Submitting and viewing requests

When you log into your Asset Essentials account you will 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.

How to submit a request

- Choose the Work Category, Subcategory, and Issue codes that best fit the nature of your request.
  - If you are unsure of what to select, choose the ‘Other/Not Listed’ code in the issue field.
- Use the drop-down or plus icon (➕) to select the Location.

- Enter the **Area or Room Number**.
- 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.
  - If you are submitting a request for someone else, provide this information in the work requested field so that Work Control can update this information as the request is processed into a work order.

- In the **Upload Document/Image** section, click **Add Attachment** to browse your computer to find any applicable attachments. *(Note: You can also drag and drop the file you want to attach into this field to upload it.)*

- If your request is for a Capital Project request, additional required fields will display for completion.

- Click the **Submit** button at the top of your page to submit the work request. You will be taken to your My Requests page after submitting the work request.
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, Originator First and Last Name, and various other details of your requests.
- In order to see more information about a work request, click on the work order number to navigate into the record.