

Requester User Guide

Logging into Asset Essentials

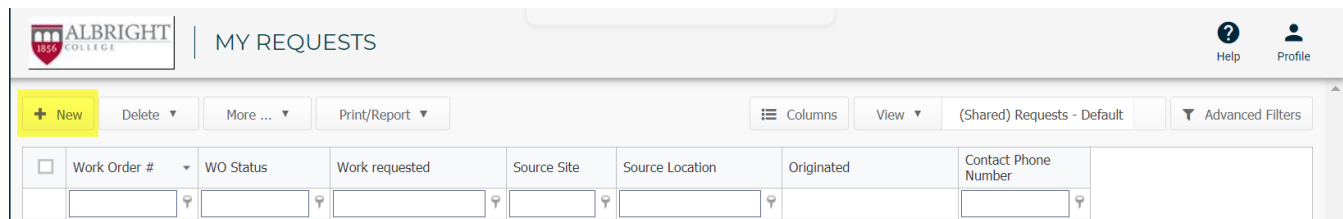
Please bookmark this link on your computer: <https://assetessentials.dudesolutions.com/AlbrightCollege>

Use you school issued email and computer login password.

Creating a Request

If prompted from your My Request page click New to start a new request.

**note that some users may not need to click the New button.



The screenshot shows the 'MY REQUESTS' page for Albright College. The page header includes the college logo and the text 'MY REQUESTS'. On the right side of the header, there are links for 'Help' and 'Profile'. Below the header, there is a toolbar with buttons for '+ New', 'Delete', 'More ...', and 'Print/Report'. To the right of the toolbar are options for 'Columns', 'View', '(Shared) Requests - Default', and 'Advanced Filters'. The main content area is a table with the following columns: 'Work Order #', 'WO Status', 'Work requested', 'Source Site', 'Source Location', 'Originated', and 'Contact Phone Number'. Each column has a search icon (magnifying glass) in the bottom right corner of the header cell. The table currently contains one empty row.

<input type="checkbox"/>	Work Order #	WO Status	Work requested	Source Site	Source Location	Originated	Contact Phone Number





▼ SELECT SITE

Site: * 1

▼ REQUEST DETAILS

If you are looking for housing options, the location field please first select the Off Campus Local above from the Site section.

Work Category: * 2

Location: * 2A

Room Number or Area: *

Contact Phone Number: *

Work requested: *

B **I** **U**

▼ UPLOAD DOCUMENT/IMAGE

Documents/Images: 3

1. Expand Select Site by clicking the blue arrow. A single site will default here, however if you submit Requests for various sites you will need to select the appropriate Site from the dropdown menu.
2. Within the Request Details section you will need to select a Work Category from the drop down that best describes the type of work being asked, Room Number or Area, Contact Phone Number and a detailed description of the Work Requested. Depending on the Work Category selected you may be prompted for some additional details.





2A. You will also need to click the icon to the right of Location to select a building. Select a building by clicking on the blue arrow to the left of the appropriate building. Use the Name field to search by building name and/or note that there are more than one page of building names.

Select Location

+ New ✓ Clear/Select All Columns View No View - Default

Site
Main Campus

[All]

- Albright Court
- Alumni Memorial Hall
- Berks Community Media Center (BCTV)
- Bollman Center
- Center for Computing & Mathematics
- Center For The Arts
- Crowell Hall
- Facilities - The Camp Building
- Gingrich Library/Administration
- Kelchner Field/Field House
- Krause Hall
- Lex McMillan Student Campus Center
- Master's Hall
- Merner-Pfeiffer-Klein Memeorial Ch
- Mohn Hall
- Multi-Faith Center
- Natorium
- North Hall
- Public Safety

Name	Location Stat
<input type="text"/>	<input type="text"/>
▶ Albright Court	
▶ Alumni Memorial Hall	
▶ Berks Community Media Center (BCTV)	
▶ Bollman Center	
▶ Center for Computing & Mathematics (CCM)	
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▶ Merner-Pfeiffer-Klein Memeorial	

Page 1 of 2 (31 items) 1 2

3. Optionally you can click Browse to add a picture or document to the Request.
4. Finally, click Save in the upper left to save and submit your Request. Note that if not all the required fields (**Bold***) are filled out the Request will not save. Upon successfully saving you will be returned to the My Request summary view and your Request will have a system generated Work Order # for reference.

