

**Fairmont State University – Facilities Department  
Dude Solutions – Asset Essentials – Work Requests**

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

The Facilities Department has teamed with Dude Solutions to offer a more efficient Work Request system – **Asset Essentials**. The Asset Essentials will provide the Facilities Department with more thorough detail and tracking of the work requests. The Requestor will be able to track the progress of the request from the origination to completion.

The following provides step-by-step procedures for creating a work request within Asset Essentials.

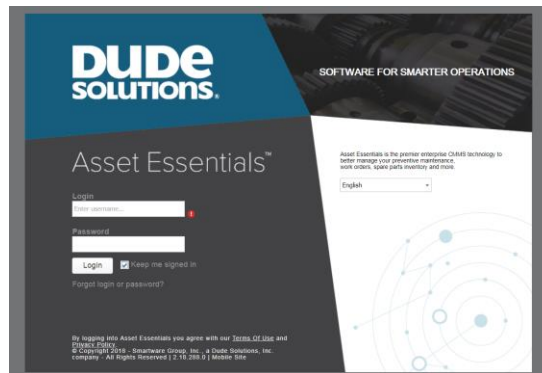
If you have any questions, send an email to [Facilities@fairmontstate.edu](mailto:Facilities@fairmontstate.edu) or call Facilities at extension 4110.

# Fairmont State University – Facilities Department Dude Solutions – Asset Essentials – Work Requests

## Requestor's Guide

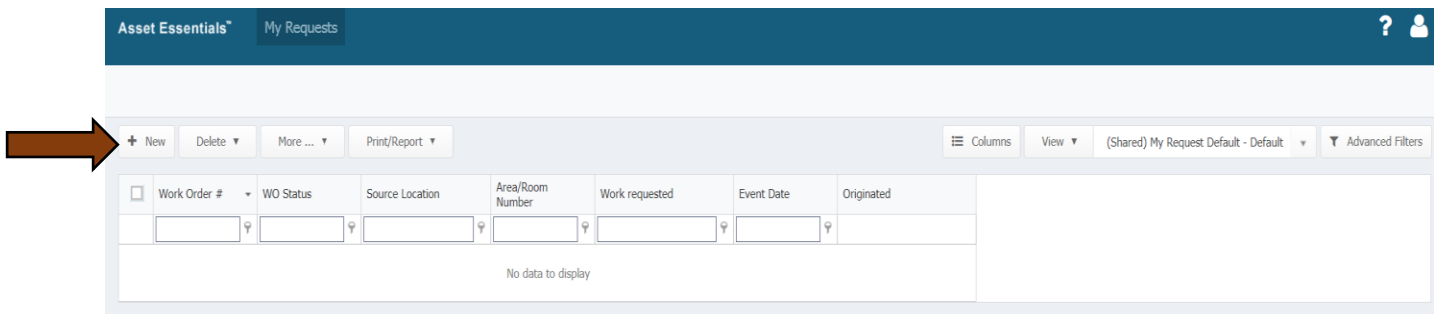
<https://assetessentials.dudesolutions.com/FairmontStateUniversity>

NOTE: Be sure to save the shortcut to your desktop.



Enter your email address.

Enter password. **Newuser1!** will be the initial password. You will be prompted to change this and create a security question and answer.




Select **NEW**

The following page will need to be completed to create the work request.

Save Cancel

> SELECT REGION/SITE

▼ SELECT LOCATION/ASSET

Location: \*  

▼ AREA/ROOM NUMBER

Area/Room Number: \*

▼ SELECT PROBLEM TYPE

Problem:







▼ ORGANIZATION NUMBER

Cost Center:

▼ EVENT DATE

Event Date:

▼ REQUEST DETAIL

Work requested: \* B / U      

▼ UPLOAD DOCUMENT / IMAGE

Documents/Images:

**Location:** Selection the Location of the work.

This can be completed by drop-down menu and select the location or typing in part of the location and selecting.

▼ SELECT LOCATION/ASSET

Location: \*

Name	Location #	Path
<input type="text"/>	<input type="text"/>	
+ Athletics - Duvall Rosier Field		Athletics - Duvall Rosier Field
+ Athletics - Practice Field		Athletics - Practice Field
+ Athletics - Tennis Court		Athletics - Tennis Court
+ Braxton County		Braxton County
+ Bridgeport CVB		Bridgeport CVB
+ Bryant Place		Bryant Place
+ Caperton Center		Caperton Center
+ Colebank Hall		Colebank Hall
+ Concession Stand		Concession Stand
+ Education Building		Education Building

Page 1 of 4 (37 items) 1 2 3 4

▼ SELECT LOCATION/ASSET

Location: \*

Name	Location #	Path
Hard	<input type="text"/>	
+ Hardway Hall		Hardway Hall
+ Prichard Hall		Prichard Hall

**Area/Room Number:** Identify the exact location of the work request.  
For a classroom, office, or lab; type in the room number.  
For a restroom, hallway, etc; type in the description and floor

---

▼ AREA/ROOM NUMBER

Area/Room Number: \*

▼ AREA/ROOM NUMBER

Area/Room Number: \*

▼ AREA/ROOM NUMBER

Area/Room Number: \*

---

**Problem:** Identify the Problem

NOTE: If you find that a problem does not meet your needs, you may leave it on **--Select--**. We may need to add more "Problems" to the system.

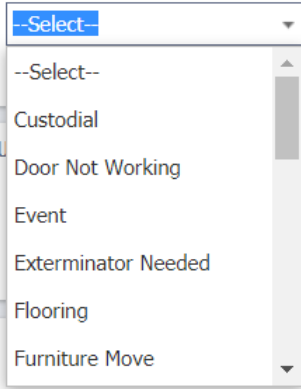
▼ SELECT PROBLEM TYPE

Problem:

▼ ORGANIZATION NUMBER

Cost Center:

▼ EVENT DATE



- Select--
- Custodial
- Door Not Working
- Event
- Exterminator Needed
- Flooring
- Furniture Move

**Event Date** (if needed)

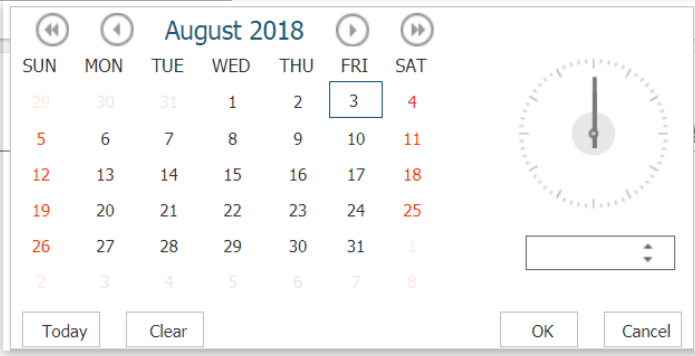
Enter the Event Date and Time

▼ EVENT DATE

Event Date:

▼ REQUEST DETAIL

Work requested: \*



SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today Clear OK Cancel

## Request Detail

Include as much detail as possible.

Events – include set-up information; include coverage requested such as custodial, electrician, etc.

### ▼ REQUEST DETAIL

Work requested: \*

**B** *I* U      

## Upload Document/Image

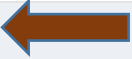
Include an image of the issue, include a layout for the set-up of events, etc.

### ▼ UPLOAD DOCUMENT/IMAGE

Documents/Images:

Drag & Drop file(s) here to upload	Browse
------------------------------------	--------

## Save the Request

Save Cancel 

> SELECT REGION/SITE

▼ SELECT LOCATION/ASSET

Location: \*

▼ AREA/ROOM NUMBER

Area/Room Number: \*

▼ SELECT PROBLEM TYPE

Problem:


▼ ORGANIZATION NUMBER

Cost Center:

▼ EVENT DATE

Event Date:

▼ REQUEST DETAIL

Work requested: \* B / U 

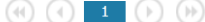
▼ UPLOAD DOCUMENT/IMAGE

Documents/Images:

## List of Requests

+ New Delete More ... Print/Report Columns

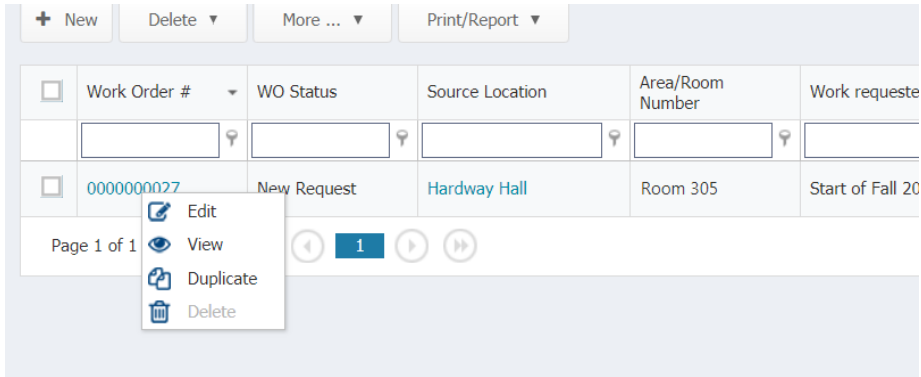
<input type="checkbox"/>	Work Order #	WO Status	Source Location	Area/Room Number	Work requested	Event Date	Originated
<input type="checkbox"/>	0000000027	New Request	Hardway Hall	Room 305	Start of Fall 2018 Semester	08/13/2018 08:00:00 AM	08/03/2018 03:12:00 PM

Page 1 of 1 (1 items) 



Do you need to submit another requests for a different room?

If so, you can right-click on the Work Order #. Click Duplicate.



The following areas can be altered for the duplicate work request:

A screenshot of a form with sections: GENERAL, LOCATIONS \*, CUSTOM FIELDS, WORK REQUESTED \*, and DOCUMENTS. The 'Problem' field in the GENERAL section is highlighted with a blue arrow. The 'Room Number' field in the CUSTOM FIELDS section is highlighted with a blue arrow. The 'Work requested' text area in the WORK REQUESTED \* section is highlighted with a blue arrow. The form includes buttons for Save, Save & View, and Cancel, and a date field set to 08/13/2018 08:00:00 AM.

Questions/Comments:

Call: 4110

Email: [Facilities@fairmontstate.edu](mailto:Facilities@fairmontstate.edu)