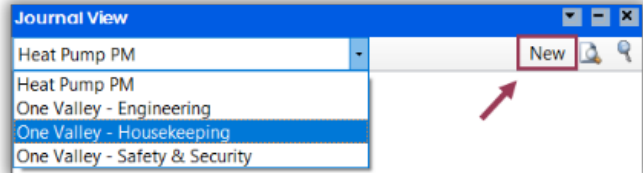
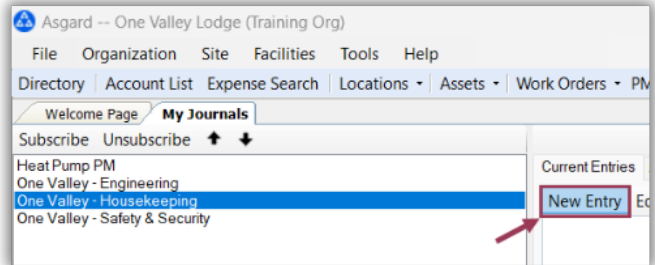
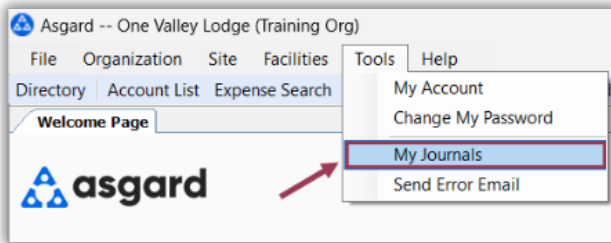


The Journal feature in Asgard standardizes and simplifies communication between shifts, and eliminates the need for handwritten notes or department notebooks. Journals are created at the Organization-level, and can be viewed by users at any property within your company. Users must subscribe to a journal individually to view and add entries. Any user, regardless of permissions, can subscribe to as many journals as he or she would like.

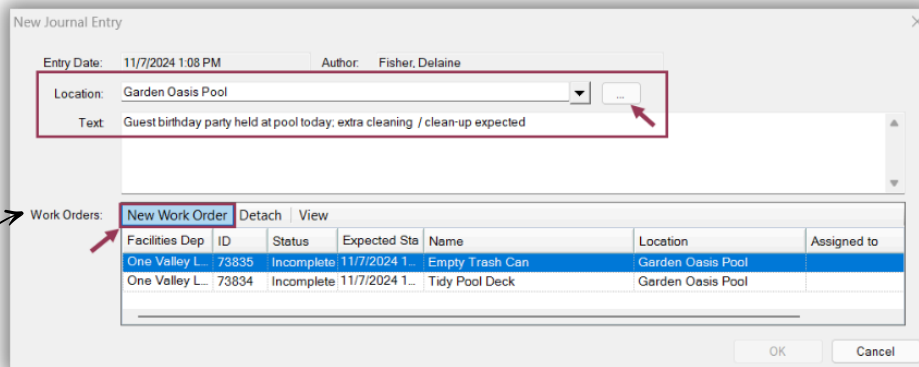
Step 1: On the Journal View tool on your Welcome Page, select the correct Journal from the drop-down. Click **New**.



Or, open the Tools drop-down and select **My Journals**. When the page opens, select the correct Journal in the left pane and click **New Entry**.



Step 2: On the New Journal Entry screen, begin typing a Location name or use the Ellipses button to find a location, if applicable. (The Location field can be left blank.) Enter the Journal Text.



If new work orders related to the entry are needed, click the **New Work Order** button. The Create Work Order screen will launch; complete the required fields as usual. The New Journal Entry will refresh, showing the related work orders.



Anyone in your company can subscribe to and view your journals; be informative and tactful!

Step 3: When all information has been entered, click **OK**.

Facilities Dep	ID	Status	Expected Sts	Name	Location	Assigned to
One Valley L...	73835	Incomplete	11/7/2024 1...	Empty Trash Can	Garden Oasis Pool	
One Valley L...	73834	Incomplete	11/7/2024 1...	Tidy Pool Deck	Garden Oasis Pool	



The Journal View tool on the Welcome Page has several options for navigating the Journals:

1. **Magnifying Glass on Paper Icon:** Opens the Work Order Detail screen(s) of any work orders attached to the entry
2. **Magnifying Glass Icon** – Opens the My Journals screen, where you can also Edit, Search, and Delete entries, and Subscribe and Unsubscribe to Journals
3. **Paperclip Icon** – Indicates that work orders are attached to the entry

