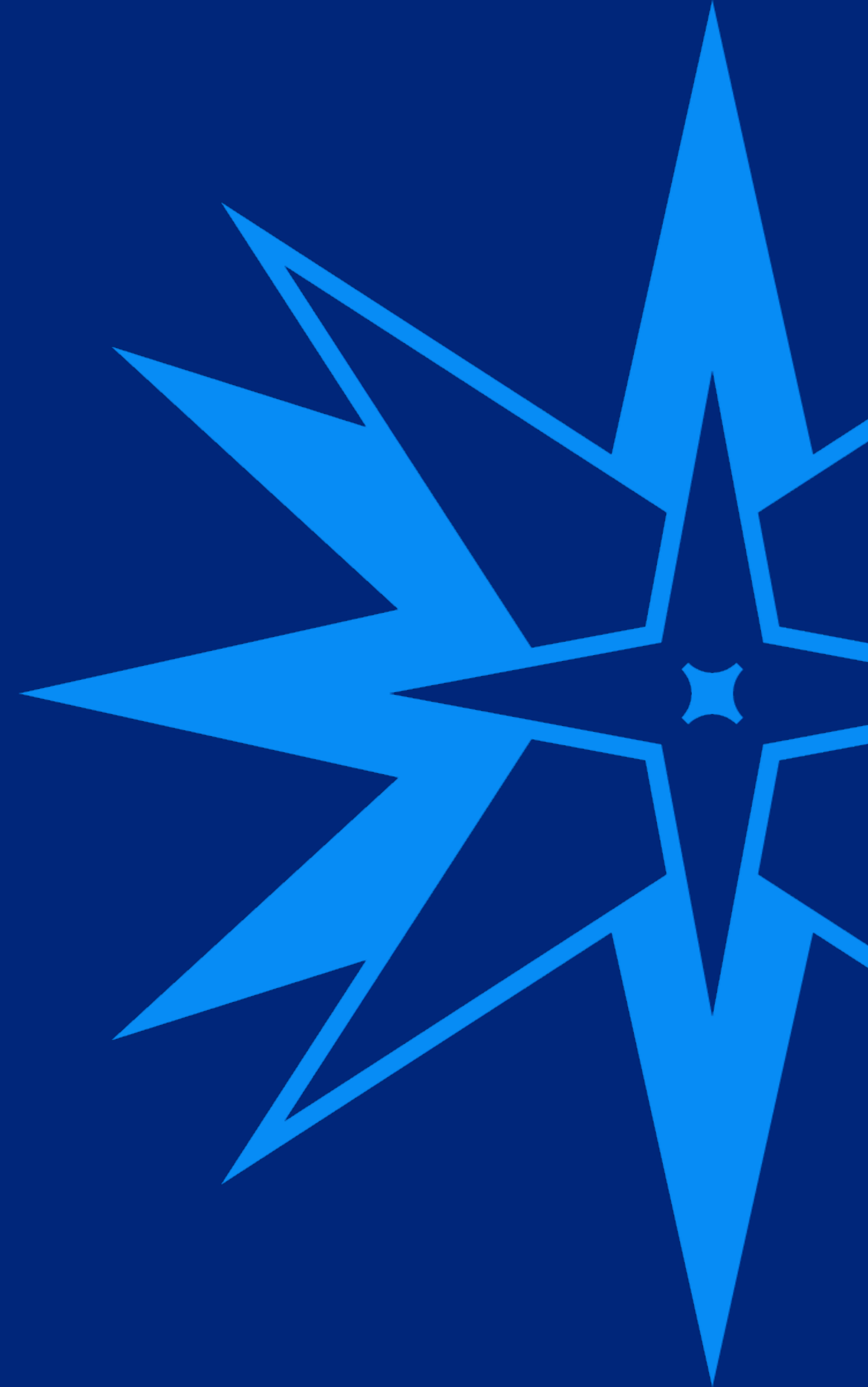




Asset Essentials

**Facilities Work Order Request
System**

**MORAVIAN
UNIVERSITY**



Welcome to Asset Essentials, the new Facilities work request system. Here you will find the information you need to start entering your work requests.

You can access a link to the new system via Okta.

When you log in you will “land” on the My Request page:

1) Click “New” to launch a new request form, then:

A) SELECT SITE

Asset Essentials | MY REQUESTS

Save Cancel

WELCOME HOUNDS!
Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form.

SELECT REGION/SITE

Region: Moravian University Site: * Main Street Campus

REQUEST DETAILS

Work Category: * --Select-- Location: *

Area/Room #: *

Work requested: *

UPLOAD DOCUMENT/IMAGE

Documents/Images: Drag & Drop file(s) here to upload Browse

Choose your site from the drop down. Options are:

- Lancaster Campus
- Main Street Campus
- Priscilla Payne Hurd Campus
- Steel Athletic Complex
- West Campus

B) LOCATION OF ISSUE

i. Location – Sally

Asset Essentials | MY REQUESTS

Save Cancel

WELCOME HOUNDS!
Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form.

SELECT REGION/SITE

Region: Moravian University Site: * Main Street Campus

REQUEST DETAILS

Work Category: * --Select-- Location: *

Area/Room #: *

Work requested: * **B / I / U**

Choose the location the work is to be performed at.

Name	Location #	Path
1019 Monocacy Street	2000000209	1019 Monocacy Street
1021 Monocacy Street	2000000001	1021 Monocacy Street
1023 Monocacy Street	2000000002	1023 Monocacy Street
1025 Monocacy Street	2000000003	1025 Monocacy Street
1028 Geissinger Street	2000000005	1028 Geissinger Street
1130 Main Street	1130 Main Street	1130 Main Street
1132 Main Street	2000000007	1132 Main Street
1136 Main Street	2000000008	1136 Main Street
1138 Main Street	2000000009	1138 Main Street
1140 Main Street	2000000010	1140 Main Street

Page 1 of 18 (179 items) 1 2 3 4 5 6 7 ... 16 17 18

Upload Document/Image

Documents/Images: Drag & Drop file(s) here to upload Browse

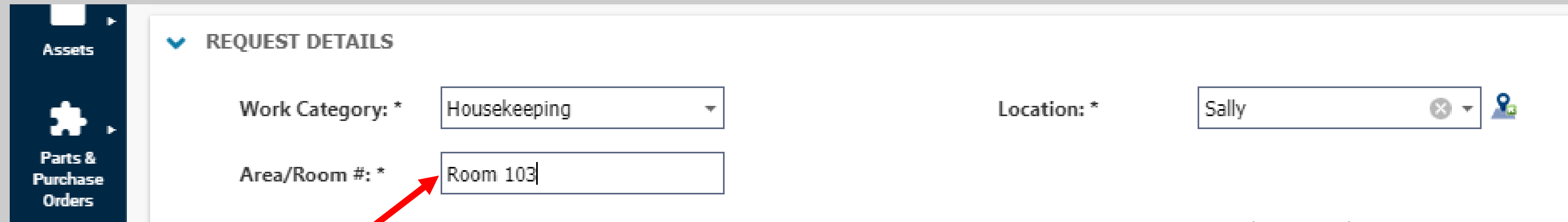
Help Profile

Bold Text: * - Denotes a required field.

C) Area/Room

i. Location – Sally

i.i. Area/Room



The screenshot shows a software interface for request details. On the left is a dark sidebar with 'Assets' and 'Parts & Purchase Orders' options. The main area is titled 'REQUEST DETAILS' and contains three fields: 'Work Category: *' with a dropdown menu set to 'Housekeeping', 'Location: *' with a dropdown menu set to 'Sally' and a location pin icon, and 'Area/Room #: *' with a text input field containing 'Room 103'. A red arrow points from the text below to the 'Area/Room #: *' field.

Indicate room information (this field is free form)

D) Work Category

i. Location – Sally

i.i. Area/Room # - Room 103

i.i.i Work Category - Housekeeping



Assets

Parts & Purchase Orders

REQUEST DETAILS

Work Category: * Housekeeping

Area/Room #: * Room 103

Location: * Sally

Type of work being requested (choose from drop down)

E) Request Details

▼ REQUEST DETAILS

Work Category: *

Location: *

Area/Room #: *

Work requested: *

B / **I** / **U** ^{ABC}

Please take out trash. ← **Details of requested work**

▼ UPLOAD DOCUMENT/IMAGE

Documents/Images:

← **Add photo if you would like**

F) Save

Click “Save” and your request will be given a work order number and routed to the appropriate supervisor.

Dashboard

Calendar

Map

Work Orders

Assets

Parts & Purchase Orders

Admin

Save Cancel

WELCOME HOUNDS!

Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this r

SELECT REGION/SITE

Region: Moravian University Site: * Main Street Campus

REQUEST DETAILS

Work Category: * Housekeeping Location: * Sally

Area/Room #: * Room 103

Work requested: *

Please take out trash.

G) EMAIL NOTICE You will receive an email indicating your request has been entered into the system. You will receive another email verifying completion.