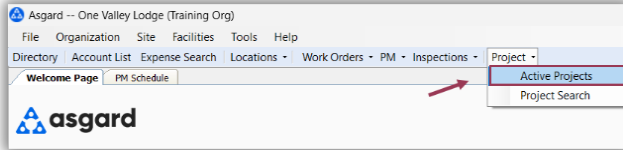
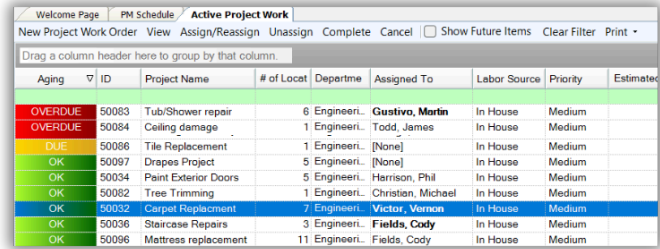


Step 1: From the Projects dropdown, select **Active Projects**.

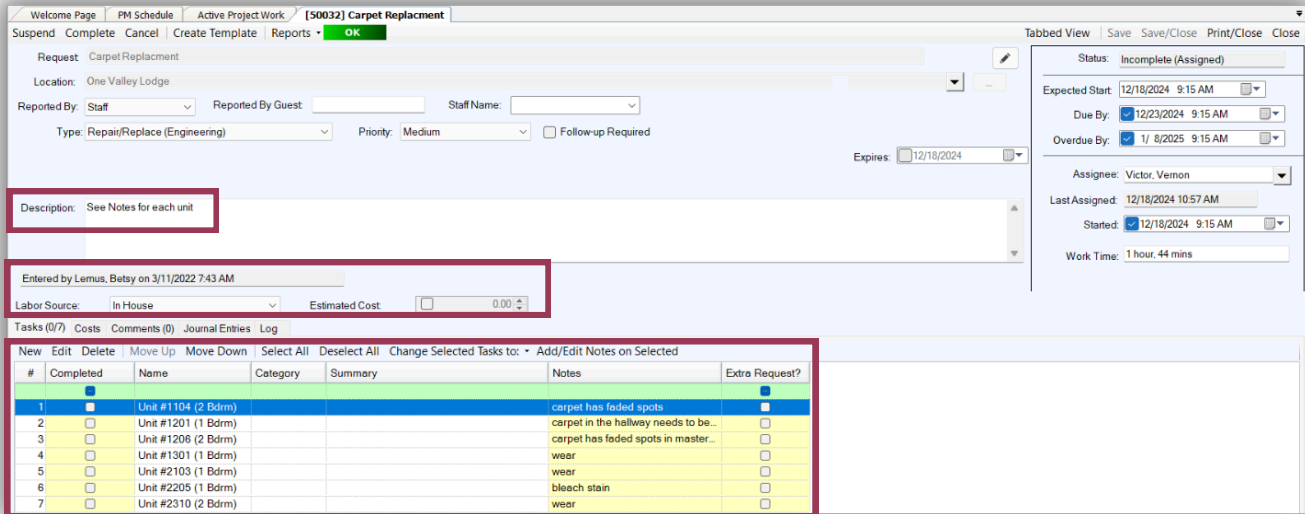


Step 2: The Active Projects screen lists all of your property's current Projects.

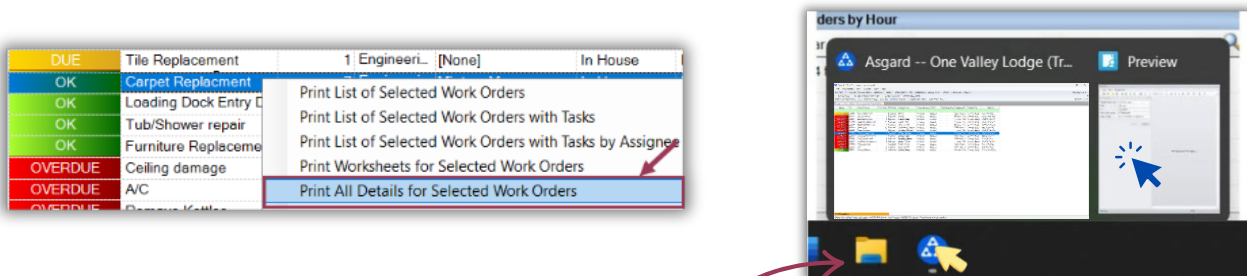


Aging	ID	Project Name	# of Locat	Departme	Assigned To	Labor Source	Priority	Estimate
OVERDUE	50083	Tub/Shower repair	6	Engineer...	Gustavo, Martin	In House	Medium	
OVERDUE	50084	Ceiling damage	1	Engineer...	Todd, James	In House	Medium	
DUE	50086	Tile Replacement	1	Engineer...	[None]	In House	Medium	
OK	50097	Drapes Project	5	Engineer...	[None]	In House	Medium	
OK	50034	Paint Exterior Doors	5	Engineer...	Harrison, Phil	In House	Medium	
OK	50082	Tree Trimming	1	Engineer...	Christian, Michael	In House	Medium	
OK	50032	Carpet Replacement	7	Engineer...	Victor, Vernon	In House	Medium	
OK	50036	Staircase Repairs	3	Engineer...	Fields, Cody	In House	Medium	
OK	50096	Matress replacement	11	Engineer...	Fields, Cody	In House	Medium	

Step 3: Open a project by double-clicking or highlighting and selecting the View button. You can see the *Project Description*, who *Entered the project*, the *Labor Source*, the *Estimated Cost* (if available), and a list of the *locations* where work needs to be completed.



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**.



To access the report **Preview**, hover your mouse over the Asgard icon to display the **Preview**, then click to open, view, and print.

Step 5: The person assigned to the Project work order checks the boxes next for the locations where the work was completed.

One Valley Lodge W/O #50032

Carpet Replacement

Location: One Valley Lodge Not Occupied

Assigned To: Lemus, Victor
Reported By: Staff

Guest: Staff

Expected Start: 12/18/2024 9:15 AM
Due On: 12/23/2024 9:15 AM
Overdue On: 1/8/2025 9:15 AM
Started: 12/18/2024 9:15 AM
Completed: _____
Initials/Signature: _____

Description:
See Notes for each unit

Tasks

- 1. Unit #1104 (2 Bdrm)
carpet has faded spots
- 2. Unit #1201 (1 Bdrm)
carpet in the hallway needs to be replaced
- 3. Unit #1206 (2 Bdrm)
carpet has faded spots in master bdrm
- 4. Unit #1301 (1 Bdrm)
wear
- 5. Unit #2103 (1 Bdrm)
wear
- 6. Unit #2205 (1 Bdrm)
bleach stain
- 7. Unit #2310 (2 Bdrm)
wear

The user managing the project *must* update it on the desktop by opening the Project and checking the boxes in the Completed column for each location.

Suspend Complete Cancel Create Template Reports **OK**

Request: Carpet Replacement

Location: One Valley Lodge

Reported By: Staff
Reported By Guest: _____
Staff Name: _____

Type: Repair/Replace (Engineering) Priority: Medium Follow-up Required

Expires: 12/18/2024

Description: See Notes for each unit

Entered by Lemus, Betsy on 3/11/2022 7:43 AM

Event: [No Event]

Labor Source: In House Estimated Cost: 0.00

Tasks (4/7) Costs Comments (0) Journal Entries Log

New Edit Delete Move Up Move Down Select All Deselect All Change Selected Tasks to: Add/Edit Notes on Selected

#	Completed	Name	Category	Summary	Notes	Extra Request?
1	<input checked="" type="checkbox"/>	Unit #1104 (2 Bdrm)			carpet has faded spots	<input type="checkbox"/>
2	<input type="checkbox"/>	Unit #1201 (1 Bdrm)			carpet in the hallway needs to be rep...	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	Unit #1206 (2 Bdrm)			carpet has faded spots in master bdr...	<input type="checkbox"/>
4	<input type="checkbox"/>	Unit #1301 (1 Bdrm)			wear	<input type="checkbox"/>
5	<input type="checkbox"/>	Unit #2103 (1 Bdrm)			wear	<input type="checkbox"/>
6	<input checked="" type="checkbox"/>	Unit #2205 (1 Bdrm)			bleach stain	<input type="checkbox"/>
7	<input checked="" type="checkbox"/>	Unit #2310 (2 Bdrm)			wear	<input type="checkbox"/>

Tabbed View Save Save/Close Print/Close Close

Status: Incomplete (Assigned)

Expected Start: 12/18/2024 9:15 AM
Due By: 12/23/2024 9:15 AM
Overdue By: 1/8/2025 9:15 AM

Assignee: Victor, Vernon
Last Assigned: 12/18/2024 10:57 AM
Started: 12/18/2024 9:15 AM
Work Time: 2 hours, 11 mins

Once all the information has been updated, click **Save/Close**. The completed locations will be saved, and the next time the Project is printed, it will display both the completed and uncompleted locations.

Tabbed View Save **Save/Close** Print/Close Close

Status: Incomplete (Assigned)

Step 6: When the work has been completed at all the locations, click the **Complete** button, then select **Save/Close**.

Welcome Page PM Schedule Active Project Work [50032] Carpet R

Suspend **Complete** Cancel Create Template Reports **OK**

Request: Carpet Replacement

Location: One Valley Lodge

Reported By: Staff
Reported By Guest: _____

Type: Repair/Replace (Engineering) Priority:

Description: See Notes for each unit

Entered by Lemus, Betsy on 3/11/2022 7:43 AM

Labor Source: In House Estimated Cost:

Tasks (7/7) Costs Comments (0) Journal Entries Log

New Edit Delete Move Up Move Down Select All Deselect All

#	Completed	Name	Category	Summary
1	<input checked="" type="checkbox"/>	Unit #1104 (2 Bdrm)		
2	<input checked="" type="checkbox"/>	Unit #1201 (1 Bdrm)		
3	<input checked="" type="checkbox"/>	Unit #1206 (2 Bdrm)		
4	<input checked="" type="checkbox"/>	Unit #1301 (1 Bdrm)		
5	<input checked="" type="checkbox"/>	Unit #2103 (1 Bdrm)		
6	<input checked="" type="checkbox"/>	Unit #2205 (1 Bdrm)		
7	<input checked="" type="checkbox"/>	Unit #2310 (2 Bdrm)		



Remember the Project must be assigned to a user before it can be completed.

Tabbed View Save **Save/Close** Print/Close Close

Status: Complete

Expected Start: 12/18/2024 9:15 AM
Due By: 12/23/2024 9:15 AM
Overdue By: 1/8/2025 9:15 AM

Assignee: Victor, Vernon

Last Assigned: 12/18/2024 10:57 AM
Started: 12/18/2024 9:15 AM
Completed: 12/19/2024 11:03 AM

Work Time: 1 day, 1 hour, 48 mins