



The one, complete solution  
**asgard**

# Inspection Management

TRAINING WORKBOOK

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# Contents

- 01 Active Inspection Work
- 02 Creating an Inspection
- 03 Mass-Create Inspections
- 04 Assigning Inspections
- 05 Completing an Inspection

# Active Inspection Work

Notes

Location

Work  
Requested

Assigned  
To

Asgard -- MVW Training Site (MVW Training Resources)

File Organization Site Facilities Tools Help

Directory | Account List | Expense Search | Locations | Assets | Work Orders | PM | Projects | Inspections | Supply Chain | Cleans | Incidents | Training/How To...

Welcome Page Inspection Schedule **Active Inspection Work** Manage Inspection Templates

New Inspection View Mass-Create Assign/Reassign Unassign Cancel ☐ Show Future Items Clear Filter View Matrix Print Refresh Close

Select Location Filter Clear Location Filter

Drag a column header here to group by column

| Aging   | ID    | Location            | Occupied     | Work Requested                                | Department  | Assigned To | Inspecting Work Of | Last Completed | Days Since Last Comple |
|---------|-------|---------------------|--------------|-----------------------------------------------|-------------|-------------|--------------------|----------------|------------------------|
| OK      | 41629 | #1209 (Master)      | Not Occupied | ENG: Villa: Abbreviated +                     | Engineering | [None]      | [None]             |                |                        |
| OK      | 41633 | #1203 (Master)      | Not Occupied | ENG: Villa: Abbreviated +                     | Engineering | [None]      | [None]             |                |                        |
| OK      | 41627 | #1207 (Master)      | Not Occupied | ENG: Villa: Abbreviated +                     | Engineering | [None]      | [None]             |                |                        |
| OK      | 41623 | #1203 (Master)      | Not Occupied | ENG: Villa: Abbreviated +                     | Engineering | [None]      | [None]             |                |                        |
| OK      | 41626 | #1206 (Guest Villa) | Not Occupied | ENG: Villa: Abbreviated +                     | Engineering | [None]      | [None]             |                |                        |
| OK      | 41631 | #1211 (Master)      | Not Occupied | ENG: Villa: Abbreviated +                     | Engineering | [None]      | [None]             |                |                        |
| OK      | 41624 | #1204 (Guest Villa) | Not Occupied | ENG: Villa: Abbreviated +                     | Engineering | [None]      | [None]             |                |                        |
| OK      | 41625 | #1205 (Master)      | Not Occupied | ENG: Villa: Abbreviated +                     | Engineering | [None]      | [None]             |                |                        |
| OK      | 41630 | #1210 (Guest Villa) | Not Occupied | ENG: Villa: Abbreviated +                     | Engineering | [None]      | [None]             |                |                        |
| OK      | 41632 | #1212 (Guest Villa) | Not Occupied | ENG: Villa: Abbreviated +                     | Engineering | [None]      | [None]             |                |                        |
| OK      | 41622 | #1201 (Master)      | Not Occupied | ENG: Villa: Abbreviated +                     | Engineering | [None]      | [None]             |                |                        |
| OK      | 41628 | #1208 (Guest Villa) | Not Occupied | ENG: Villa: Abbreviated +                     | Engineering | [None]      | [None]             |                |                        |
| OK      | 40764 | #1206 (Guest Villa) | Not Occupied | HSKP Villa Inspection 2 Bedroom               | Housekee... | [None]      | [None]             |                |                        |
| OK      | 40762 | #1201 (Master)      | Not Occupied | Housekeeping Villa Care Condensed Inspecti... | Housekee... | [None]      | [None]             |                |                        |
| OK      | 40771 | #1316 (Guest Villa) | Occupied     | HSKP Villa Inspection 2 Bedroom               | Housekee... | [None]      | [None]             |                |                        |
| OVERDUE | 40053 | #5302 (Guest Villa) | Not Occupied | Housekeeping Villa Care Condensed Inspecti... | Housekee... | [None]      | [None]             | 1/26/2021      |                        |
| OVERDUE | 40136 | #6205 (Master)      | Not Occupied | Housekeeping Villa Care Condensed Inspecti... | Housekee... | [None]      | [None]             | 3/23/2022      |                        |
| OVERDUE | 40097 | #6215 (Master)      | Not Occupied | Housekeeping Villa Care Condensed Inspecti... | Housekee... | [None]      | [None]             | 5/6/2020       |                        |
| OVERDUE | 40104 | #5406 (Guest Villa) | Not Occupied | Housekeeping Villa Care Condensed Inspecti... | Housekee... | [None]      | [None]             | 7/6/2021       |                        |
| OVERDUE | 40093 | #6304 (Guest Villa) | Not Occupied | Housekeeping Villa Care Condensed Inspecti... | Housekee... | [None]      | [None]             | 3/31/2022      |                        |

121 Inspections

kross MVW Training Site Last Action: WorkOrder #41629, Named "ENG: Villa: Abbreviated +" Saved

# Create an Inspection

Notes

Welcome PageActive Inspection Work

New Inspection

View

Mass-Create

Assign/Reassign

Unassign

Cancel

☐ Show Future Items

Clear Filter

Select Location FilterClear Location Filter

Drag a column header here to group by that column

| Aging | ID    | Location       | Occupied     | Work Requested            | Department  | Assigned To |
|-------|-------|----------------|--------------|---------------------------|-------------|-------------|
| OK    | 41629 | #1209 (Master) | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      |
| OK    | 41633 | #1203 (Master) | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      |
| OK    | 41623 | #1203 (Master) | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      |
| OK    | 41627 | #1207 (Master) | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      |

1

2

3

New Inspection

Location: #2101 (Master)

Template: ENG: Villa: Abbreviated +

Requested by: Staff

Reported By Guest:

Reported By Staff Name:

Occupied Status

Occupied State: Not Occupied

Guest Name:

Inspecting the Work of: Kayla Lanier (Engineering)

Scheduled For: 7/ 5/2022 7:14 AM

ENG

ENG: Villa: Abbreviated +

ENG: Villa: Full +

ENG: Villa: HVAC: Coil +

ENG: Villa: HVAC: Filter +

OK Cancel

1. Enter the location where the inspection is being done
2. Use the Drop-Down to **select** the correct inspection Template
3. If you are inspecting *the work of someone else*, enter **their** name in the 'Inspecting Work Of' field

# Mass-Create Inspections

Notes

New Inspection View **Mass-Create** Assign/Reassign Unassign Cancel ☐ Show Future Items Clear Filter

Select Location Filter Clear Location Filter

Drag a column header here to group by that column

Aging ID Location Occupied Work Requested

Welcome Page Locations Active Inspection Work Shift Management **Mass Add Inspections**

Template: HSK Unit Checkout+  
 Reported By: Staff Guest Name: Staff Name: Kayla Katana\_Denise (Front Office)

Add Locations Remove Locations Select All Set Expected Start Set Occupied State Set Inspected User

Location Subtype Expected... Occupied... Inspected User

0 Locations

Add Locations Remove Locations  
 From an Excel spreadsheet...  
 Where assets are found...  
**By searching...**  
 From location tree...

Create Scheduled Items Cancel

kross MVW Training Site Last Login: 6/16/2022 2:05:04 AM Last Logout: 6/16/2022 2:04:30 AM Time Online: Not Calculatable

Search for Locations

Where the path contains: Search

☒ Search among distinct locations only

Select All Clear Filter

| Path                     | Location Type   |
|--------------------------|-----------------|
| #1201 (2 Bdrm - Lockoff) | 2BR-LO          |
| #1201 (Master)           | Master-Phase 1A |
| #1202 (Guest Villa)      | Studio-Phase 1A |
| #1203 (2 Bdrm - Lockoff) | 2BR-LO          |
| #1203 (Master)           | Master-Phase 1A |
| #1204 (Guest Villa)      | Studio-Phase 1A |
| #1205 (2 Bdrm - Lockoff) | 2BR-LO          |
| #1205 (Master)           | Master-Phase 1A |
| #1206 (Guest Villa)      | Studio-Phase 1A |
| #1207 (2 Bdrm - Lockoff) | 2BR-LO          |
| #1207 (Master)           | Master-Phase 1A |
| #1208 (Guest Villa)      | Studio-Phase 1A |
| #1209 (2 Bdrm - Lockoff) | 2BR-LO          |
| #1209 (Master)           | Master-Phase 1A |
| #1210 (Guest Villa)      | Studio-Phase 1A |

Select Cancel

1. Use the drop-down menu or begin typing the name of the Inspection you want to create
2. **Reported By** will default to Staff. Select your name or the staff member requesting the inspections
3. Click **Add Locations** and select **By Searching**
4. Select the locations that are going to be inspected and click **OK**

You can modify:

- Expected Start,
- Occupied State
- Inspected User

For each of these locations by mass-editing or individually.

Asgard -- MVW Training Site (MVW Training Resources)

File Organization Site Facilities Tools Help

Directory Account List Expense Search Locations Assets Work Orders PM Projects Inspections Supply Chain Cleans Incidents Training/How To...

Welcome Page Locations Active Inspection Work Shift Management **Mass Add Inspections**

Template: HSK Unit Checkout+  
 Reported By: Staff Guest Name: Staff Name: Kayla Katana\_Denise (Front Office)

Add Locations Remove Locations **Select All Set Expected Start Set Occupied State Set Inspected User**

| Location               | Subtype | Expected Start     | Occupied State | Inspected User      |
|------------------------|---------|--------------------|----------------|---------------------|
| #1201 (2 Bdrm - Lo...) | 2BR-LO  | 6/16/2022 11:00 AM | Not Occupied   | Teresa Jones_Katana |
| #1203 (2 Bdrm - Lo...) | 2BR-LO  | 6/16/2022 11:00 AM | Not Occupied   | Teresa Jones_Katana |
| #1205 (2 Bdrm - Lo...) | 2BR-LO  | 6/16/2022 11:00 AM | Not Occupied   | Teresa Jones_Katana |
| #1207 (2 Bdrm - Lo...) | 2BR-LO  | 6/16/2022 11:00 AM | Not Occupied   | Teresa Jones_Katana |

4 Locations

Create Scheduled Items Cancel

kross MVW Training Site Last Login: 6/16/2022 2:05:04 AM Last Logout: 6/16/2022 2:04:30 AM Time Online: Not Calculatable

Scan QR Code for detailed instructions on Creating Inspections



# Assigning Inspections

Notes

## Assign Inspections one at a time

Drag a column header here to group by that column

| Aging | ID    | Location            | Occupied     | Work Requested            | Department  | Assigned To | Inspecting Work Of |
|-------|-------|---------------------|--------------|---------------------------|-------------|-------------|--------------------|
| OK    | 41629 | #1209 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |
| OK    | 41633 | #1203 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |
| OK    | 41627 | #1207 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |
| OK    | 41623 | #1203 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |
| OK    | 41626 | #1206 (Guest Villa) | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |
| OK    | 41631 | #1211 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |
| OK    | 41624 | #1204 (Guest Villa) | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |
| OK    | 41625 | #1205 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |

Use the drop-down menu

User Full Name

- [None]
- Glenis Pena
- Andre Heslop
- Jason Heath
- Sharon Housey
- Bryan #CORP-RO\_Rupar (testing)
- Yolanda Olmedo

## Or assign multiple Inspections at once

New Inspection View Mass-Create Assign/Reassign Unassign Cancel ☐ Show Future Items Clear Filter

Select Location Filter Clear Location Filter

Drag a column header here to group by that column

| Aging | ID    | Location            | Occupied     | Work Requested            | Department  | Assigned To | Inspecting Work Of |
|-------|-------|---------------------|--------------|---------------------------|-------------|-------------|--------------------|
| OK    | 41629 | #1209 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |
| OK    | 41633 | #1203 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |
| OK    | 41627 | #1207 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |
| OK    | 41623 | #1203 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |
| OK    | 41626 | #1206 (Guest Villa) | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |
| OK    | 41631 | #1211 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |

Click and drag your mouse to select multiple Inspections and click **Assign/Reassign**

New Inspection View Mass-Create Assign/Reassign Unassign Cancel ☐ Show Future Items Clear Filter

Select Location Filter Clear Location Filter

Drag a column header here to group by that column

| Aging | ID    | Location            | Occupied     | Work Requested            | Department  | Assigned To | Inspecting Work Of | Last Completed | Days Since Last Complet |
|-------|-------|---------------------|--------------|---------------------------|-------------|-------------|--------------------|----------------|-------------------------|
| OK    | 41629 | #1209 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |                |                         |
| OK    | 41633 | #1203 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |                |                         |
| OK    | 41627 | #1207 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |                |                         |
| OK    | 41623 | #1203 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |                |                         |
| OK    | 41626 | #1206 (Guest Villa) | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |                |                         |
| OK    | 41631 | #1211 (Master)      | Not Occupied | ENG: Villa: Abbreviated + | Engineering | [None]      | [None]             |                |                         |

Use **Ctrl** and your mouse to select multiple Inspections and click **Assign/Reassign**

# Completing Inspections

Notes

The screenshot shows the 'Asgar Training Site (MVW Training Resources)' application. The top navigation bar includes 'File', 'On Site', 'Facilities', 'Tools', and 'Help'. Below this is a 'Directory' section with links like 'Account List', 'Expense Search', 'Locations', 'Assets', 'Work Orders', 'PM', 'Projects', 'Inspections', 'Supply Chain', 'Cleans', and 'Incidents'. The main form area contains fields for 'Request' (ENG: Villa: Abbreviated +\*), 'Location' (#1209 (Master)), 'Reported By' (Staff), 'Reported By Guest', 'Staff Name', 'Type' (ENG: Villa (Engineering)), 'Priority' (Medium), 'Occupied Status', 'Occupied State' (Not Occupied), 'Guest Name', 'Expires' (7/ 5/2022), and 'Description'. A 'Complete' button is visible. On the right, a 'Tabbed View' panel shows 'Status: Incomplete', 'Expected Start: 6/30/2022 7:09 AM', 'Due By: 7/ 1/2022 7:09 AM', 'Overdue By: 7/ 9/2022 7:09 AM', 'Assignee: Kayla Lanier', 'Last Assigned: 6/30/2022 7:10 AM', 'Started: 7/ 5/2022 7:21 AM', 'Work Time: N/A', and 'Mobile-Received:'. Below the form is a 'Tasks' section with a table of inspection items. The table has columns for '#', 'Status', 'Name', 'Summary', 'Notes', 'Skip Reason', and 'Extra Request?'. The tasks are listed as follows:

| #  | Status | Name                 | Summary       | Notes                   | Skip Reason | Extra Request?           |
|----|--------|----------------------|---------------|-------------------------|-------------|--------------------------|
| 1  | Failed | Door Condition       | Entrance Door | Scuff on bottom of door |             | <input type="checkbox"/> |
| 2  | Passed | Door Locks/Operation | Entrance Door |                         |             | <input type="checkbox"/> |
| 3  | Passed | Change Door Battery  | Entrance Door |                         |             | <input type="checkbox"/> |
| 4  | Passed | Night Latch          | Entrance Door |                         |             | <input type="checkbox"/> |
| 5  | Passed | Viewer Hole          | Entrance Door |                         |             | <input type="checkbox"/> |
| 6  | Passed | Door Condition       | Bathroom Door |                         |             | <input type="checkbox"/> |
| 7  | Failed | Door Lock/Operation  | Bathroom Door | door lock is loose      |             | <input type="checkbox"/> |
| 8  | Passed | Leaks                | Ceiling       |                         |             | <input type="checkbox"/> |
| 9  | Passed | Paint                | Ceiling       |                         |             | <input type="checkbox"/> |
| 10 | Passed | Sink Faucet          | Bathroom      |                         |             | <input type="checkbox"/> |
| 11 | Passed | ...                  | ...           |                         |             | <input type="checkbox"/> |

At the bottom, a status bar indicates 'kross MVW Training Site Last Action: Template Named "ENG: Villa: HVAC: Filter +" Saved.'

1. Inspections **MUST** be assigned in order to be completed
2. If needed, use the drop-down to select whose work you are inspecting
3. Tasks default to **Passed**, mark any that **Failed**, with any pertinent notes in the **Notes** column
4. Click on 'Complete' in the top left corner to complete the Inspection
5. Click **Save/Close**

Scan QR Code for detailed instructions on Completing Inspections

