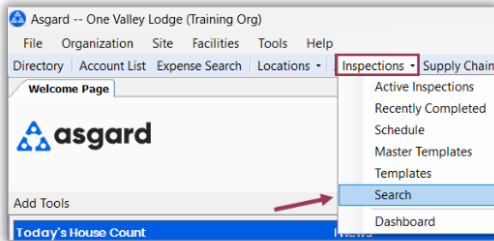
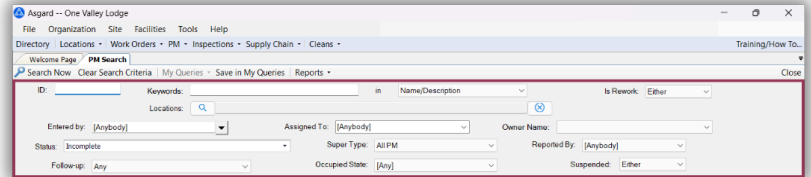


**Step 1:** In the Inspections drop-down, select **Search**.



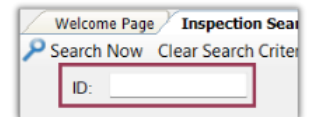
**Step 2:** In the top half of the screen, use the following fields to select your search criteria:



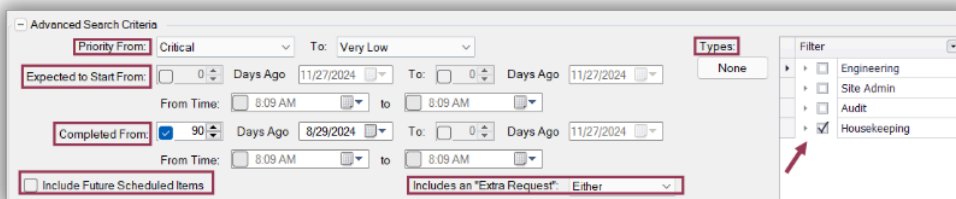
- Keywords
- Locations
- Is Rework
- Entered by
- Assigned To
- Status – defaults to Incomplete
- Reported By
- Follow-up
- Occupied State
- Suspended



The ID field is used to search for a *specific work order*. If you know the ID and are searching for only one inspection, enter the ID and click the **Search Now** button. All other fields can be left at the defaults.



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

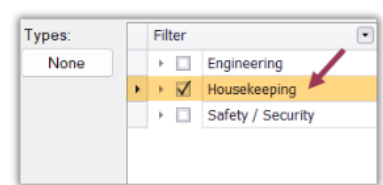
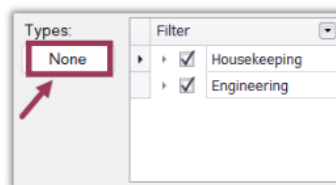


Leaving the dates unselected will return all matching Inspections in Asgard, which may result in a large data pull.

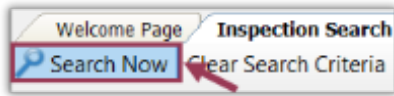
- Priority From
- Expected to Start From or Completed From date range
- Include Future Scheduled Items
- Includes an “Extra Request”
- Types - the Department completing the work



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



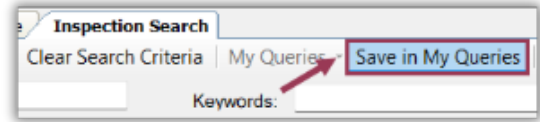
**Step 4:** Once you have entered all of your search criteria, click the **Search Now** button in the upper left.



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

Agmg	ID	Status	Entry Date	Expected Sto	Request	Location	Priorit	Last Assignme	De
	71769	Complete	8/10/2024 1...	8/12/2024 1...	EIWO Quick Check	Unit #3203 (1 Bdrm)	Medi...	8/12/2024 11:...	Eng
	71770	Complete	8/10/2024 1...	8/12/2024 1...	EIWO Quick Check	Unit #1110 (2 Bdrm)	Medi...	8/12/2024 11:...	Eng
	71771	Complete	8/10/2024 1...	8/12/2024 1...	EIWO Quick Check	Unit #3105 (1 Bdrm)	Medi...	8/12/2024 12:...	Eng
	71772	Complete	8/10/2024 1...	8/12/2024 1...	EIWO Quick Check	Unit #2209 (1 Bdrm)	Medi...	8/12/2024 11:...	Eng

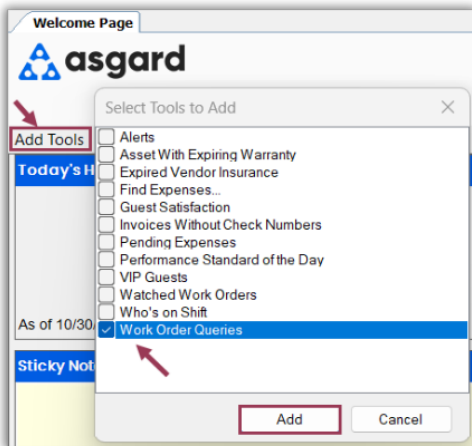
**Step 5:** If you are satisfied that the search is providing the data you need, click the **Save in My Queries** button.



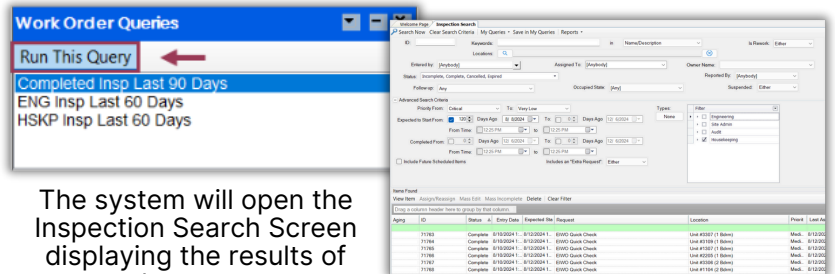
When the Name Query box opens, enter a descriptive name and click **OK**.

**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 Inspection Query, highlight it, and either double-click or click **Run This Query**.



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

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

