check-BIWKLY	#2217 (2 Bdrm - Lockoff)	[None]	Not Occupied	5/24/2022		7 Mon 5/
OK	41030	Villa Care Quick Check-BIWKLY	#2209 (2 Bdrm - Lockoff)	[None]	Not Occupied	5/24/2022		7 Mon 5/
OK	41031	Villa Care Quick Check-BIWKLY	#2215 (Master)	[None]	Not Occupied	5/24/2022		7 Mon 5/
OK	41032	Villa Care Quick Check-BIWKLY	#2210 (Guest Villa)	[None]	Not Occupied	5/24/2022		7 Mon 5/
OK	41033	Villa Care Quick Check-BIWKLY	#2206 (Guest Villa)	[None]	Not Occupied	5/24/2022		7 Mon 5/

Use Ctrl + your Mouse to cherry-pick multiple PM's and click 'Assign/Reassign'

Scan QR Code for detailed instructions on Assigning PM's



Using Filters & Sorting

Notes

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

View Assign/Reassign Unassign Complete Cancel Mass Actions - Show Future Items Clear Filter

Select Location Filter Clear Location Filter |

Drag a column header here to group by that column

Aging	ID	Work Requested	Location	Assigned To	Occupied State ...	Last Completed	Days Since Last Completed	Start At	Department	Type	Priority
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: Qul...	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

View Matrix Print Refresh Reports Close

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.

View Assign/Reassign Unassign Complete Cancel Mass Actions - Show Future Items Clear Filter

Select Location Filter Clear Location Filter |

Drag a column header here to group by that column

Aging	ID	Work Requested	Location	Assigned To	Occupied State ...	Last Completed	Days Since Last Completed	Start At	Department	Type	Priority	Last Assignment
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

View Matrix Print Refresh Reports Close

Scan QR Code for detailed instructions on prioritizing PM's



Completing PM's

Notes

View Assign/Reassign Unassign Complete Cancel Mass Actions Show Future Items Clear Filter

Select Location Filter Clear Location Filter

Drag a column header here to group by that column

Aging	ID	Work Requested	Location	Assigned To
OK	41111	Villa Care Quick Check-BIWKLY	#6405 (Master)	Kayla Katana_Denise
OK	41110	Villa Care Quick Check-BIWKLY	#6401 (Master)	Kayla Katana_Denise
OK	41109	Villa Care Quick Check-BIWKLY	#6411 (2 Bdrm - Lockoff)	Kayla Katana_Denise
OK	41030	Villa Care Quick Check-BIWKLY	#2209 (2 Bdrm - Lockoff)	Kayla Katana_Denise
OK	41028	Villa Care Quick Check-BIWKLY	#2204 (Guest Villa)	Kayla Katana_Denise
OK	41027	Villa Care Quick Check-BIWKLY	#2208 (Guest Villa)	Kayla Katana_Denise
OK	41025	Villa Care Quick Check-BIWKLY	#2207 (2 Bdrm - Lockoff)	Kayla Katana_Denise
OK	41024	Villa Care Quick Check-BIWKLY	#2211 (Master)	Kayla Katana_Denise

Complete PM's individually

Complete Work Order

Actual Start and Completion:

Started: Calculate 6/27/2022 at 2:00 PM

Duration: Calculate Days: 0 Hours: 0 Minutes: 0

Completed: Calculate 6/27/2022 at 2:00 PM

This work order is being backdated (set Expected Start to Actual Start)

Comment:

OK Cancel

View Assign/Reassign Unassign Complete Cancel Mass Actions Show Future Items Clear Filter

Select Location Filter Clear Location Filter

Drag a column header here to group by that column

Aging	ID	Work Requested	Location	Assigned To	Occupied Status
OK	41111	Villa Care Quick Check-BIWKLY	#6405 (Master)	Kayla Katana_Denise	Not Occupied
OK	41110	Villa Care Quick Check-BIWKLY	#6401 (Master)	Kayla Katana_Denise	Not Occupied
OK	41109	Villa Care Quick Check-BIWKLY	#6411 (2 Bdrm - Lockoff)	Kayla Katana_Denise	Not Occupied
OK	41030	Villa Care Quick Check-BIWKLY	#2209 (2 Bdrm - Lockoff)	Kayla Katana_Denise	Not Occupied
OK	41028	Villa Care Quick Check-BIWKLY	#2204 (Guest Villa)	Kayla Katana_Denise	Not Occupied
OK	41027	Villa Care Quick Check-BIWKLY	#2208 (Guest Villa)	Kayla Katana_Denise	Not Occupied
OK	41025	Villa Care Quick Check-BIWKLY	#2207 (2 Bdrm - Lockoff)	Kayla Katana_Denise	Not Occupied
OK	41024	Villa Care Quick Check-BIWKLY	#2211 (Master)	Kayla Katana_Denise	Not Occupied

Mass Complete PM's that are performed by the same person on the same day.

Complete Work Orders...

Calculate Start Calculate Duration Calculate Completion

Set the Same Value for All Work Orders

Start Date/Times to: 6/ 9/2022 7:26 AM

Durations to: Days: 0 Hours: 0 Minutes: 15

Completion Date/Times to: 6/ 9/2022 7:26 AM

Actions Taken to:

Go

Name	Started	Duration	Completed	Action Taken
Villa Care Quick Check-BIWKLY	6/9/2022 7:11 AM	000 days 00:15	6/9/2022 7:26 AM	
Villa Care Quick Check-BIWKLY	6/9/2022 7:11 AM	000 days 00:15	6/9/2022 7:26 AM	
Villa Care Quick Check-BIWKLY	6/9/2022 7:11 AM	000 days 00:15	6/9/2022 7:26 AM	
Villa Care Quick Check-BIWKLY	6/9/2022 7:11 AM	000 days 00:15	6/9/2022 7:26 AM	
Villa Care Quick Check-BIWKLY	6/9/2022 7:11 AM	000 days 00:15	6/9/2022 7:26 AM	
Villa Care Quick Check-BIWKLY	6/9/2022 7:11 AM	000 days 00:15	6/9/2022 7:26 AM	
Villa Care Quick Check-BIWKLY	6/9/2022 7:11 AM	000 days 00:15	6/9/2022 7:26 AM	
Villa Care Quick Check-BIWKLY	6/9/2022 7:11 AM	000 days 00:15	6/9/2022 7:26 AM	

Comments (for all):

OK Cancel

Scan QR Code for detailed instructions to Complete PM's



Printing PM's

Notes

1

Aging	ID	Work Requested	Location	Assigned To	Occupied State
OK	41402	Villa Care Quick Check-BIWKLY	#2207 (2 Bdrm - Lockoff)	[None]	Not Occupied
OK	41403	Villa Care Quick Check-BIWKLY	#2217 (Master)	[None]	Not Occupied
OK	41404	Villa Care Quick Check-BIWKLY	#2217 (2 Bdrm - Lockoff)	[None]	Not Occupied
OK	41405	Villa Care Quick Check-BIWKLY	#2209 (2 Bdrm - Lockoff)	[None]	Not Occupied
OK	41406	Villa Care Quick Check-BIWKLY	#2215 (Master)	[None]	Not Occupied
OK	41407	Villa Care Quick Check-BIWKLY	#2204 (Guest Villa)	[None]	Not Occupied
OK	41408	Villa Care Quick Check-BIWKLY	#2216 (Guest Villa)	[None]	Not Occupied
OK	41409	Villa Care Quick Check-BIWKLY	#2212 (Guest Villa)	[None]	Not Occupied
OK	41410	Villa Care Quick Check-BIWKLY	#2203 (Master)	[None]	Not Occupied
OK	41411	Villa Care Quick Check-BIWKLY	#2201 (2 Bdrm - Lockoff)	[None]	Not Occupied

Print

- List
- List with Tasks
- Worksheet
- All Details

2

Report Options

Show Watermark

Finish Cancel

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

3

Preview

File View

Print

Status: Incomplete
Type: Villa/Unit PrevMant
Department: Engineering
Priority: High
Assigned To:
Expected Start: 6/5/2022 12:00 AM
Due On: 6/6/2022
Overdue On: 6/18/2022 12:00 AM
Started:
Completed:
Expiration: 6/18/2022 8:00 PM

Entered: 5/30/2022 1:53 AM Entered By: Nicole Bolland

Follow-Up Required: No Event:

Tasks Score 0.00%

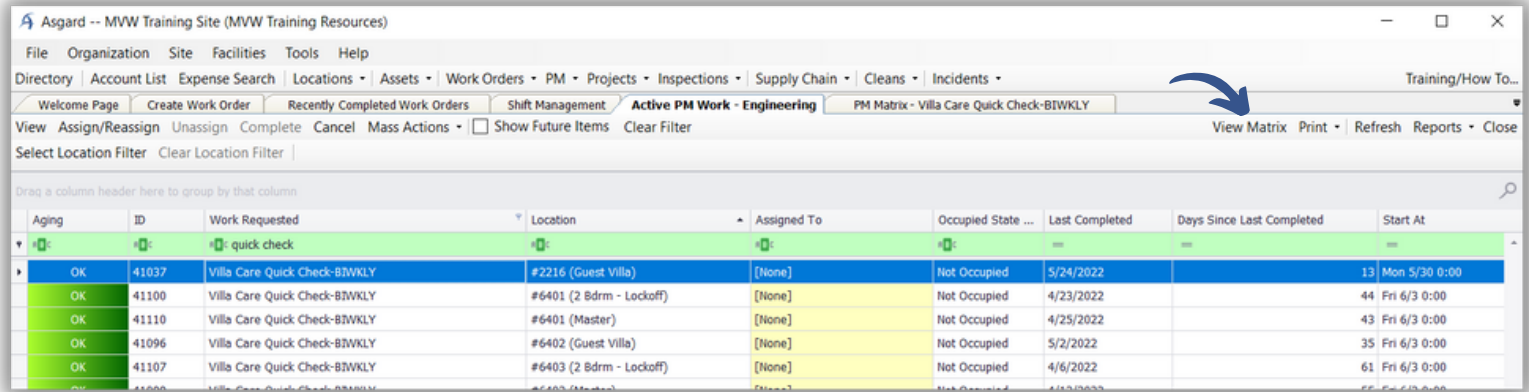
Entrances

- 1. Lights
- Kitchen
- 2. Lights
- 15. Set Refrigerator Temp to 7
- Living Room
- 3. Lights
- 4. TV Remote
- 5. AC/Heat
- Dining Room
- 6. Lights
- Bathroom
- 7. Lights
- 8. Drains
- 9. Toilet
- 10. Inspect Residential Amenity Bracket to Check Silicon and Clip Integrity and Function
- Bedroom
- 11. Lights
- 12. TV Remote

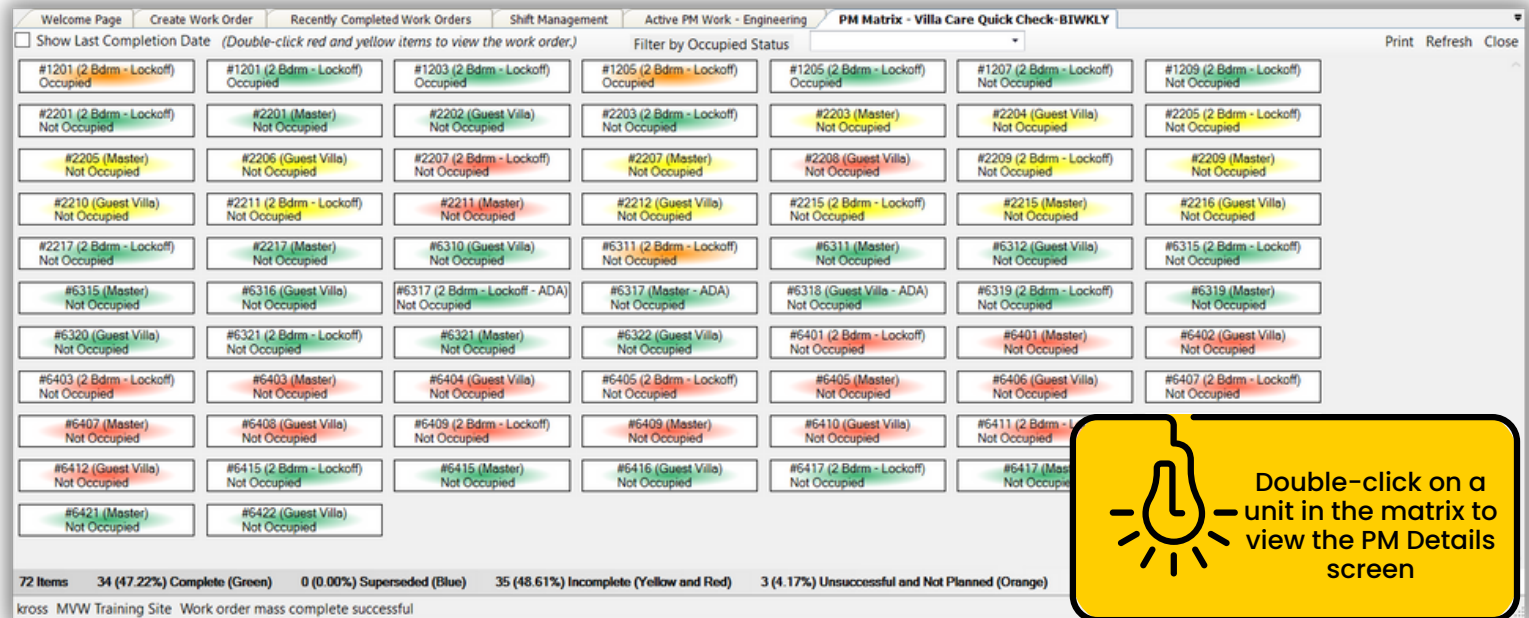
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PM Matrix

Notes



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



Double-click on a unit in the matrix to view the PM Details screen

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

Scan QR Code for detailed instructions on using the PM Matrix

