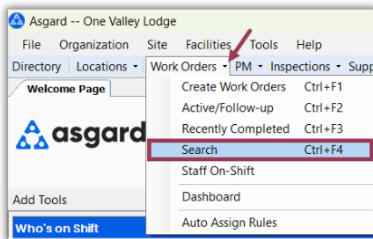Follow the steps outlined below to create and save a work order search query. These instructions apply to Standard Work Orders, PMs, and Inspections. For any assistance with work order queries, please contact support@asgardsoftware.com.

**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:
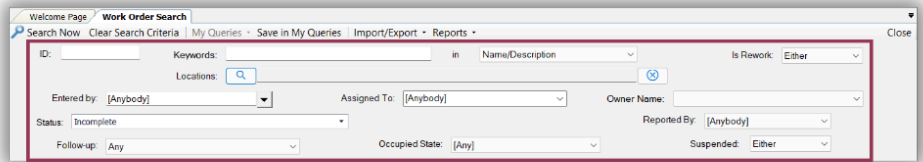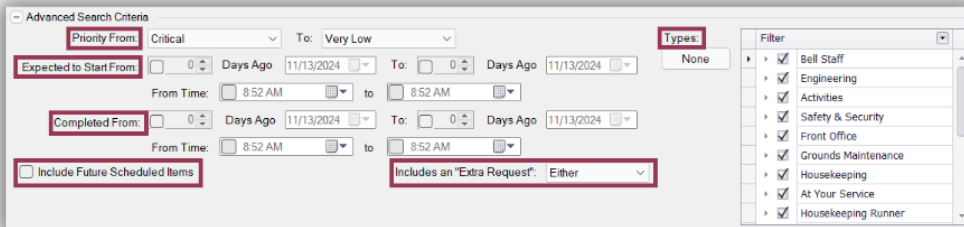
- Keywords
- Locations
- Is Rework
- Entered by
- Assigned To

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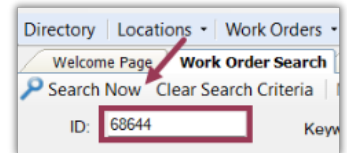
Step 3: In the Advanced Search Criteria section, add additional criteria as needed.

Leaving the dates unselected will return all matching work orders in Asgard, which may result in a large data pull.
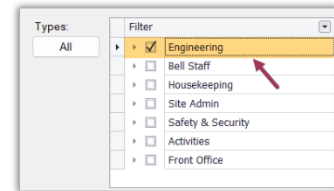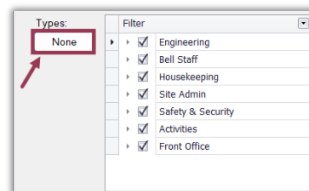
- Priority From
- Expected to Start From or Completed From date range
- Include Future Scheduled Items
- Includes an "Extra Request"
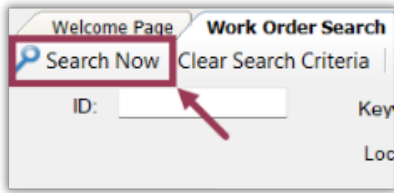- Types - the Department completing the work

Click on **None** to deselect all departments and then choose the specific **department(s)** needed for your search.
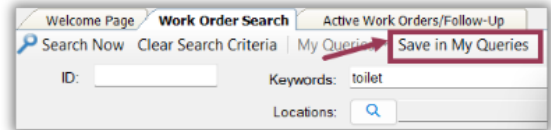
Step 4: Once you have entered all of your search criteria, click the **Search Now** button in the upper left.
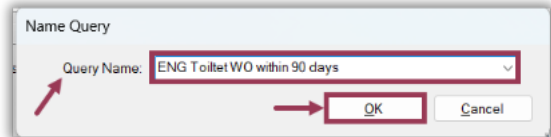

A list of all work orders matching the criteria will populate at the bottom of the screen.

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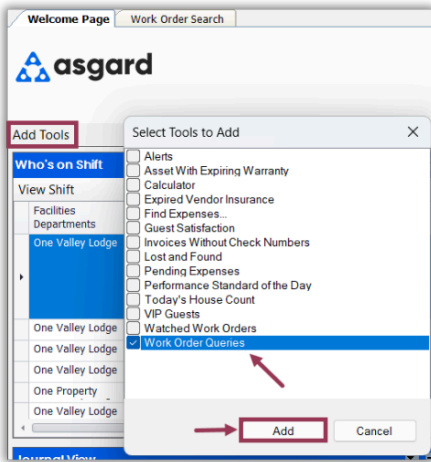

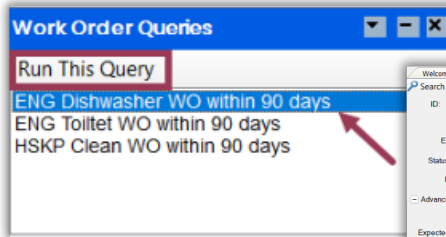When the Name Query dialog box opens, enter a descriptive name and click **OK**.

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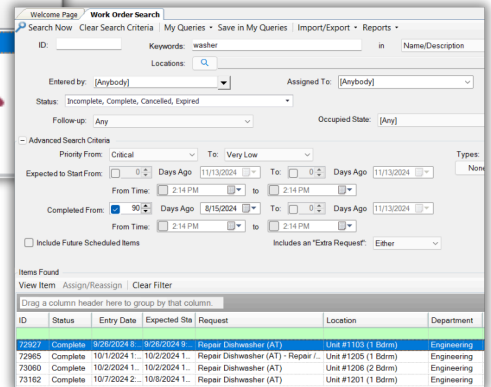
2. On the Work Order Search screen, open the **My Queries** drop-down and select the search you want to run.

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