Submitting a Facility Repair Request in Asset Essentials

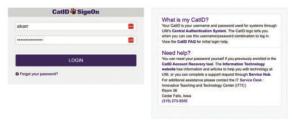
DESKTOP APPLICATION



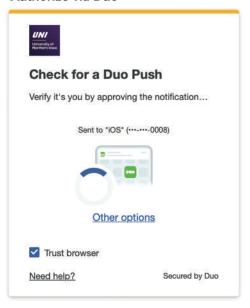
Login to Asset Essentials

AssetEssentials.DudeSolutions.com/UNIHousing

Enter CatID & Password



Authorize via Duo

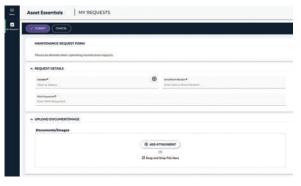


Click + NEW to create a new work request



Enter Request Details

This includes Location (Building), Room Number, Work Requested and attaching any pertinant photos or documentation. Click \checkmark Submit to save and submit the work order request to UHD.



MOBILE APPLICATION



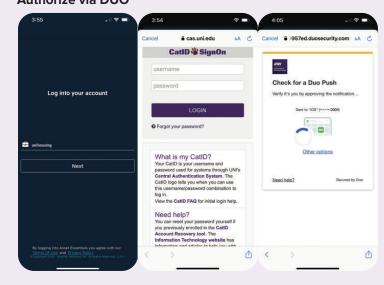
Download the Mobile App

Go to Google Play or the App Store and search for the Asset Essentials app to install on your phone.

Open the App

Client ID = UNIhousing

Enter CATID Authorize via DUO



Click + at the bottom center to create a new request Enter Request Details

This includes Location (Building), Room Number, Work Requested and attaching any pertinant photos or documentation. Tap Submit Request to save and submit the work order request to UHD.

