

## Asgard Desktop Set-Up User Notifications

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 <a href="mailto:support@asgardsoftware.com">support@asgardsoftware.com</a>.

## Step 1: Click the Directory button.

<u>File Organization Site Facilities Tools</u> Directory Account List Expense Search Locations Welcome Page								
Directory Account List Expense Search Location:								
Aasaard								
Asgard								

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

Display Direct	ory As: Last Name, First N	lame • Look For: perez	<ul> <li>Find</li> </ul>
Haro, Gabi			
Mobile Phone:	307-699-0421		
Email:	<u>gperez@asgardsoftwa</u>		
Perez, Altag	racia		
Email:	aperez@onevalley.com	Double Click	
Perez Gabi			

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

able this us Print										Sa	ve Save/Close Clos
Username: gabiperez	First Name:	Gabi		La	astName: Per	ez	IVR ID:	110861			
Last Site Visited:					Limit Work	Order View to Department	🔽 Clear Last S	Site Visited			
Application Language and Culture: Spanis	h (Mexico)		• 1	hird-party Affi	liation: DO NO	T DISABLE USED FOR	TRAINING				
Password:	C	onfirm Password:				User Type:	Normal	•			
Leave blank to leave password unchang	ed										
Contact Information	0/ Dh				E Dharas						
	Office Phi	ine:		_	Pax Phone:						
Contact Method: E-mail	<ul> <li>Mobile Ph</li> </ul>	one: 407-555-1234			Mobile Carrier:	AT&T	-				
	E	mail: gperez@one	valleylodge.	com							
User Privileges											
New Organization New Facilities Depart	ment New Site De	lete									
Organization	Organization Admin	Vendor Editing	Stock Item	Editing St	tock Transaction E	diting Department	Exempt From Idle I	Logout Can Edit Guest Inc	ident Can View Master Templates		
Sunset Vacation Resorts		None	None	No	one	Site Administra	st				
Facility Privileges											
9. Facilities Dept.	W/O Editing	Is Assignee	Create	Project W/O	Assign	Mark Cancelled	Mark Completed	Edit Work Order Start Date	Edit Work Order Complete Date	Edit Locked Fields	Edit Locked Task
Sunset West	Edit	M	Assisted	None	✓		×	M	M		
+											+
E Training Org		None	None	No	one	Housekeeping					
											÷
Notifications Log											
Notification • Edit Delete											

Notifications are found at the bottom portion of the screen.



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

	New Work Order Notification fo	r One Valley Lodge				×
The top portion of the	Notify When:	Created	~	Work Order entered by:	Fields, Cody	~
window Notify When is	Aging changes to:	Due	~	Work Order is assigned:	Yes	
designed to create the	Status is:	Incomplete	~	Work Order assigned to:	[Nobody]	~
notifications.	Priority is at least	Very Low		Assigned user has changed		- 1
	Priority is no more than:	Critical	~	Work Order is suspended: Suspended status has changed	Yes ~	- 1
Each checked box adds	Work Order Type is:	A/C Task (Engineering)	~	Has a task with category:	AC/Heater v	- 1
requirement that must	Department is:		~	Has a task named:		•
be met in order to	Occupied State:	Occupied	~	Work order is flagged for rew	vork	
produce the notification.	Reported by: Needs Follow-Up:	Guest	~	Display Guest Name:     Remains unchanged for	Display Guest Phone Number.	
	Notify By:					
	Sending E-mail	Sending SMS				
	Showing Application Alert	Alert Expires After:	14 Days 🗸			
	Limited to Location(s)					
					ОК С:	ancel

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.

Notifications   Log								
New Notification - Edit Delete								
	Facilities Department/Stockroom	Source	Send Me a Notification When	Send Email	Send SMS	Show Application Alert		
۰	One Valley Lodge	Work Order	Status is incomplete, reported by guest	V	V			



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.