

WELCOME TO
ASSET ESSENTIALS

Below, please find the information you will need to submit a work order. If you have any questions, please call Debbie Gordon at 567-242-7144 or 567-242-7424, email - gordon.964@osu.edu .

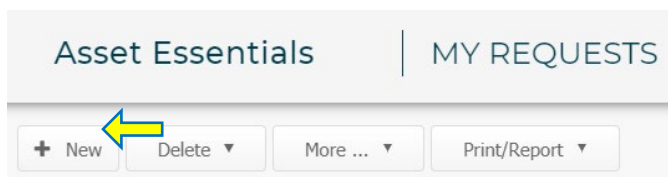
ASSET ESSENTIALS ADDRESS

<https://assetessentials.dudesolutions.com/OhioStateUniversity>

You will be asked to supply your email address and password. If this is the first time you are using Asset Essentials, The Ohio State University – password is OhioState1!, Rhodes State College – password is RhodesState1!. Once you are logged in, you will be prompted to set up a secret question/answer and to change your password.

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.'








SELECT LOCATION/ENTER ROOM NUMBER: Click on the pin icon to select the specific location for your request. Using the text box, identify the specific Area/Room Number for the request.

A screenshot of the 'REQUEST DETAILS' section of the web application. It features two input fields. The first field is labeled 'Location: *' and contains a dropdown menu with a pin icon to its right. A yellow arrow points to the pin icon. The second field is labeled 'Room or Area Number: *' and is an empty text box. A yellow arrow points to the right side of this text box.

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:

Once all of the information is entered, be sure to click the **SAVE** icon on the top of the page.

←

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.

ADDITIONAL RESOURCES:

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

