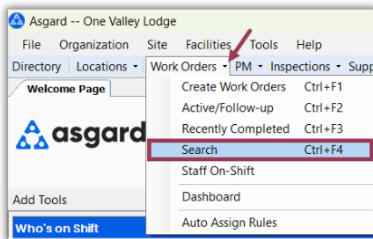
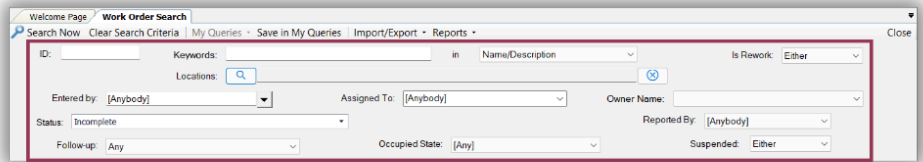


Follow the steps outlined below to create and save a work order search query. These instructions apply to Standard Work Orders, PMs, and Inspections. For any assistance with work order queries, please contact [support@asgardsoftware.com](mailto:support@asgardsoftware.com).

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

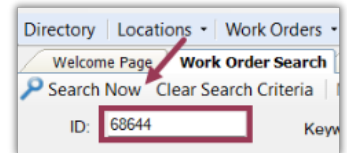


**Step 2:** In the top half of the screen, use the following fields to select your search criteria:

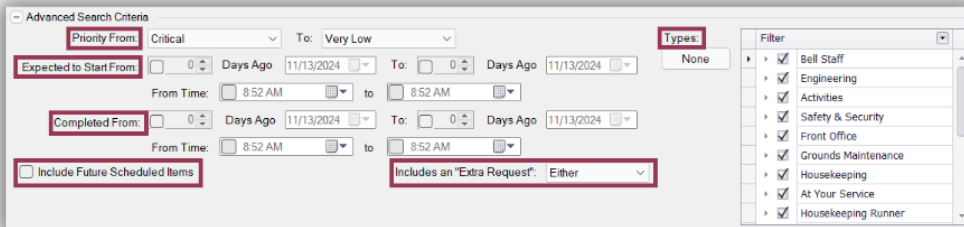


- Keywords
- Locations
- Is Rework
- Entered by
- Assigned To
- Status – defaults to Incomplete
- Reported By
- Follow-up
- Occupied State
- Suspended

To locate a specific work order, use the **ID** field. If you know the ID and are searching for only one work order, 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.

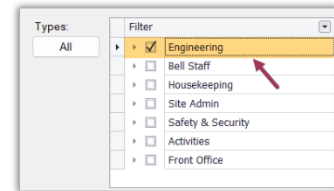
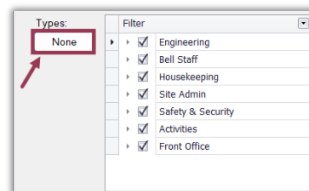


- Priority From
- Expected to Start From or Completed From date range
- Include Future Scheduled Items
- Includes an "Extra Request"
- Types - the Department completing the work

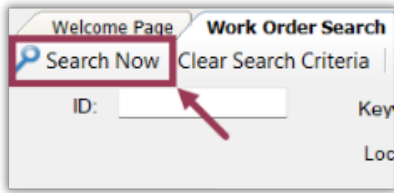
**!** Leaving the dates unselected will return all matching work orders in Asgard, which may result in a large data pull.



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



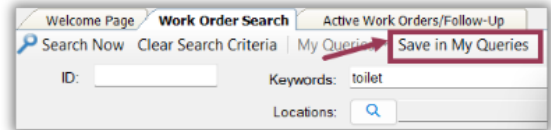
**Step 4:** Once you have entered all of your search criteria, click the **Search Now** button in the upper left.



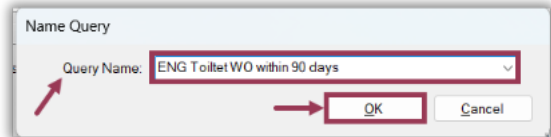
A list of all work orders matching the criteria will populate at the bottom of the screen.

Agng	ID	Status	Entry Date	Expected Sta	Request	Location	Department	Type	Assigned To	Priority	Queue Name	Reported By	Request	Last Assigne	Mobile Resource Del	Status	Complete
11803	Complete	10/23/2024	10/23/2024	10/23/2024	Lighting	Unit #1103 (1 Bdrm)	Engineering	Repair	IR, James, Argent, Teresa, Grant, SM 31	Guest	10/23/2024 12:10	10/23	10/23/2024	Task Del		10/23/2024	Task Del
69437	Complete	9/19/2024	9/19/2024	9/19/2024	Lighting	Unit #1103 (2 Bdrm)	Engineering	Repair	IR, James, Argent, Teresa, Grant, SM 31	Guest	9/19/2024 12:10	9/19	9/19/2024	Task Del		9/19/2024	Task Del
71841	Complete	9/19/2024	9/19/2024	9/19/2024	AC Repair - Thermostat Not Worki	Unit #1208 (2 Bdrm)	Engineering	AC Tech	George, Steve	Guest	9/19/2024 10:10	9/19	9/19/2024	Waiting L		9/19/2024	Waiting L
72440	Complete	9/4/2024	9/4/2024	9/4/2024	Repair - Sink (OT)	Unit #1208 (2 Bdrm)	Engineering	Repair	Wade, Anthony	Guest	9/4/2024 11:48	9/4	9/4/2024	Task Del		9/4/2024	Task Del
72413	Complete	9/4/2024	9/4/2024	9/4/2024	Repair - Sink (OT)	Unit #1208 (2 Bdrm)	Engineering	Repair	Wade, Anthony	Guest	9/4/2024 11:48	9/4	9/4/2024	Task Del		9/4/2024	Task Del
72927	Complete	9/9/2024	9/9/2024	9/9/2024	Repair Dishwasher (AT)	Unit #1102 (1 Bdrm)	Engineering	Repair	IR, James, Argent, Teresa, Grant, SM 31	Guest	9/9/2024 11:5	9/9	9/9/2024	Assigne, P		9/9/2024	Assigne, P
72965	Complete	10/1/2024	10/1/2024	10/1/2024	Repair Dishwasher (AT)	Unit #1208 (2 Bdrm)	Engineering	Repair	IR, James, Argent, Teresa, Grant, SM 31	Guest	10/1/2024 11:5	10/1	10/1/2024	Assigne, P		10/1/2024	Assigne, P
73060	Complete	10/2/2024	10/2/2024	10/2/2024	Repair Dishwasher (AT)	Unit #1208 (2 Bdrm)	Engineering	Repair	IR, James, Argent, Teresa, Grant, SM 31	Guest	10/2/2024 12:1	10/2	10/2/2024	Assigne, P		10/2/2024	Assigne, P
73162	Complete	10/2/2024	10/2/2024	10/2/2024	Repair Dishwasher (AT)	Unit #1201 (1 Bdrm)	Engineering	Repair	IR, Todd, James	Guest	10/2/2024 12:1	10/2	10/2/2024	Assigne, P		10/2/2024	Assigne, P
73511	Complete	10/10/2024	10/10/2024	10/10/2024	Repair Dishwasher (AT)	Unit #1201 (1 Bdrm)	Engineering	Repair	IR, Todd, James	Guest	10/10/2024 9:1	10/10	10/10/2024	Assigne, P		10/10/2024	Assigne, P

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

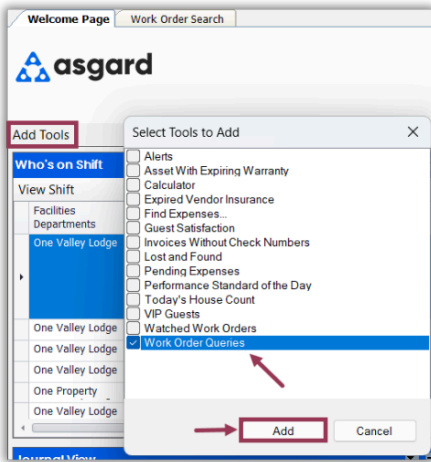


When the Name Query dialog box opens, enter a descriptive name and click **OK**.

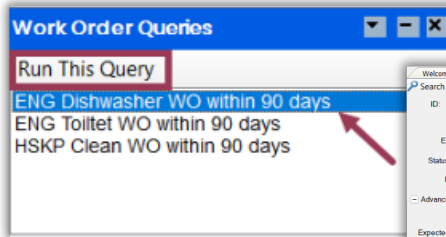


**Step 6:** There are two ways to retrieve/view Saved Queries:

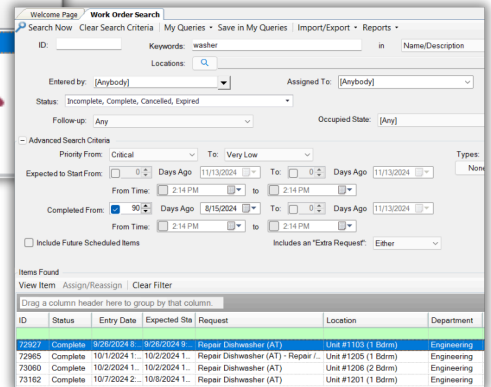
1. From the Welcome Page, select the **Add Tools** button, check the box for **Work Order Queries**, and click **Add**.



The Work Order Queries tool will be added to your Welcome Page. Highlight the **Query**, and double-click or select **Run This Query**.



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



2. On the Work Order Search screen, open the **My Queries** drop-down and select the search you want to run.



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

