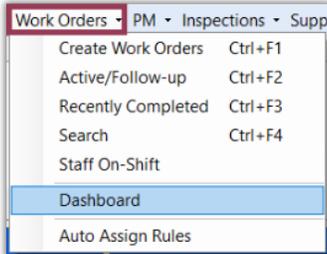


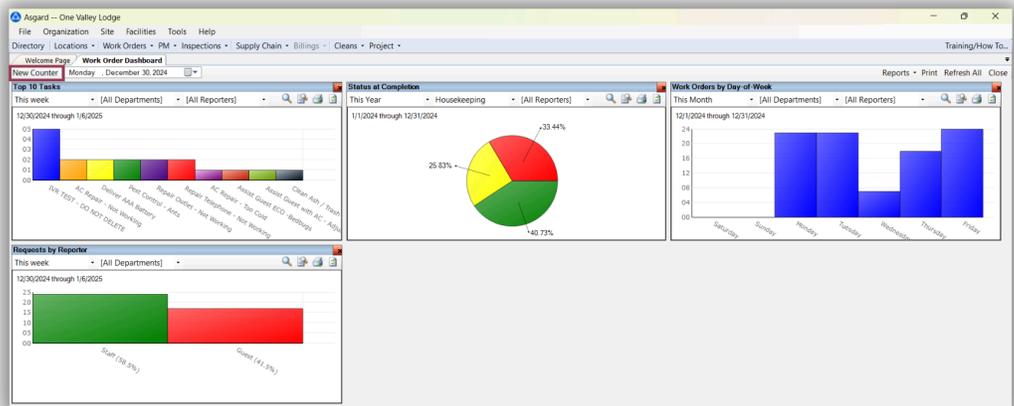
Status of Completion

Step 1: From the Work Orders drop-down, select **Dashboard**.

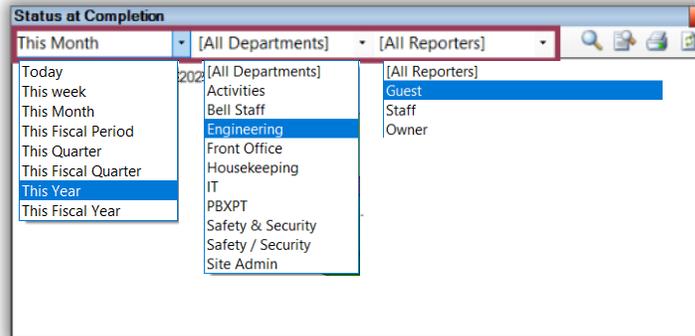


If your dashboards don't automatically display data, adjust any of the parameters to prompt the data to populate.

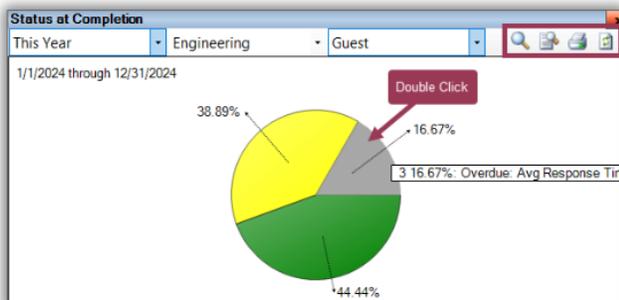
The Dashboard screen displays four dashboards by default. Use the **New Counter** button to add and arrange additional dashboards, including duplicates. Dashboards remain unchanged unless manually updated.



Step 2: Adjust the Parameters below to populate the necessary data.



Step 3: The selected data will be displayed with the chosen parameters. To view the work orders, **highlight and double-click**.



Quick Reference:

-  Zoom
-  Toggle to Grid View
-  Print (available only in bar graph mode)
-  Refresh

Step 4: Highlight and click on **View Work Order** or **Double-Click** on the work order you wish to view.

Aging	ID	Status	Entry Date	Expected Start	Request	Department	Type
	73162	Complete	10/7/2024 2:51 PM	10/8/2024 12:00 PM	Repair Dishwasher (AT)	Engineering	Repair / Replace
	69437	Complete	4/19/2024 12:32 PM	4/25/2024 10:32 AM	Lighting	Engineering	Repair / Replace
	69635	Complete	5/1/2024 1:15 PM	5/1/2024 1:12 PM	Repair Oven	Engineering	Repair / Replace

3 work orders

The chosen work order is displayed.

Request: Repair Dishwasher (AT)
 Location: Unit #1201 (1 Bdrm)
 Reported By: Guest SMITH
 Type: Repair / Replace (Engineering) Priority: Medium Follow-up Required
 Occupied Status: Not Occupied
 Description:
 Entered by Chavez_Asgard, Jose on 10/7/2024 2:51 PM
 Follow-Up Action Taken: On: 1/ 8/2025 10:18 AM
 Event: [No Event]

Tasks (1/1)

#	Completed	Name	Category	Summary	Notes	Action Taken	Extra Request?
1	✓	Repair Dishwasher (AT)	Appliances (AT)	Kitchen	El huésped informa que el lavaplatos emite un son...	Drain (Unclog / Rep...	

Step 5: Click the New Counter button, select a tool from the list, and click OK. Note: Dashboards load individually but can be loaded multiple times.

The date defaults to today's date.

Click on the name of each tool to see a brief description in the box below.

New Counter
 Monday, December 30, 2024

Top 10 Tasks
 This week
 12/30/2024 through 1/...

Tool Type:

- Action Taken by Categories
- Completed Work Orders by Location Type
- Completion Counts by Assignee
- Follow-Up Response Time
- Frequency of Task at Location**
- Requests by Reporter
- Status at Completion
- Top 10 Task Categories
- Top 10 Tasks
- Top 20 Tasks
- Work Orders by Day-of-Week
- Work Orders by Hour

Description: Shows the frequency of tasks for Work Orders that have been completed during this period, for each instance of the specified location type.

OK Cancel

Frequency Tasks at Location

Step 6: To run and view work order data, repeat steps 2 and 3.

Step 7: Select the work order(s) to view comments and photos by highlighting them. Then, right-click on the screen and select **Print All Details for Selected Work Orders**.

The screenshot shows the Asgard software interface. At the top, there's a navigation bar with options like 'File', 'Organization', 'Site', 'Facilities', 'Tools', 'Help'. Below that is a 'Work Order Dashboard' with filters for 'This Year', 'Engineering', 'Building', and 'This week'. A table titled 'Standard Work Orders Located in Bldg 1 With Task "Repair Dishwasher (AT)" completed between 1/1/2024 and 12/31/2024' is displayed. The table has columns for 'Aging', 'ID', 'Status', 'Entry Date', 'Expected Start', and 'Request'. A row with ID 121487 is highlighted in blue. A context menu is open over this row, listing options such as 'Print List of Selected Work Orders', 'Print List of Selected Work Orders with Tasks', 'Print List of Selected Work Orders with Tasks by Assignee', 'Print Worksheets for Selected Work Orders', 'Print Cost Summary for Selected Work Orders', 'Print All Details for Selected Work Orders', 'Show/Hide Columns', 'Reset Columns to Default', and 'Export to Excel'. A red arrow points to the 'Print All Details for Selected Work Orders' option.

The selected work order(s) will open in a new tab, allowing you to quickly scroll through the work orders to view notes, comments and photos.

Four preview cards for work orders are shown. Each card includes the following information:

- Work Order #:** W/O #121905, W/O #121911, W/O #121516, W/O #122417
- Status:** Complete
- Type:** Repair / Replace
- Department:** Engineering
- Priority:** Critical
- Assigned To:** Vites, George; Wines, George; Jimenez_Asgard, Jackie
- Due On:** 6/6/2024
- Overdue On:** 6/6/2024
- Started:** 6/6/2024
- Completed:** 6/6/2024
- Expiration:** 6/6/2024
- Follow-up Required:** No
- Followed-up On:** 6/6/2024
- Action:** Tested Guest; Spoke with Guest; Spoke with Guest
- Tasks:** 1 Repair Dishwasher - Not Working
- Comments:**
 - 6/6/2024 Lemos, Betsy Rework on previous work order #121905, which failed in follow-up
 - 6/13/2024 Lemos, Betsy Dishwasher leaking
- Photos:** A photo of a dishwasher is included in the comment for W/O #121516.



Can't find the Work Orders Preview?
Hover over the Asgard icon on your taskbar to display the Preview. Click preview to open and view details.