

Asgard

Shift
Management

STAFF-ON-SHIFT TRAINING WORKBOOK SUMMER 2022

Contents



01 Introduction

02 Shift Management Overview

03 Creating a Shift Profile

04 Editing a Shift Profile

05 Disabling a shift Profile

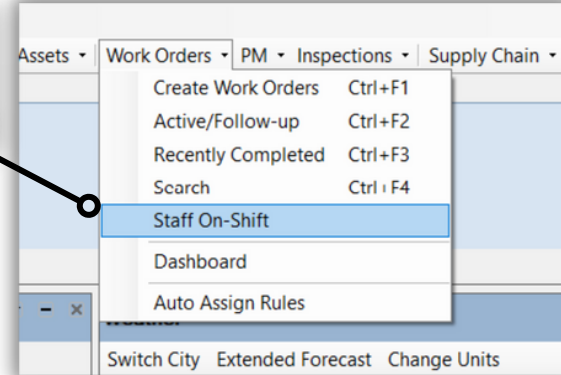
06 Starting Shifts

07 Ending Shifts

Overview of Shift Management Screen

Notes

Open the Work Order drop down & click 'Staff On-Shift'



Shift Management Screen displays all current Shift Profiles

Asgard -- Sunset West (Sunset Vacation Resorts)

File Organization Site Facilities Tools Help

Directory | Account List Expense Search | Locations | Assets | Work Orders | PM | Projects | Inspections | Supply Chain | Cleans | Incidents | Training/How To...

Welcome Page / Shift Management

Shift Profile: Create Show Disabled Profiles

Facilities Departments	User	Departments	Status	Work Assignment	Shift Start	Break Start	Shift Ending	Shift End	Last Updated Shift...	Enabled
Sunset West	Lemus, Betsy	Engineering	On Shift - Ready		3/16/22 3:42 PM				Lemus, Betsy	<input checked="" type="checkbox"/>
Sunset West	Larson, Brie	Housekeeping	On Shift - Ready		7/10/20 6:45 AM				Larson, Brie	<input checked="" type="checkbox"/>
Sunset West	Paul_Katana, Pam	Housekeeping	On Shift - Ready		2/10/21 5:06 PM				Paul_Katana, Pam	<input checked="" type="checkbox"/>
Sunset West	Lemon, Aman	Engineering	On Shift - Ready		10/13/21 11:17 ...				Lemon, Aman	<input checked="" type="checkbox"/>
Sunset West	Ramos, Celia	Engineering	On Shift - Ready		7/28/21 2:29 PM				Ramos, Celia	<input checked="" type="checkbox"/>
Sunset West	Lemon, Amanda	Engineering	On Shift - Ready		10/13/21 11:21 ...				Lemon, Amanda	<input checked="" type="checkbox"/>
Sunset West	Valovik, Jordan	Engineering	On Shift - Ready		11/20/21 4:42 PM				Valovik, Jordan	<input checked="" type="checkbox"/>
Sunset West	Torres, Richard	Housekeeping	On Shift - Ready		10/2/19 5:29 PM				Torres, Richard	<input checked="" type="checkbox"/>
Sunset West	Katherine, LeAnne	Front Office	On Shift - Ready		3/30/22 12:21 AM				Fullmer, Pam	<input checked="" type="checkbox"/>
Sunset West	Lanier, Kayla	Engineering	On Shift - Ready		12/7/21 10:59 AM				Lanier, Kayla	<input checked="" type="checkbox"/>
Sunset West	Hoover, John E	, Engineering	On Shift - Ready		3/30/22 12:21 AM				Fullmer, Pam	<input checked="" type="checkbox"/>
Sunset West	Gordon, Melissa	Housekeeping	On Shift - Ending ...		12/7/21 7:28 PM		3/30/22 12:02 AM		Gordon, Melissa	<input checked="" type="checkbox"/>
Sunset West	Alatorre, Evee	Front Office	Off Shift		4/7/22 1:38 PM			4/20/22 3:19 PM	Zambeck, Michelle	<input checked="" type="checkbox"/>
Sunset West	Alatorre, Julie	Housekeeping Runner	Off Shift		4/7/22 1:38 PM			4/7/22 1:41 PM	Perez, Gabi	<input checked="" type="checkbox"/>
Sunset West	Fischel, Arty	Housekeeping	Off Shift		11/15/21 11:28 ...			3/30/22 12:21 AM	Fullmer, Pam	<input checked="" type="checkbox"/>
Sunset West	Haro, Gabi	Housekeeping	Off Shift		3/31/22 6:39 PM			4/20/22 3:19 PM	Zambeck, Michelle	<input checked="" type="checkbox"/>
Sunset West	Burton, John	Engineering	Off Shift		4/6/22 4:08 PM			4/20/22 3:19 PM	Zambeck, Michelle	<input checked="" type="checkbox"/>
Sunset West	Aldrich, Connie	Housekeeping	Off Shift						z, Gabi	<input checked="" type="checkbox"/>
Sunset West	Burkhardt, Caitlin	, Engineering	Off Shift						z, Gabi	<input checked="" type="checkbox"/>
Sunset West	Barnes, Bucky	Engineering	Off Shift						beck, Michelle	<input checked="" type="checkbox"/>
Sunset West	Bell-Leon, Bailey	Engineering	Off Shift						z, Gabi	<input checked="" type="checkbox"/>
Sunset West	Test, Sherri	Housekeeping	Off Shift						, Sherri	<input checked="" type="checkbox"/>
Sunset West	GuzmanTRN, Olivia	Front Office	Off Shift						er, Pam	<input checked="" type="checkbox"/>

We've overhauled the Staff On-Shift to support a "set it and forget it" model for managers!

Scan QR Code for detailed Shift Management instructions



Creating a Shift Profile

Notes

1. Click 'Create' to create a new Shift Profile

2. Select user and click 'OK'

3. Select the appropriate Work Order Types'

4. Use the Work Assignment field to indicate zones, floors, shifts, etc. a user is responsible for

5. Select the appropriate Facilities Department(s)

6. Select the users Department(s)

Scan QR Code for detailed Create Shift Profile instructions



Starting Shifts

Notes

The top screenshot shows a table with columns: Facilities Departments, User, Departments, Status, Work Assignment, Shift Start, and Break Start. A blue 'Start Shift' button is visible. A dropdown menu for 'Off Shift' is open, showing options: On Shift - Ready, On Shift - Break, On Shift - Ending Shift, and Off Shift.

The bottom screenshot shows a similar table with a green filter bar. A dropdown menu for 'Off Shift' is open, showing options: On Shift - Ready, On Shift - Break, On Shift - Ending Shift, and Off Shift.

1. To start a ***single shift***, highlight the user
2. Click the Blue Start Shift button
3. Or use the drop-down in the gold, editable column to select a Shift Status

1. To start ***multiple shifts***, Use the green Filter Bar to view all Off-Shift users for your Department
2. To select multiple users, click and drag or hold the Ctrl key + your mouse
3. To start all Shifts, click the Blue Start Shift button



Mobile Device users are able to put themselves On and Off-Shift using their mobile device

Scan QR Code for detailed instructions to Start Shifts



Ending Shifts

Notes

The screenshots illustrate the process of ending shifts in a software application. The top screenshot shows a table of users with a green filter bar at the top and a blue 'End Shift' button. A yellow circle '1' points to the 'End Shift' button, a yellow circle '2' points to the filter bar, and a yellow circle '3' points to a user's status dropdown. The bottom screenshot shows the same table with a dropdown menu open for the 'On Shift - Ready' status, showing options like 'On Shift - Ready', 'On Shift - Break', 'On Shift - Ending Shift', and 'Off Shift'. Yellow circles '1', '2', and '3' point to the 'End Shift' button, the filter bar, and the dropdown menu respectively.

1. To end a ***single shift***, highlight the user
2. Click the Blue End Shift button
3. Or use the drop-down in the gold, editable column to select a Shift Status

1. To end ***multiple shifts***, Use the green Filter Bar to view all On-Shift users for your Department
2. To select multiple users, click and drag or hold the Ctrl key + your mouse
3. To end all Shifts, click the Blue End Shift button



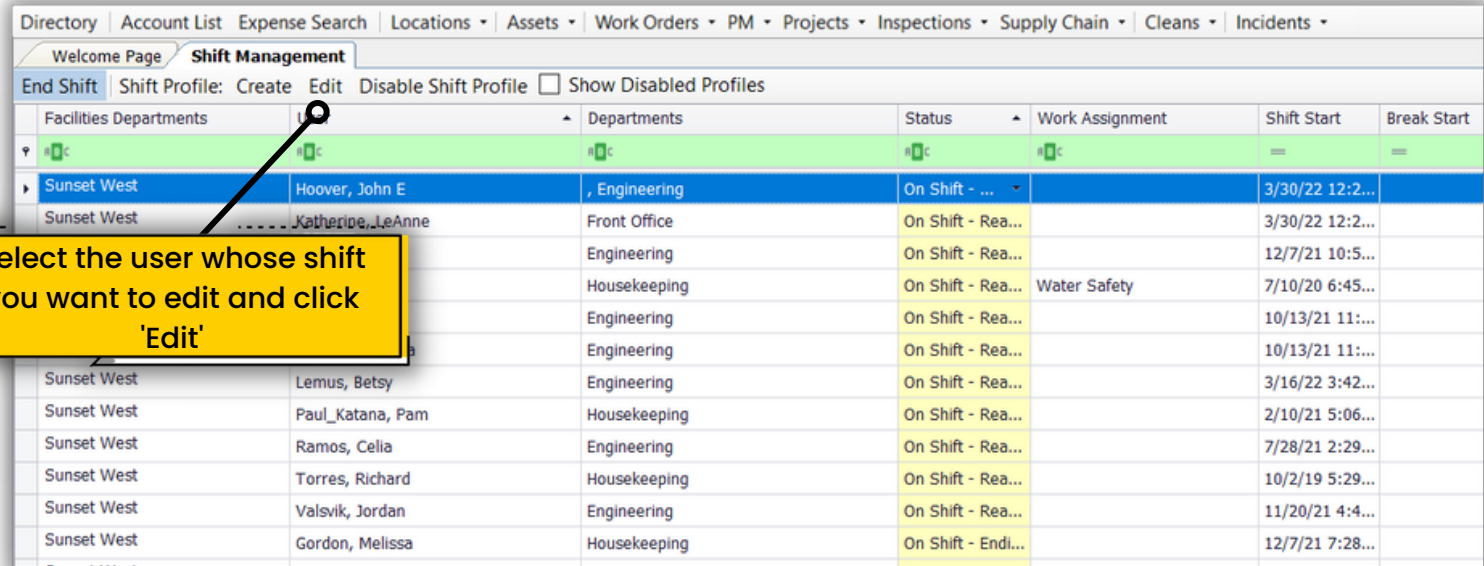
Mobile Device users are able to put themselves On and Off-Shift using their mobile device

Scan QR Code for detailed instructions to End Shifts



Editing a Shift Profile

Notes



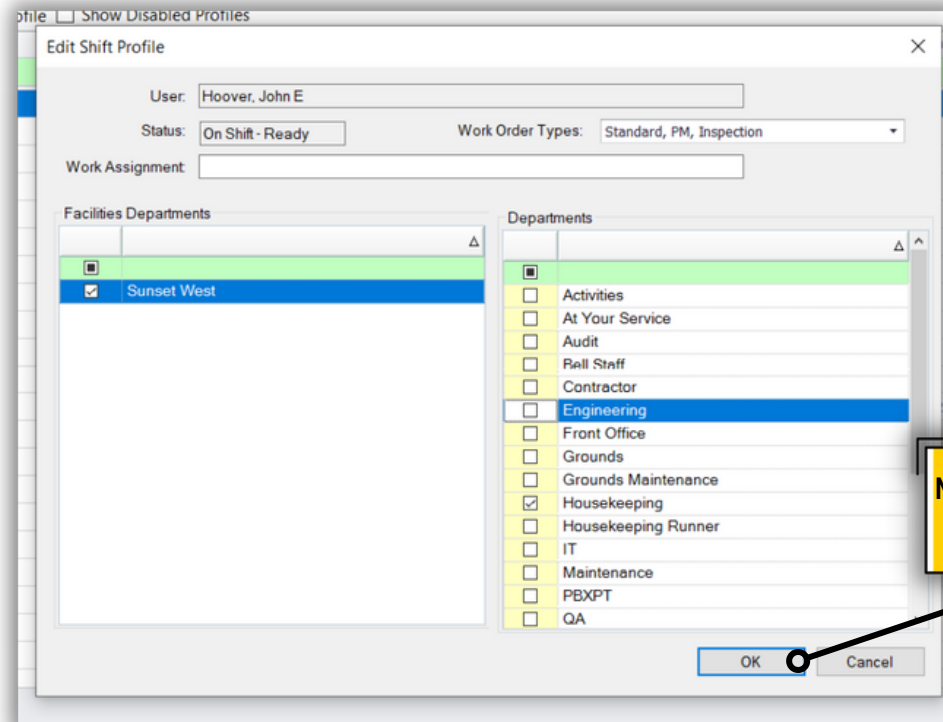
Directory Account List Expense Search Locations Assets Work Orders PM Projects Inspections Supply Chain Cleans Incidents

Welcome Page Shift Management

End Shift Shift Profile: Create Edit Disable Shift Profile Show Disabled Profiles

Facilities Departments	Departments	Status	Work Assignment	Shift Start	Break Start
Sunset West	Hoover, John E , Engineering	On Shift - ...		3/30/22 12:2...	
Sunset West	Katherine, LeAnne Front Office	On Shift - Rea...		3/30/22 12:2...	
	Engineering	On Shift - Rea...		12/7/21 10:5...	
	Housekeeping	On Shift - Rea...	Water Safety	7/10/20 6:45...	
	Engineering	On Shift - Rea...		10/13/21 11:...	
	Engineering	On Shift - Rea...		10/13/21 11:...	
	Engineering	On Shift - Rea...		3/16/22 3:42...	
	Housekeeping	On Shift - Rea...		2/10/21 5:06...	
	Engineering	On Shift - Rea...		7/28/21 2:29...	
	Housekeeping	On Shift - Rea...		10/2/19 5:29...	
	Engineering	On Shift - Rea...		11/20/21 4:4...	
	Housekeeping	On Shift - Endi...		12/7/21 7:28...	

Select the user whose shift you want to edit and click 'Edit'



profile Show Disabled Profiles

Edit Shift Profile

User: Hoover, John E

Status: On Shift - Ready Work Order Types: Standard, PM, Inspection

Work Assignment

Facilities Departments

- Sunset West

Departments

- Activities
- At Your Service
- Audit
- Bell Staff
- Contractor
- Engineering
- Front Office
- Grounds
- Grounds Maintenance
- Housekeeping
- Housekeeping Runner
- IT
- Maintenance
- PBXPT
- QA

OK Cancel

Make the necessary changes and click 'OK'

Scan QR Code for detailed Edit Shift Profile instructions



Disabling a Shift Profile

Notes

To disable a Shift Profile, highlight the user and click 'Disable Shift Profile'

To view disabled shift profiles, check the box next to 'Show Disabled Profiles'

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

Welcome Page | Shift Management

End Shift | Shift Profile: Create Edit Disable Shift Profile Show Disabled Profiles

Facilities Departments	User	Departments	Status	Work Assignment	Shift Start	Break Start
▼	☒	☒	☒	☒	—	—
▶ Sunset West	Hoover, John E	, Engineering	On Shift - ...		3/30/22 12:2...	
Sunset West	Katherine, LeAnne	Front Office	On Shift - Rea...		3/30/22 12:2...	
Sunset West	Lanier, Kayla	Engineering	On Shift - Rea...		12/7/21 10:5...	
Sunset West	Larson, Brie	Housekeeping	On Shift - Rea...	Water Safety	7/10/20 6:45...	
Sunset West	Lemon, Aman	Engineering	On Shift - Rea...		10/13/21 11:...	
Sunset West	Lemon, Amanda	Engineering	On Shift - Rea...		10/13/21 11:...	
Sunset West	Lemus, Betsy	Engineering	On Shift - Rea...		3/16/22 3:42...	
Sunset West	Paul_Katana, Pam	Housekeeping	On Shift - Rea...		2/10/21 5:06...	
Sunset West	Ramos, Celia	Engineering	On Shift - Rea...		7/28/21 2:29...	
Sunset West	Torres, Richard	Housekeeping	On Shift - Rea...		10/2/19 5:29...	
Sunset West	Valsvik, Jordan	Engineering	On Shift - Rea...		11/20/21 4:4...	
Sunset West	Gordon, Melissa	Housekeeping	On Shift - Endi...		12/7/21 7:28...	

Scan QR Code for detailed Disable Shift Profile instructions



Mobile Users will not be able to put themselves On or Off-Shift if their Shift Profile is disabled