

When selecting the "Submit a New Work Order Request" link, you will be taken to an OSU Credentials log-in page. Enter your Name.# and your Password.

Once in the AssetEssentials page, the system will know that you are the User and that you are the requestor, you will not be asked to enter your name.

Submitting and Viewing Requests

Submitting a work request in Asset Essentials may vary depending on the settings of your organization. When you log into your Asset Essentials account you may immediately be taken to a request form. If you are already logged in and on your list of requests click the New button at the top of the page to start a new request.

Watch the Video Tutorial:



How to Submit a Request

- The request will default to your assigned site, but if you have the appropriate permissions you can expand the **Select Region/Site** panel to choose a different site, if needed.
- In the Request Details section, select the appropriate **Location** from the drop down list.
- Enter the **Room Number** or other description in the free text field.
- Choose the **Work Category** that best fits the nature of your request.
- Provide a detailed description of what needs to be done in the **Work requested** section. Use the text editing options if you need to bold, italicize, underline, or add links to your description.
- In the **Upload Document/Image** section, **Browse** your computer to find any applicable attachment.
**Note: You can also drag and drop the file you want to attach into this field to upload it.*
- Click the **Save** button at the top of your page to submit the work request. You will be taken to your My Requests page after saving the work request.

Save Cancel

DUDE ORGANIZATION REQUEST FORM

Please fill out the request form with as much information as possible so we can address your request promptly.

▶ SELECT REGION/SITE

▼ REQUEST DETAILS

Location: *

Room Number: *

Work Category: *

Work requested: * B / U ↺ 📎 🌐 🗣️ +

It is far too hot in the gym. I think the AC may be broken

▼ UPLOAD DOCUMENT/IMAGE

Documents/Images:

How to View your Requests

- After submitting a work request, you will automatically be taken to your My Requests page. You also have the option of clicking the My Requests menu icon on the side of the page at any time.
- From the My Requests page, you can quickly see the Title, WO Status, and various other details of your requests.
- In order to see more information about a work request, right click on the record and select **View**.
- If you need to change something about a request you have submitted, right click on the record and select **Edit**. **Note: If the request is no longer in the status of New Request, you will not be able to edit the record. Please contact your Administrator to make any changes.*

<input type="checkbox"/>	Work Order #	Title	WO Status	Source Asset	Source Location	Originated
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	000000017	The light over the sink in the men's bathroom is o	In Progress		Bathroom (M)	12/04/2017 03:52:00 PM
<input type="checkbox"/>	000000016	It is too hot in the warehouse. I think the AC is	New Request	A/C Units		11/30/2017 06:52:23 PM
<input type="checkbox"/>	000000014	Lights keep flickering.	New Request		Warehouse	11/27/2017 06:07:17 PM