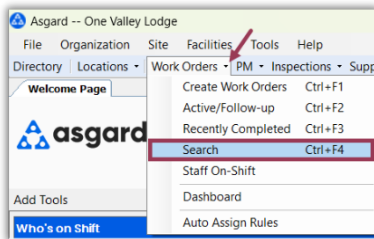
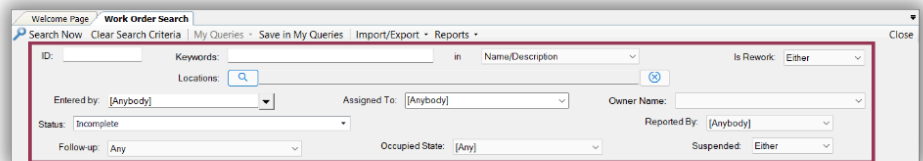


Follow the steps outlined below to create and save a work order search query. These instructions apply to Standard Work Orders, PMs, and Inspections. For any assistance with work order queries, please contact support@asgardsoftware.com.

Step 1: In the Work Orders drop-down, select **Search**.

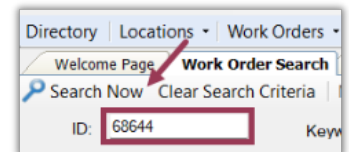


Step 2: In the top half of the screen, use the following fields to select your search criteria:

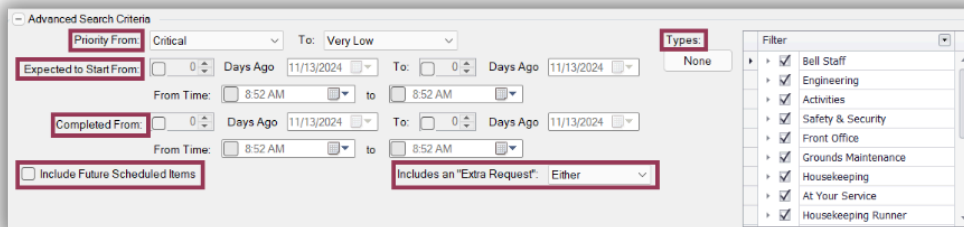


- Keywords
- Locations
- Is Rework
- Entered by
- Assigned To
- Status – defaults to Incomplete
- Reported By
- Follow-up
- Occupied State
- Suspended

To locate a specific work order, use the **ID** field. If you know the ID and are searching for only one work order, simply enter it and click **Search Now**. All other fields can remain at their default settings.



Step 3: In the Advanced Search Criteria section, add additional criteria as needed.

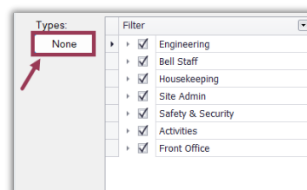
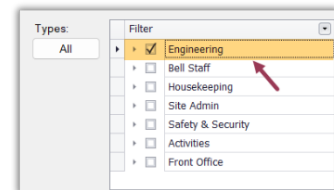


- Priority From
- Expected to Start From - date range
- Completed From - date range (Best for PM searches)
- Include Future Scheduled Items
- Includes an "Extra Request"
- Types - the Department completing the work

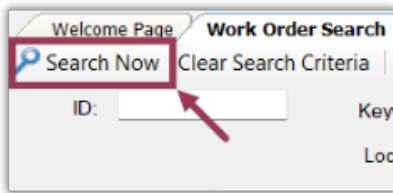
Leaving the dates unselected will return all matching work orders in Asgard, which may result in a data pull that's too large and can cause the system to time out.



Click on **None** to deselect all departments and then choose the specific **department(s)** needed for your search.

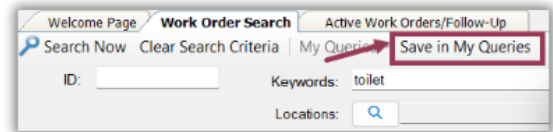
Step 4: Once you have entered all of your search criteria, click the **Search Now** button in the upper left.



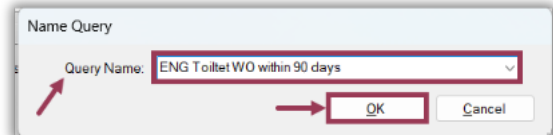
A list of all work orders matching the criteria will populate at the bottom of the screen.

ID	Status	Entry Date	Expected Date	Request	Location	Department	Type	Assigned To	Priority	Queue Name	Reported By	Reason	Last Assignee	Made Response On	Stalled	Complete	Complete
61603	Complete	10/23/2024	10/23/2024	Repair Dishwasher (AT)	Unit #1201 (1 Bdrm)	Engineering	Repair	R. Jones, Argent, Tamesha C. Smith	Med	SM-131	Guest			10/23/2024 10:10	10 min	10/23/2024	Task Del
69437	Complete	4/19/2024	4/19/2024	Lighting	Unit #1100 (2 Bdrm)	Engineering	Repair	R. Jones, Argent, Tamesha C. Smith	Med	SM-131	Guest			4/19/2024 10:10	4 days, 8 hours, 1	4/19/2024	Task Del
71841	Complete	8/15/2024	8/15/2024	AC Repair - Thermostat Not Working	Unit #1205 (1 Bdrm)	Engineering	AC Task	George S. Smith	Med	SM-131	Guest			8/15/2024 10:10	8/15/2024	8/15/2024	Task Del
12400	Complete	8/15/2024	8/15/2024	Repair Dishwasher (AT)	Unit #1205 (1 Bdrm)	Engineering	Repair	W. Smith, Anthony Smith	Med	SM-131	Guest			8/15/2024 10:10	8/15/2024	8/15/2024	Task Del
72413	Complete	8/15/2024	8/15/2024	Repair Dishwasher (AT)	Unit #1205 (1 Bdrm)	Engineering	Repair	W. Smith, Anthony Smith	Med	SM-131	Guest			8/15/2024 10:10	8/15/2024	8/15/2024	Task Del
72927	Complete	9/10/2024	9/10/2024	Repair Dishwasher (AT)	Unit #1205 (1 Bdrm)	Engineering	Repair	R. Jones, Argent, Tamesha C. Smith	Med	SM-131	Guest			9/10/2024 10:10	9/10/2024	9/10/2024	Task Del
72965	Complete	10/15/2024	10/15/2024	Repair Dishwasher (AT)	Unit #1205 (1 Bdrm)	Engineering	Repair	R. Jones, Argent, Tamesha C. Smith	Med	SM-131	Guest			10/15/2024 10:10	10 min	10/15/2024	Task Del
73060	Complete	10/23/2024	10/23/2024	Repair Dishwasher (AT)	Unit #1205 (1 Bdrm)	Engineering	Repair	R. Jones, Argent, Tamesha C. Smith	Med	SM-131	Guest			10/23/2024 10:10	10 min	10/23/2024	Task Del
73162	Complete	10/23/2024	10/23/2024	Repair Dishwasher (AT)	Unit #1205 (1 Bdrm)	Engineering	Repair	R. Jones, Argent, Tamesha C. Smith	Med	SM-131	Guest			10/23/2024 10:10	10 min	10/23/2024	Task Del
73511	Complete	10/23/2024	10/23/2024	Repair Dishwasher (AT)	Unit #1205 (1 Bdrm)	Engineering	Repair	R. Jones, Argent, Tamesha C. Smith	Med	SM-131	Guest			10/23/2024 10:10	10 min	10/23/2024	Task Del

Step 5: If you want to save the search parameters, click the **Save in My Queries** button.

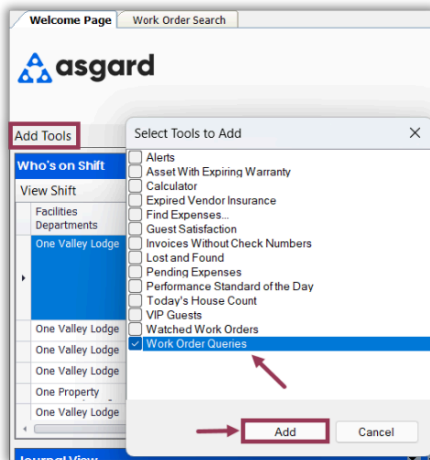


When the Name Query dialog box opens, enter a descriptive name and click **OK**.

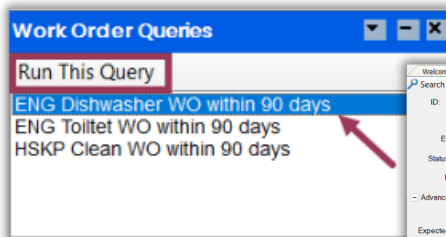


Step 6: There are two ways to retrieve/view Saved Queries:

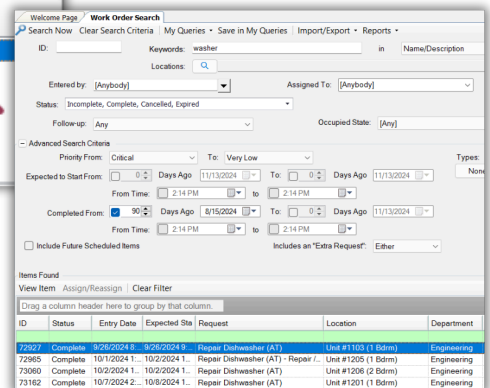
1. From the Welcome Page, select the **Add Tools** button, check the box for **Work Order Queries**, and click **Add**.



The Work Order Queries tool will remain on your Welcome Page unless you choose to remove it. To run a **Work Order Query**, highlight it, and either double-click or click **Run This Query**.



The system will open the Work Order Search Screen displaying the results of the query.



2. On the Work Order Search screen, open the **My Queries** drop-down and select the search you want to run.



Use the **Manage Queries** button to **Rename** or **Delete** a query.

