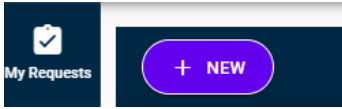








SUBMITTING A WORK ORDER REQUEST

Once you've logged into 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.'



COMPLETE REQUEST DETAILS: Select the specific **Location** and enter the **Area/Room Number**. Then, enter the necessary request details, including the **Work Category**, **Work Type**, **Cost Center**, **Requested Completion Date** and **Work Requested**. All fields marked with an asterisk are required.



^ REQUEST DETAILS

| | |
|--|---|
| Location* Click to Select...  | Area/Room Number* Enter Area or Room Number... |
| Work Category* - None -  | Work Type Search or Select Work Type...  |
| Cost Center* - None -  | Requested Completion Date* AM  |
| Work Requested* Enter Work Requested...  | |

UPLOAD DOCUMENT/IMAGE: If available, you may upload a document/image to support your request.

^ UPLOAD DOCUMENT/IMAGE

Documents/Images

 Add attachment
OR
 Drag and Drop File Here

Once all the information has been entered, click **SUBMIT** to save and enter your request.



VIEWING YOUR REQUESTS

After submitting a work request, you will automatically be taken to your My Request summary page. This will allow you to see a summary list of all requests that you have submitted and the status of those.

ADDITIONAL RESOURCES:

- See Video Here → [How to put in a request](#)
- [Requester Help Page](#)
- [Mobile App Requests](#)