

Asgard Desktop ENG HSKP Project Work Flow

Step 1: From the Projects dropdown, select Active Projects.	Step 2:	: The	e Active property	y's curre	nt Proje	cts.	n or y	our
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Step 4: You can also print Projects directly from the Active Screen. Simply **highlight** the Project you wish to print, **right-click**, and select **Print All Details for Selected Work Orders**.

DUE	Tile Replacement	1 Engineeri [None]	In House	📊 🙆 Asgard C	ne Valley Lodge (Tr	🚺 Preview
ОК	Carpet Replacment	Print List of Selected Work Orders		Well for an annual of the second of the seco	an ana an	
ок	Loading Dock Entry D	Print List of Selected Work Orders with Ta	ke	A COMPACT CONTRACTOR AND	An Anna Anna Anna Anna Anna Anna Anna A	and the second second
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Step 5: The person assign order checks the boxes next the work was c	ed to the Project work for the locations where completed.	One Valley Lodge W/O #50032 Carpet Replacement Expected Start: 12/8/2024.9:15 AM Location: One Valley Lodge Not Occupied Expected Start: 12/8/2024.9:15 AM Assigned To: Lenstri: Start: 12/8/2024.9:15 AM Start: Start: Complete Initialu/Signature: Description: Start: Initialu/Signature:
The user managing the project desktop by opening the Project in the Completed column	<i>must</i> update it on the and checking the boxes for each location.	Subjet I in all assay index to del epidedo Subjet I all allows and end policito carpet has faded spots in master born Luis # 1501 (13 dm) wear Subjet 205 (13 dm) beach stain . Unit #2301 (2 dm) wear
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Once all the information has Save/Close . The completed and the next time the Project both the completed and un	s been updated, click locations will be saved, is printed, it will display completed locations.	Tabbed View Save Save/Close Print/Close Close Status: Incomplete (Assigned)
Step 6: When the work ha	s been completed at all the loc then select Save/Close	cations, click the Complete button, e.
Welcome Page PM Schedule Active Project Work [S0032] Carpet R. spend Complete Cancel Create Template Reports OK Request Carpet Placment OK OK OK Location: One Valley Looge Reported By: Staff Priority: Description: See Notes for each unit Priority: Priority: Description: See Notes for each unit Estimated Cost asks (7/7) Costs Comments (0) Journal Entries Log New Edit Move Up Move Down Select All Deselect All C # Completed Name Category Summary 1 Summary 1	Remember the Project must assigned to a user before can be completed.	Tabbed View Save Save/Close Print/Close Close Status: Complete Expected Start 12/18/2024 9:15 AM Implete Due By: I 12/23/2024 9:15 AM Implete Overdue By: I 1/ 8/2025 9:15 AM Implete Last Assigned: 12/18/2024 10:57 AM Started: 12/18/2024 9:15 AM Implete
2 Image: Constraint of the state of the sta		Completed: 12/19/2024 11:03 AM

Work Time:	1 day, 1 hour, 48 mins