How to Enter a Work Order Request using Asset Essentials by Dude Solutions

A link to the work order system is at: facilities.trincoll.edu

- Navigate to Dude Solutions login page:
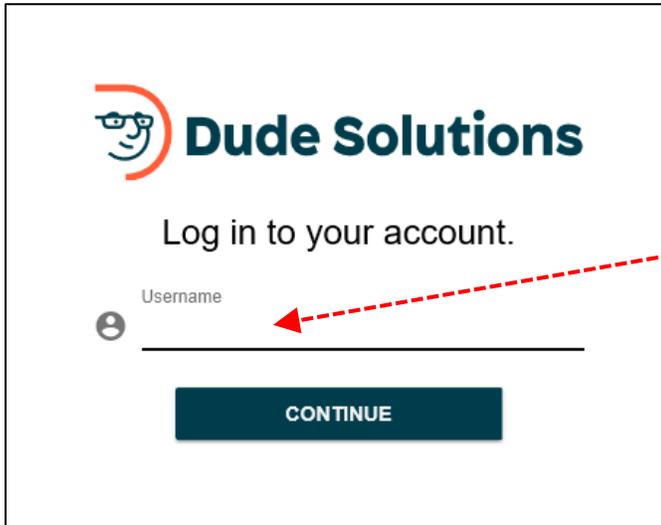
Your Trinity College
username@trincoll.edu

- Enter your Trinity College username@trincoll.edu
- You will be directed to Trinity College's authentication page:
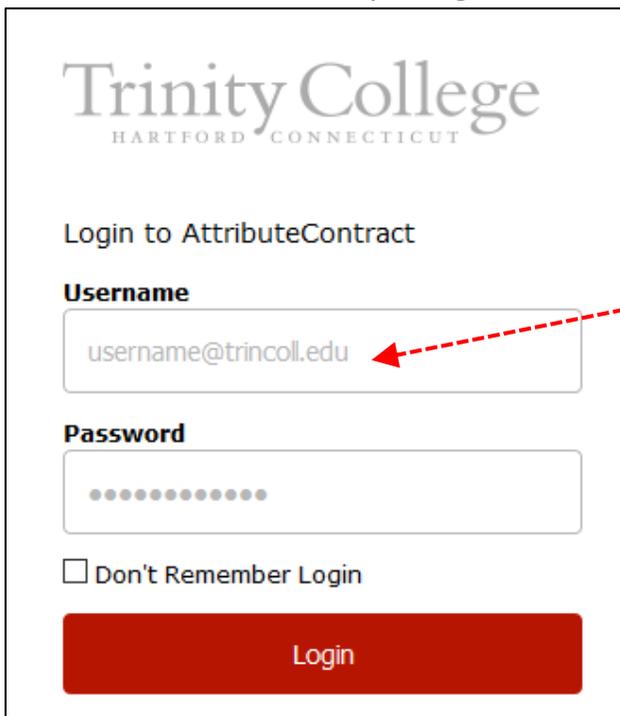
Your Trinity College
username@trincoll.edu

- Enter your Trinity College username@trincoll.edu and password
  - If you have forgotten your Trinity College username or password, please contact the Information Services Desk at **(860) 297-2100**
- Click "Login" and you will be directed to Dude Solutions Asset Essentials
- To create a new Work Order request, click the "New" button in the top left
- Click "Select Building" at the top of the screen to choose a building location
  - NOTE: You can search for buildings by typing after selecting the drop-down menu
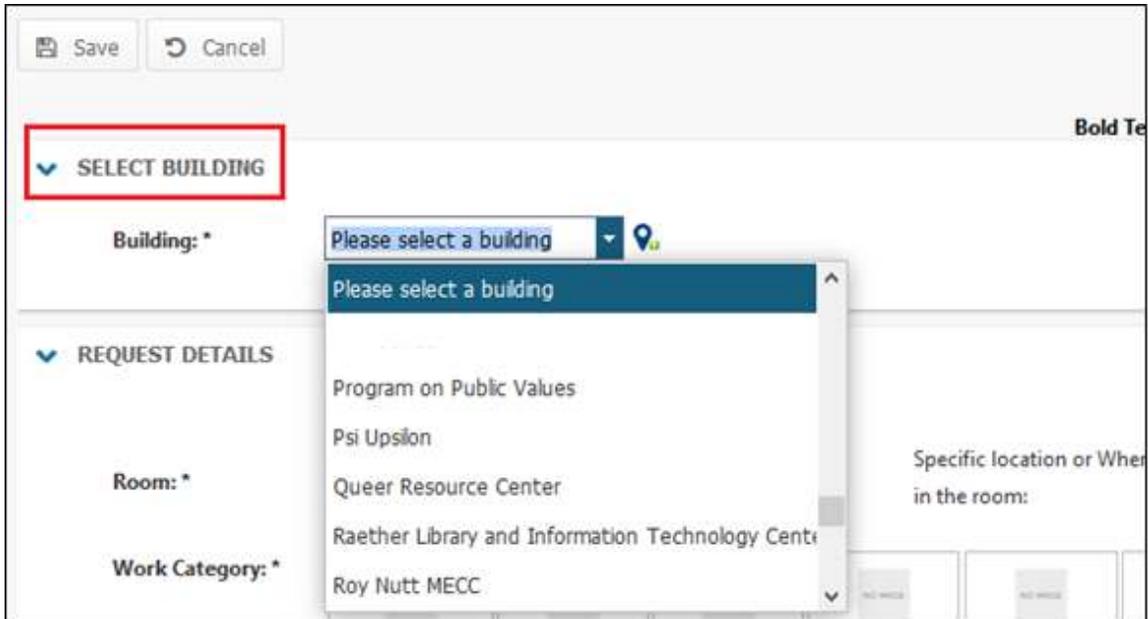
- Click "Room" drop-down menu in the Request Details section
  - NOTE: You can search for a room by typing in the blank box below "Name" and pressing enter
  - NOTE: If your room is not listed please select ***My Room Isn't Listed** and type in the room number or name in the "Specific location or Where in the room" field
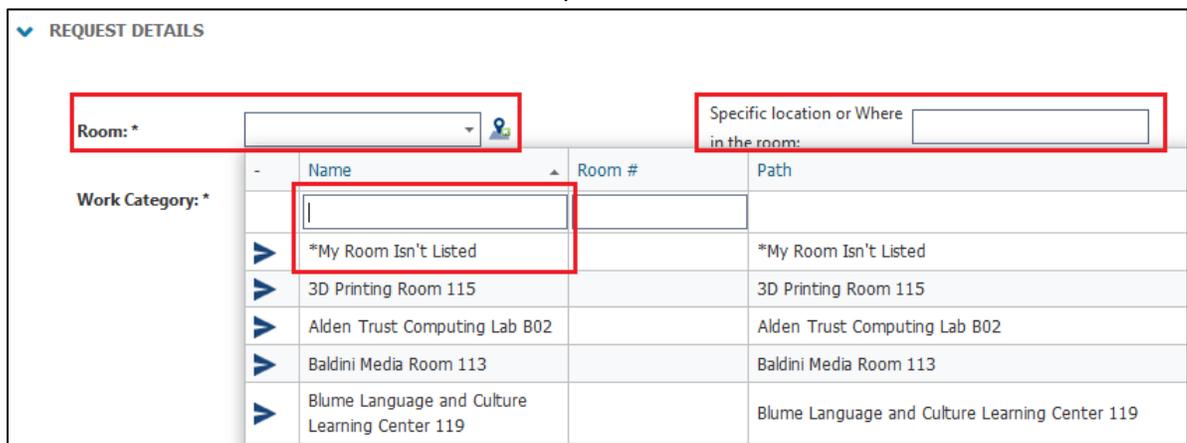
- Select the most relevant Work Category

- Add a detailed description of the work requested

- Click "Save" in the top left of the screen
- You will receive a confirmation email that your work order was processed
  - You will also receive an email when your work order changes status (such as "Parts on Order", "Complete" etc.)
- You can view your work orders by clicking "My Requests" on the far left
- There are different views you can select under "My Requests"