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

A link to the work order system is at: <u>facilities.trincoll.edu</u>

• Navigate to Dude Solutions login page:

Dude Solutions	Your Trinity College username@trincoll.edu
Log in to your account.	
CONTINUE	

- 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

🖺 Save 🏾 🏵 Cancel				
✓ SELECT BUILDING				Bold Te
Building: *	Please select a building 💌 <table-cell></table-cell>			
	Please select a building	^		
✓ REQUEST DETAILS	Program on Public Values Psi Upsilon			
Room: *	Queer Resource Center		in th	ific location or When e room:
Work Category: *	Raether Library and Information Technology Cente Roy Nutt MECC	*		ni ma

- 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

✓ REQ	UEST DETAILS					
R	loom: *		- 2		Spec in th	ific location or Where
		-	Name 🔺	Room #		Path
v	Vork Category: *					
		>	*My Room Isn't Listed			*My Room Isn't Listed
		>	3D Printing Room 115			3D Printing Room 115
		>	Alden Trust Computing Lab B02			Alden Trust Computing Lab B02
		>	Baldini Media Room 113			Baldini Media Room 113
		>	Blume Language and Culture Learning Center 119			Blume Language and Culture Learning Center 119

• Select the most relevant Work Category

Work Category: *	BDAMI ON	NO IMAGE	NO IMAGE	NO IMAGE	NO IMAGE	NO IMAGE	
	Carpentry	Custodial	Electrical	Elevator	General Maintenance	Grounds	
	32AMI CM	NO IMAGE	35AMI GM	30.6M CM	NO IMAGE	NO IMAGE	
	HVAC	Leak/Flood	Lighting	Moving	Pest Control	Plumbing	
	3DAMI CM						
	Washer/Dryer						

• Add a detailed description of the work requested

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	Work requested: *	в	I	U	ABC	(2)	K 7 2 3
	Example detailed description of work to be performed						

- 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"

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cific location or	Work Catagony		No View - Default		
ere in the room	work category		(Shared) All My Work Requests		
9	9		(Shared) My Closed Work Requests		
	Pest Control		(Shared) My Open Work Requests		
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