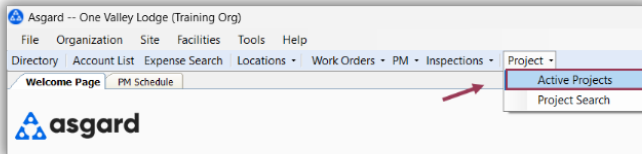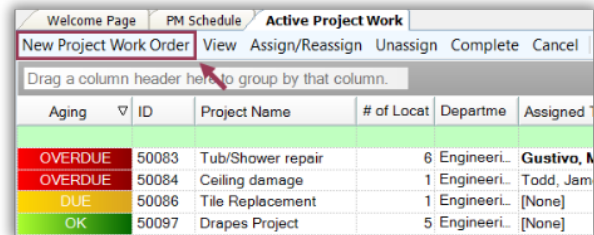**Step 1**: From the Projects dropdown, select **Active Projects**.
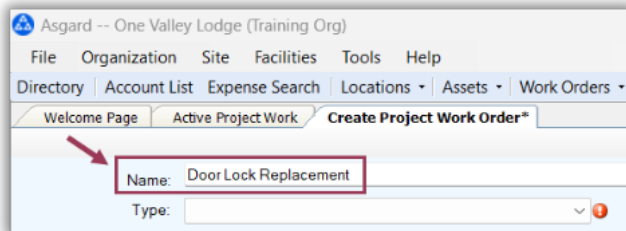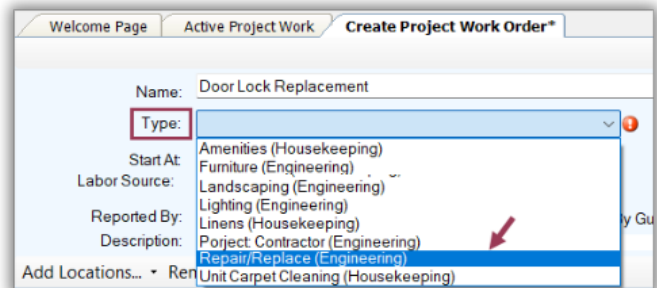

Step 2: From the Active Projects screen, select **New Project Work Order**.
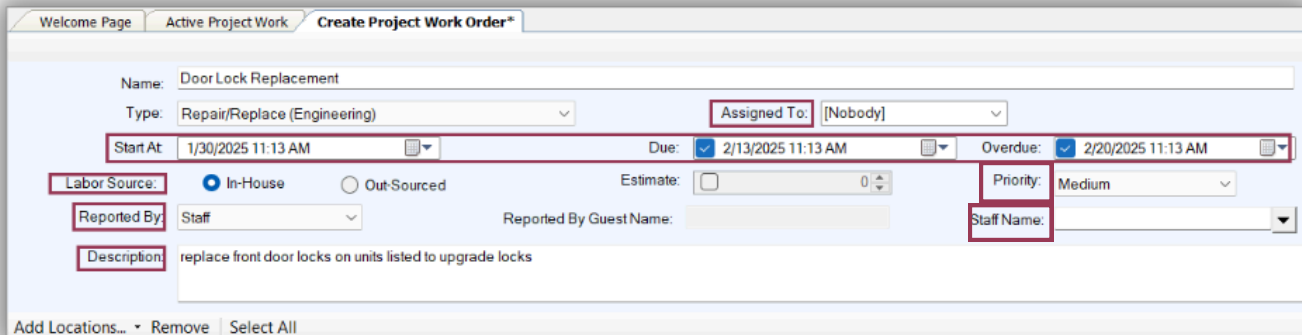

Step 3: Enter a Project Name.

Step 4: Select the Type (Department) for the project's work.

Step 5: Enter any available information in the relevant fields.

- **Assigned To:** If you have Assign privileges, and your property uses this configuration, you can assign the project immediately or leave it unassigned.
- **Schedule Project:** Allows you to set the **Start At, Due By,** and **Overdue** dates and times for the project.
- **Labor Source:** Indicate whether the project will be completed by your site or a third-party source.

- **Priority:** Select the importance of the project from the drop-down menu.
- **Reported By:** Defaults to Staff.
- **Staff Name:** Select the Staff Name from the drop-down menu.
- **Description**: Write the description of the work being done.

Step 6: To add the locations where this project will be taking place, click the **Add Locations** button and select **From List**.

To search for an area, zone, unit, or location type, enter the search criteria into **Where the path contains** field. To select units only, enter the # sign. To search for a specific area, enter the name and click **Search**.

Use **Select All** to select all locations.
To select specific locations, hold down the **Ctrl key** while using your mouse to select the preferred locations or by clicking or dragging your mouse to highlight the locations.

Once your locations have been selected, click **Select** to add them to the project.

Step 7: Once you have added all of the required information, select **Create**.

⚠ Projects can only be created and completed in Asgard Desktop and are not currently available on AsgardMobile.