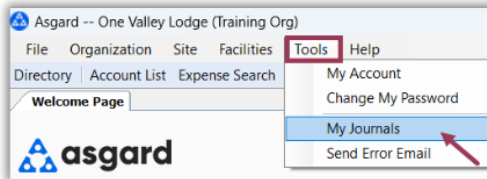


The Journal feature in Asgard streamlines and standardizes communication between shifts, eliminating the need for handwritten notes or departmental notebooks. Each user must subscribe to individual Journals to view and contribute entries, but any user can subscribe to as many journals as they need.

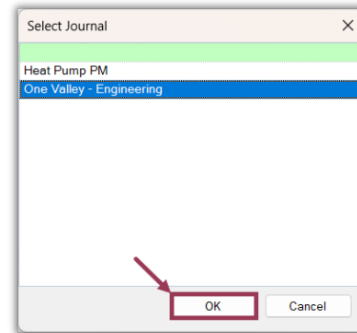


Journals are **Created by Asgard Customer Service** at the organization level, making them accessible to users across all properties within your company. For assistance with Journals, please contact support@asgardsoftware.com.

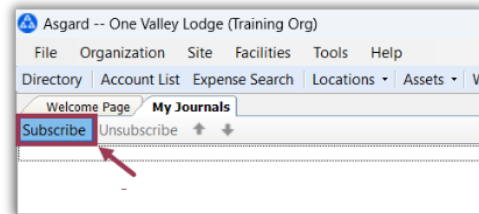
Step 1: From the Tools drop-down, select the **My Journals**.



Step 3: The **Select Journal** opens with a list of all the organization journals you are **not** currently subscribed to. Use the filter to locate and highlight the correct Journal. Click **OK**.

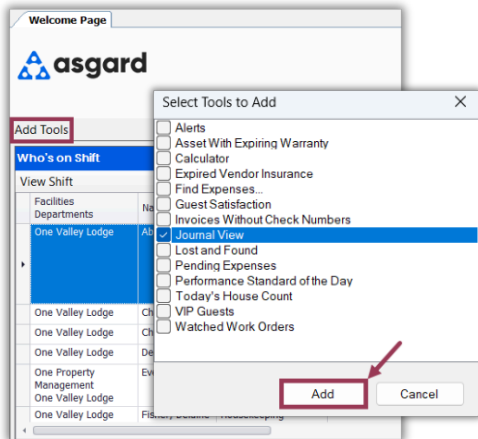


Step 2: When the My Journals screen opens, click the **Subscribe** button.

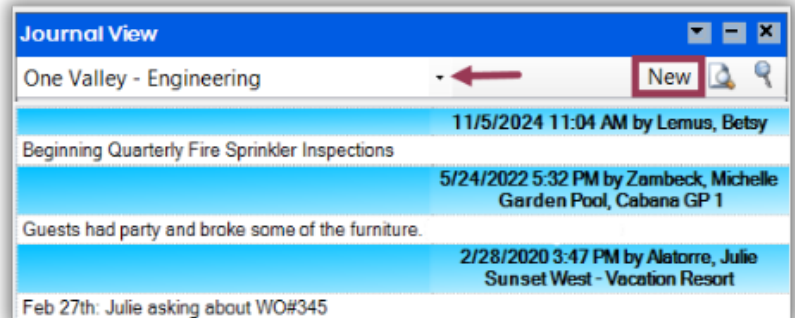


Step 4: There are two ways to view your subscribed Journals:

1. On the Welcome Page, click the **Add Tools** button, check the box for **Journal View**. Click **Add**.



The Journal View tool will be added to your Welcome Page. Use the drop-down to view entries in a Journal, and the **New** button to add your own entries.



2. Your subscribed Journals will appear on the left-hand side of the My Journals page.

New Journal entries will appear on the right-hand side of the screen. Use the buttons to add a **New Entry**, **Edit**, or **Delete** an entry.

