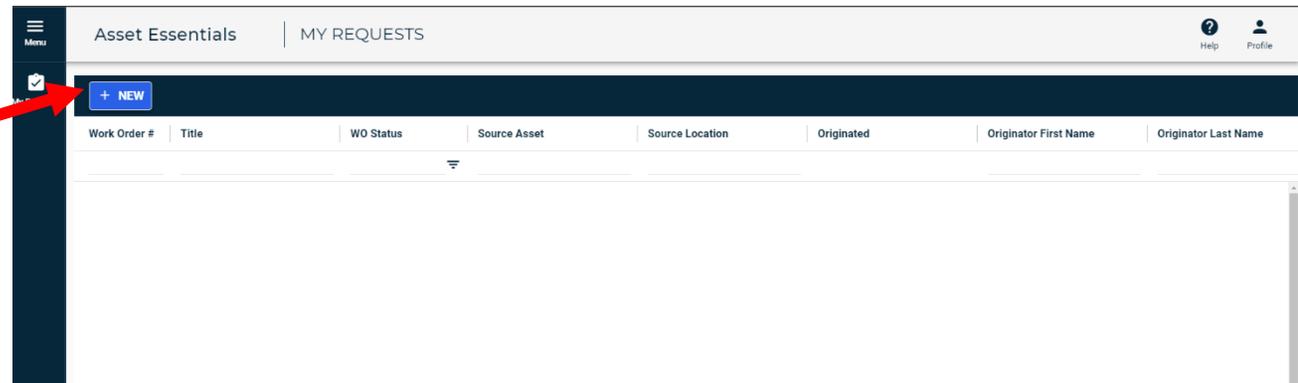


Maintenance Work Order Request Form

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

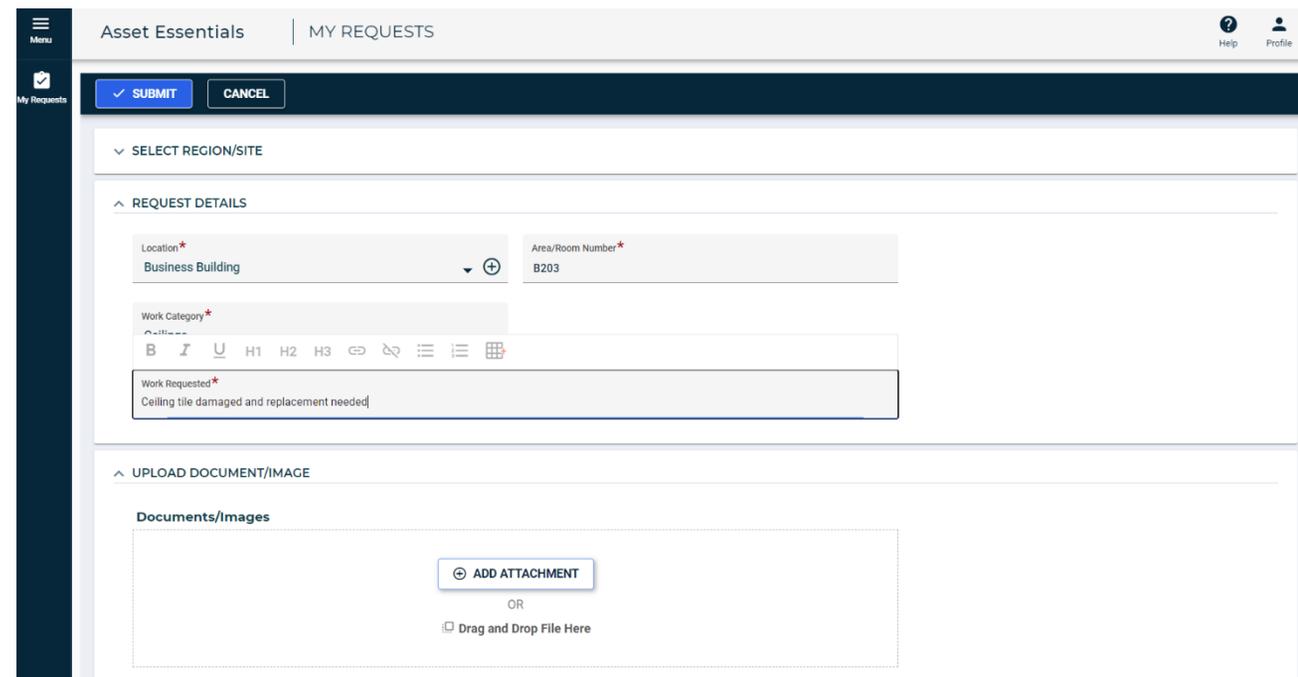
Click "New" button to start work order process.



The screenshot shows the 'Asset Essentials' interface with the 'MY REQUESTS' tab selected. A dark blue sidebar on the left contains a menu icon and a checkmark icon. A red arrow points to a blue '+ NEW' button located in the top left of the main content area. Below the button is a table with columns: Work Order #, Title, WO Status, Source Asset, Source Location, Originated, Originator First Name, and Originator Last Name. The table is currently empty.

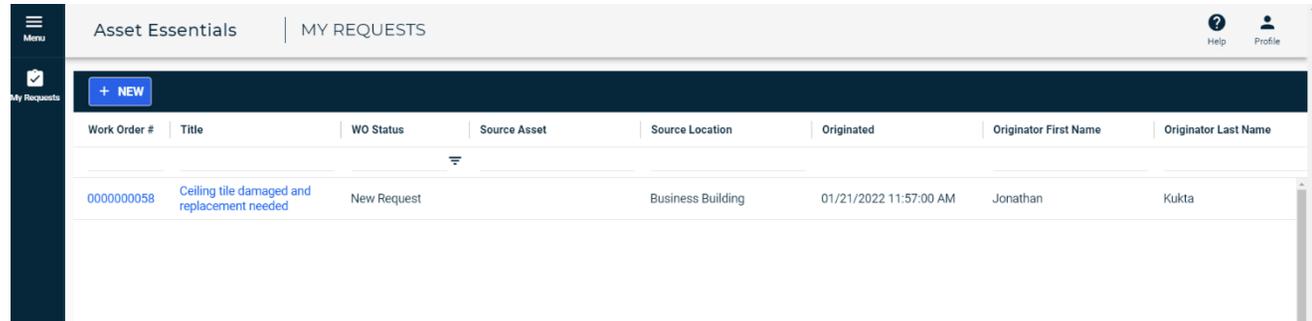
Fill out required fields for Building Location, Room, Work Category, and Work Requested.

When complete, click the "Submit" button.



The screenshot shows the 'Asset Essentials' interface with the 'MY REQUESTS' tab selected. The form is displayed with a dark blue header containing a checkmark icon, a 'SUBMIT' button, and a 'CANCEL' button. The form is divided into sections: 'SELECT REGION/SITE', 'REQUEST DETAILS', and 'UPLOAD DOCUMENT/IMAGE'. The 'REQUEST DETAILS' section contains three required fields: 'Location*' with the value 'Business Building', 'Area/Room Number*' with the value 'B203', and 'Work Category*' with a rich text editor containing 'H1 H2 H3'. The 'Work Requested*' field contains the text 'Ceiling tile damaged and replacement needed'. The 'UPLOAD DOCUMENT/IMAGE' section has a dashed box with an 'ADD ATTACHMENT' button and the text 'OR Drag and Drop File Here'.

Open work requests will be listed on the homepage of the work order system.



The screenshot shows the 'MY REQUESTS' page in the Asset Essentials system. The page features a dark blue sidebar with a 'Menu' icon and a 'My Requests' icon. The main content area has a header with 'Asset Essentials' and 'MY REQUESTS', along with 'Help' and 'Profile' links. A '+ NEW' button is located above the table. The table lists work orders with columns for Work Order #, Title, WO Status, Source Asset, Source Location, Originated, Originator First Name, and Originator Last Name.

Work Order #	Title	WO Status	Source Asset	Source Location	Originated	Originator First Name	Originator Last Name
000000058	Ceiling tile damaged and replacement needed	New Request		Business Building	01/21/2022 11:57:00 AM	Jonathan	Kukta