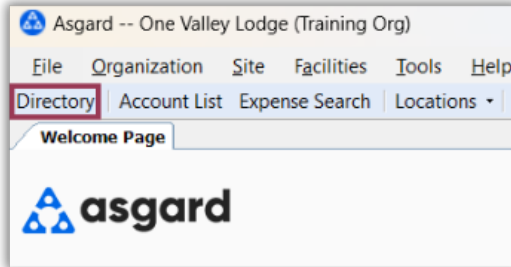


The Asgard application allows users to receive work order notifications via text, email, or desktop and mobile alerts, ensuring they stay informed about important tasks. While users can set up their notifications, the Grant Privileges permission is required to set them up for others. If you lack this permission but believe you should have it, contact [support@asgardsoftware.com](mailto:support@asgardsoftware.com).

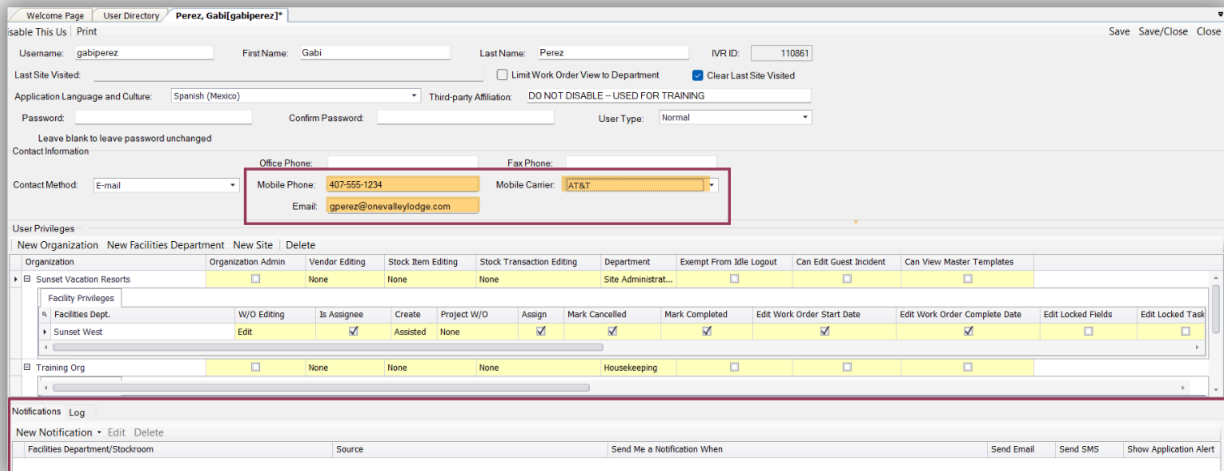
**Step 1: Click the Directory button.**



**Step 2: Locate the user profile, highlight, and either Double-Click or select Edit.**

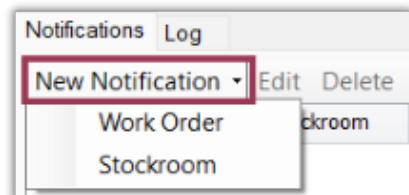
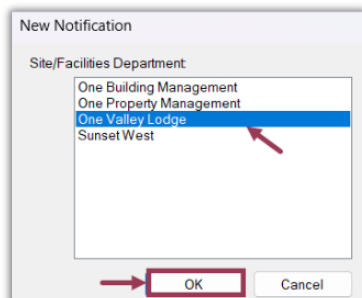


**Step 3: When the user's profile opens, verify that the contact information includes the correct Mobile Phone Number, Mobile Carrier, and Email Address.**



**Notifications** are found at the bottom portion of the screen.

**Step 4: To create a new work order notification, use the New Notification drop-down menu. Notifications only apply to Standard Work Orders and Stockrooms.**



You must select the appropriate **Site** or **Facilities Department** if you have access to multiple sites. Select **OK**.

**Step 5:** The New Work Order Notification window will appear with options for when to receive a notification, and by which method.

The top portion of the window **Notify When** is designed to create the filters that drive the notifications.

Each checked box adds an additional requirement that must be met in order to produce the notification.

The screenshot shows a dialog box titled "New Work Order Notification for One Valley Lodge". It has two main sections: "Notify When" and "Notify By". The "Notify When" section contains various filters with checkboxes and dropdown menus. The "Notify By" section contains checkboxes for "Sending E-mail", "Sending SMS", and "Showing Application Alert", along with an "Alert Expires After" dropdown set to "14 Days". At the bottom right, there are "OK" and "Cancel" buttons. Red boxes highlight the "Notify When" and "Notify By" sections, and a red arrow points to the "Sending E-mail" and "Sending SMS" checkboxes. Another red box highlights the "OK" button.

In the **Notify By** section, on the bottom of the screen select the type of notification by clicking the **Sending E-mail** and/or **Sending SMS** box. Select **OK**.

**Step 6:** The **New Notification** setting will appear in the notifications section below.

The screenshot shows a table with the following data:

Facilities Department/Stockroom	Source	Send Me a Notification When	Send Email	Send SMS	Show Application Alert
One Valley Lodge	Work Order	Status is incomplete, reported by guest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Asgard notifications can be tailored to accommodate a variety of requirements, ensuring they align with your property's specific needs, or can be set up with broader criteria to enhance your team's situational awareness.