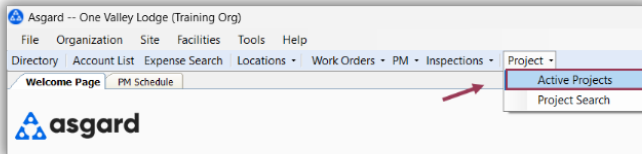
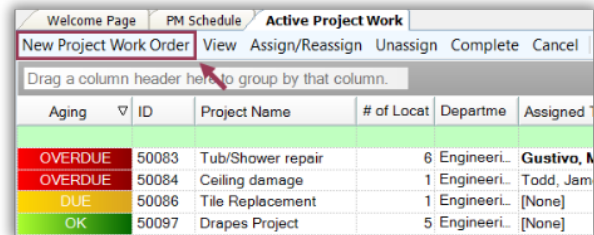


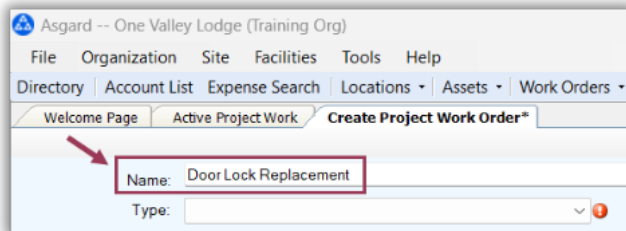
Step 1: From the Projects dropdown, select Active Projects.



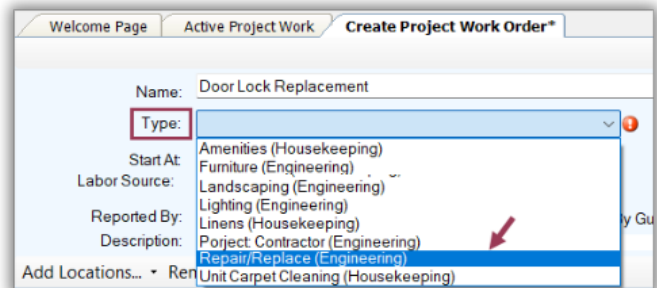
Step 2: From the Active Projects screen, select New Project Work Order.



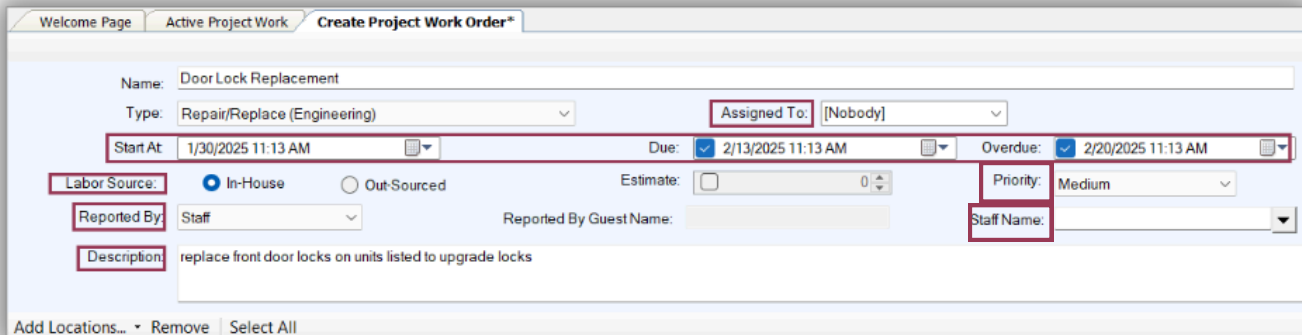
Step 3: Enter a Project Name.



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**.

Search for Locations

Where the path contains: Search

Search among distinct locations only

Select All Clear Filter

Path	Location Type
Unit #1209 (1 Bdrm)	1 Bdrm
Unit #1210 (2 Bdrm)	2 Bdrm
Unit #1300 (2 Bdrm)	2 Bdrm
Unit #1301 (1 Bdrm)	1 Bdrm
Unit #1302 (2 Bdrm)	2 Bdrm
Unit #1303 (1 Bdrm)	1 Bdrm
Unit #1304 (2 Bdrm)	2 Bdrm
Unit #1305 (1 Bdrm)	1 Bdrm
Unit #1306 (2 Bdrm)	2 Bdrm
Unit #1307 (1 Bdrm)	1 Bdrm
Unit #1308 (2 Bdrm)	2 Bdrm
Unit #1309 (1 Bdrm)	1 Bdrm
Unit #1310 (2 Bdrm)	2 Bdrm
Unit #2101 (1 Bdrm)	1 Bdrm
Unit #2102 (2 Bdrm)	2 Bdrm

Select Cancel

Welcome Page Active Project Work Create Project Work Order*

Name: Door Lock Replacement

Type: Repair/Replace (Engineering)

Start At: 1/30/2025 11:13 AM

Labor Source: In-House Out-Sourced

Reported By: Staff

Description: replace front door locks on units listed to upgrade locks

Add Locations... Remove Select All

- All Units
- All Floors
- All Buildings
- All Phases
- All Units in Location
- Where Assets Exist
- From List**
- From Location Tree
- From an Excel spreadsheet...

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**.

Welcome Page Active Project Work Create Project Work Order*

Name: Door Lock Replacement

Type: Repair/Replace (Engineering)

Assigned To: [Nobody]

Start At: 1/30/2025 11:13 AM

Due: 2/13/2025 11:13 AM

Overdue: 2/20/2025 11:13 AM

Labor Source: In-House Out-Sourced

Estimate: 0.0

Priority: Medium

Reported By: Staff

Reported By Guest Name:

Staff Name:

Description: replace front door locks on units listed to upgrade locks

Add Locations... Remove Select All

- Unit #1300 (2 Bdrm)
- Unit #1301 (1 Bdrm)
- Unit #1302 (2 Bdrm)
- Unit #1303 (1 Bdrm)
- Unit #1304 (2 Bdrm)
- Unit #1305 (1 Bdrm)
- Unit #1306 (2 Bdrm)
- Unit #1307 (1 Bdrm)
- Unit #1308 (2 Bdrm)
- Unit #1309 (1 Bdrm)
- Unit #1310 (2 Bdrm)

Create Cancel



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