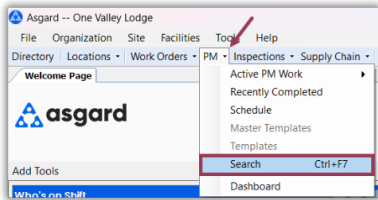
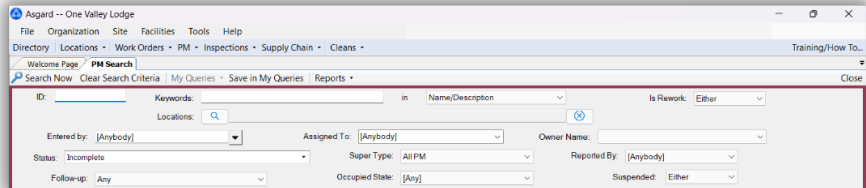


Follow the steps outlined below to create and save a PM search query. These instructions apply to Standard Work Orders, PMs, and Inspections. For any assistance with work order queries, please contact support@asgardsoftware.com.

Step 1: In the PM drop-down, select **Search**.



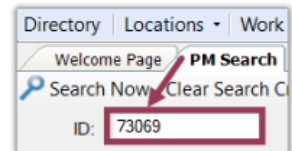
Step 2: In the top half of the screen, use the following fields to select your search criteria:



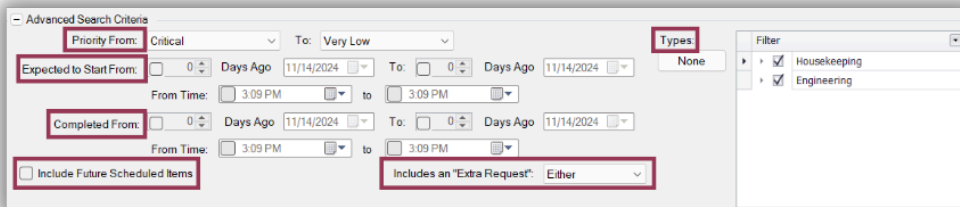
- Keywords
- Locations
- Is Rework
- Entered by
- Assigned To
- Status – defaults to Incomplete
- Reported By
- Follow-up
- Occupied State
- Suspended



To locate a specific work order, use the **ID** field. If you know the ID and are searching for only one PM, simply enter it and click **Search Now**. All other fields can remain at their default settings.



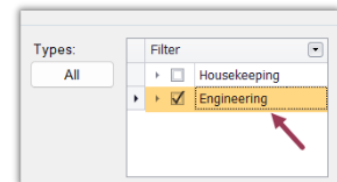
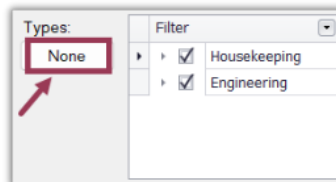
Step 3: In the Advanced Search Criteria section, add additional criteria as needed:



- Priority From
- Expected to Start From or Completed From date range
- Include Future Scheduled Items
- Includes an "Extra Request"
- Types - the Department completing the work

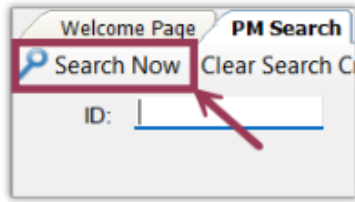


Click on **None** to deselect all departments and then choose the specific department(s) needed for your search.



! Leaving the dates unselected will return all matching PMs in Asgard, which may result in a large data pull.

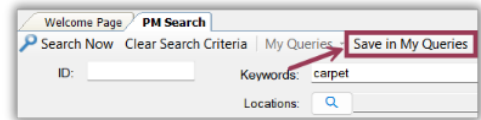
Step 4: Once you have entered all of your search criteria, click the **Search Now** button in the upper left.



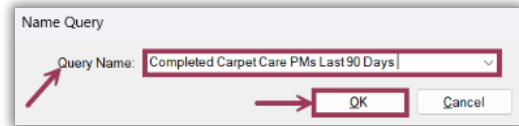
A list of all PMs matching the criteria will populate at the bottom of the screen.

ID	Status	Entry Date	Revised By	Request	Location	Department	Type	Assigned To	Priority	Reported By	Hours	Last Assigned	Mobile Review Def	Overall	Complete	Complete @	Total O/L	Work Time
123454	Complete	8/17/2024	10123041	Carpet Care PM-GTR	Office 1	Engineering	Building P	Jimenez_Agustin_Jr	Medium	Staff	10/12/2024 11:00	10/12/2024	Lennox, Batey	50.00	44 hrs	4	10/12/2024	4
123453	Complete	8/17/2024	10123041	Carpet Care PM-GTR	Office 2	Engineering	Building P	Jimenez_Agustin_Jr	Medium	Staff	10/12/2024 11:00	10/12/2024	Lennox, Batey	50.00	44 hrs	8	10/12/2024	8
123452	Complete	8/17/2024	10123041	Carpet Care PM-GTR	Office 3	Engineering	Building P	Jimenez_Agustin_Jr	Medium	Staff	10/12/2024 11:00	10/12/2024	Lennox, Batey	50.00	44 hrs	12	10/12/2024	12
123451	Complete	8/17/2024	10123041	Carpet Care PM-GTR	Unit #1101 (1 Room)	Engineering	Building P	Jimenez_Agustin_Jr	Medium	Guest	10/12/2024 11:00	10/12/2024	Lennox, Batey	50.00	44 hrs	11	10/12/2024	11
123450	Complete	8/17/2024	10123041	Carpet Care PM-GTR	Unit #1102 (2 Rooms)	Engineering	Building P	Jimenez_Agustin_Jr	Medium	Guest	10/12/2024 11:00	10/12/2024	Lennox, Batey	50.00	44 hrs	10	10/12/2024	10
123449	Complete	8/17/2024	10123041	Carpet Care PM-GTR	Unit #1103 (2 Rooms)	Engineering	Building P	Jimenez_Agustin_Jr	Medium	Guest	10/12/2024 11:00	10/12/2024	Lennox, Batey	50.00	44 hrs	9	10/12/2024	9
123448	Complete	8/17/2024	10123041	Carpet Care PM-GTR	Unit #1104 (1 Room)	Engineering	Building P	Jimenez_Agustin_Jr	Medium	Guest	10/12/2024 11:00	10/12/2024	Lennox, Batey	50.00	44 hrs	8	10/12/2024	8
123447	Complete	8/17/2024	10123041	Carpet Care PM-GTR	Unit #1105 (1 Room)	Engineering	Building P	Jimenez_Agustin_Jr	Medium	Guest	10/12/2024 11:00	10/12/2024	Lennox, Batey	50.00	44 hrs	7	10/12/2024	7
123446	Complete	8/17/2024	10123041	Carpet Care PM-GTR	Unit #1106 (1 Room)	Engineering	Building P	Jimenez_Agustin_Jr	Medium	Guest	10/12/2024 11:00	10/12/2024	Lennox, Batey	50.00	44 hrs	6	10/12/2024	6
123445	Complete	8/17/2024	10123041	Carpet Care PM-GTR	Unit #1107 (1 Room)	Engineering	Building P	Jimenez_Agustin_Jr	Medium	Guest	10/12/2024 11:00	10/12/2024	Lennox, Batey	50.00	44 hrs	5	10/12/2024	5
123444	Complete	8/17/2024	10123041	Carpet Care PM-GTR	Unit #1108 (1 Room)	Engineering	Building P	Jimenez_Agustin_Jr	Medium	Guest	10/12/2024 11:00	10/12/2024	Lennox, Batey	50.00	44 hrs	4	10/12/2024	4
123443	Complete	8/17/2024	10123041	Carpet Care PM-GTR	Unit #1109 (1 Room)	Engineering	Building P	Jimenez_Agustin_Jr	Medium	Guest	10/12/2024 11:00	10/12/2024	Lennox, Batey	50.00	44 hrs	3	10/12/2024	3
123442	Complete	8/17/2024	10123041	Carpet Care PM-GTR	Unit #1110 (1 Room)	Engineering	Building P	Jimenez_Agustin_Jr	Medium	Guest	10/12/2024 11:00	10/12/2024	Lennox, Batey	50.00	44 hrs	2	10/12/2024	2
123441	Complete	8/17/2024	10123041	Carpet Care PM-GTR	Unit #1111 (1 Room)	Engineering	Building P	Jimenez_Agustin_Jr	Medium	Guest	10/12/2024 11:00	10/12/2024	Lennox, Batey	50.00	44 hrs	1	10/12/2024	1

Step 5: If you are satisfied that the search is providing the data you need, click the **Save in My Queries** button.

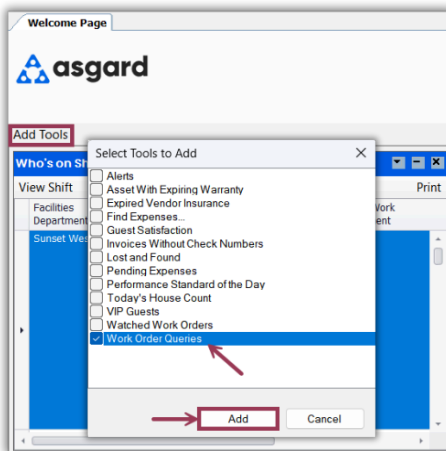


When the Name Query dialog box opens, enter a descriptive name and click **OK**.

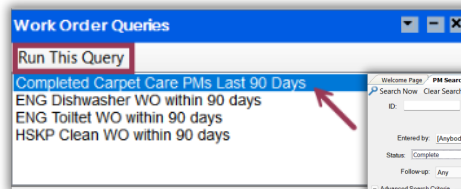


Step 6: There are two ways to retrieve/view Saved Queries:

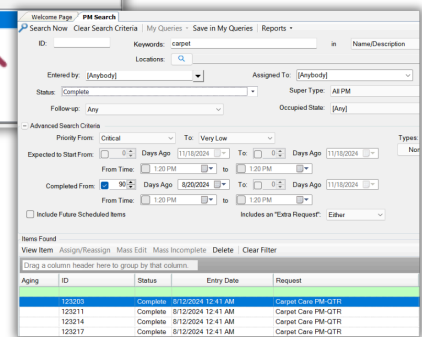
1. On the Welcome Page, click the **Add Tools** button, check the box for Work Order Queries, and click **Add**.



The Work Order Queries tool will remain on your Welcome Page unless you choose to remove it. To run a **PM Query**, highlight it, and either double-click or click **Run This Query**.



The system will open the PM Search Screen displaying the results of the query.



2. On the PM Search screen, open the **My Queries** drop-down and select the search you want to run. This is also where you Manage your Queries.



Use the **Manage Queries** button to **Rename** or **Delete** a query.

