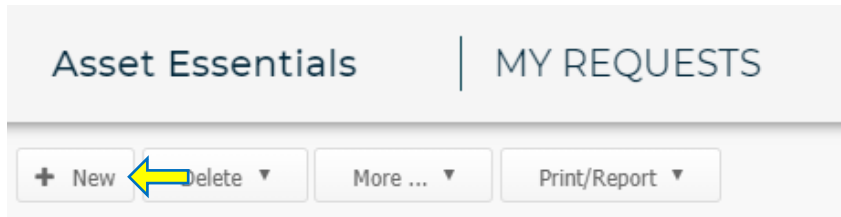


SUBMITTING A WORK ORDER REQUEST

User's will auto-login with the user they're signed into their computer with. Once you've logged in/accessed Asset Essentials, your page will open directly to the "My Requests" tab. Here, you can create new requests or view previous submittals along with the status of those submittals. To create a **NEW REQUEST**, make sure you are on the 'My Requests' tab and click on 'New.'

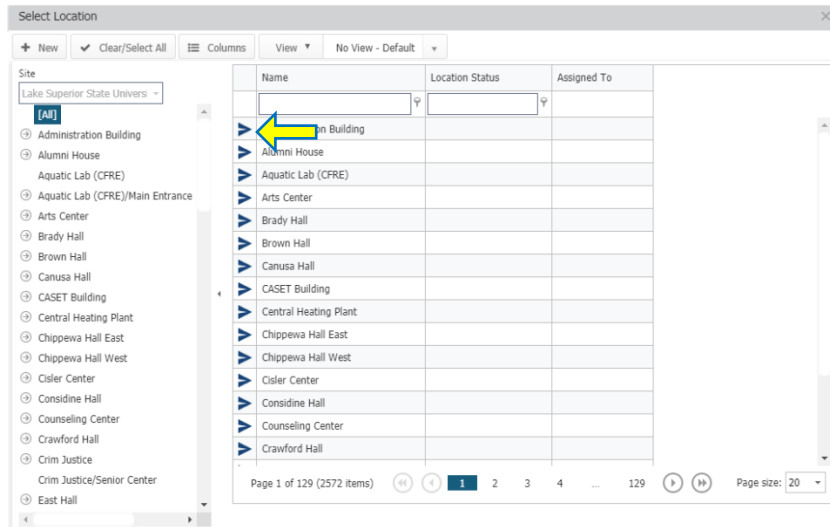


SELECT LOCATION: Click on the blue pin icon to select the specific **BUILDING** for your request.

▼ REQUEST DETAILS

Location: *  

From the pop up box, click on the blue arrow next to the building name to add to form.






Using the text box, type in the specific Area/Room Number for the request.

▼ REQUEST DETAILS

Location: *  Room or Area Number: * 

DEFINE YOUR REQUEST: Click on the dropdown menu and select the appropriate work category that best fits the nature of your request. In the section below, define your request and include any relevant information that will aid the maintenance team. Be as descriptive as possible.

Work Category: * 

Work requested: *  **B** / **I** / **U**      

UPLOAD DOCUMENT/IMAGE: If there are any pictures or documents associated with the request, you are able to add them in the very last section of the request page. These can be added by clicking on the “Browse” button shown below.

▼ **UPLOAD DOCUMENT/IMAGE**

Documents/Images:

Drag & Drop file(s) here to upload	Browse
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Once all of the information is entered, be sure to click the **SAVE** icon on the top of the page.

 Save   Cancel

VIEWING YOUR REQUESTS: After submitting a work request, you will automatically be taken to your My Request page. You also have the option of clicking the My Requests menu icon on the side of the page. This will allow you to see a summary list of all requests that you have submitted and the status of those.