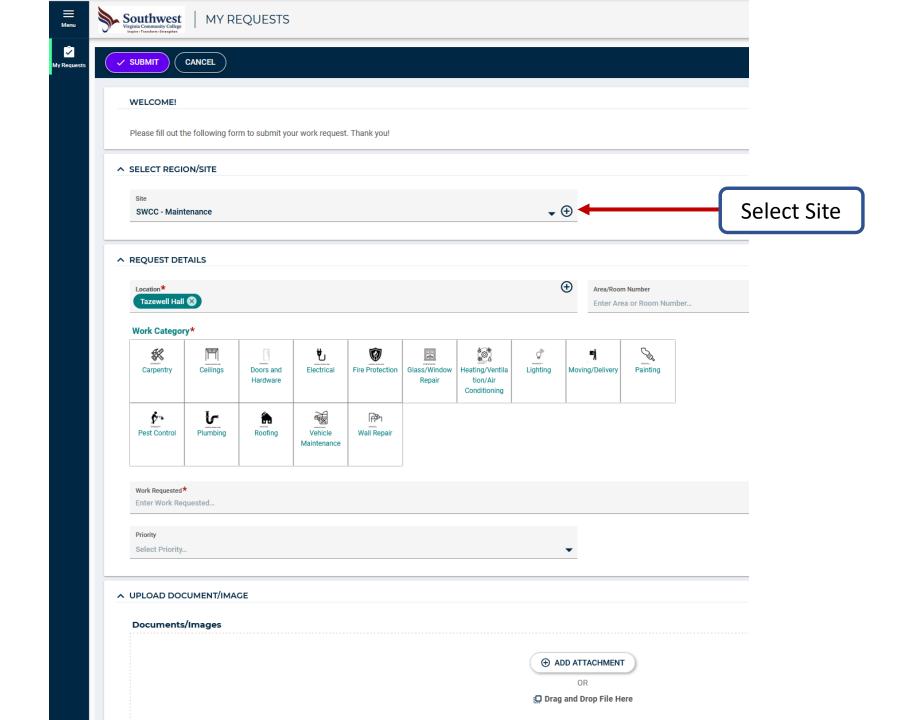


Facilities Work Order System Training 2022

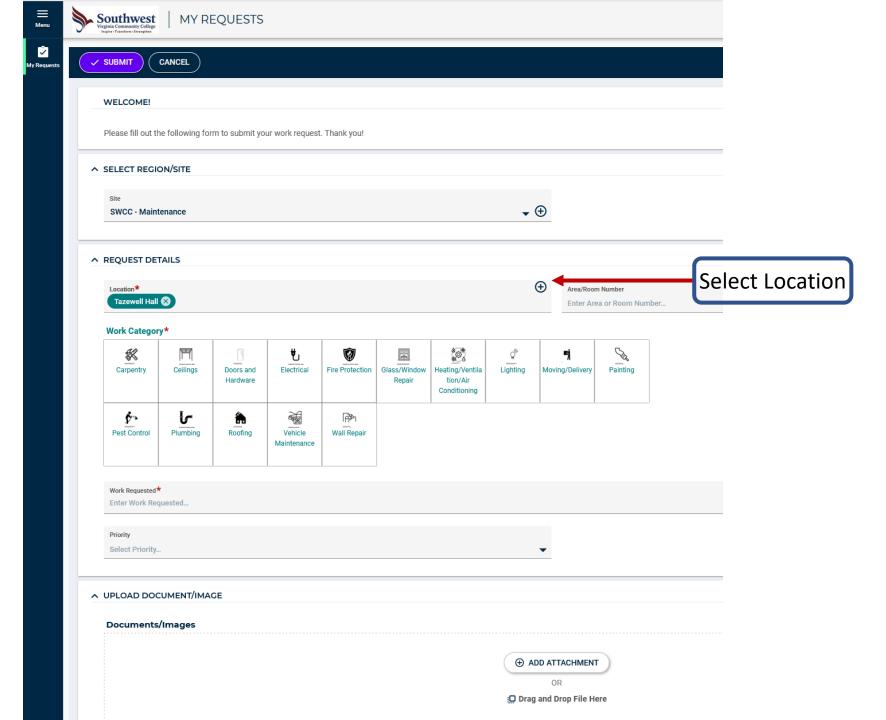
Facilities Work Order System URL

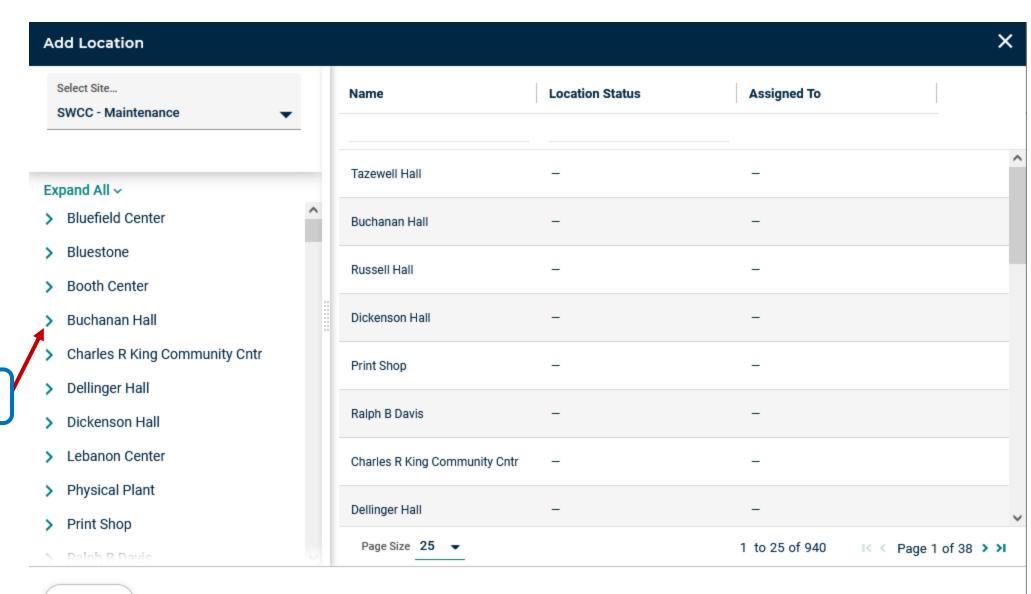
- https://assetessentials.dudesolutions.com/swvcc/Home/Index
- Client ID: swvcc (for first time login)
- Employees will use the following credentials to log into the work order system:
 - Enter SWCC authenticator Firstname.Lastname@staff.sw.edu
 - Enter SWCC authenticator password
 - Open up SWCC authenticator app to enter password or use fingerprint id.
 - Create new account on desktop computer before downloading mobile app.
 - Mobile App Store name: Asset Essentials



↑ SELECT REGION/SITE

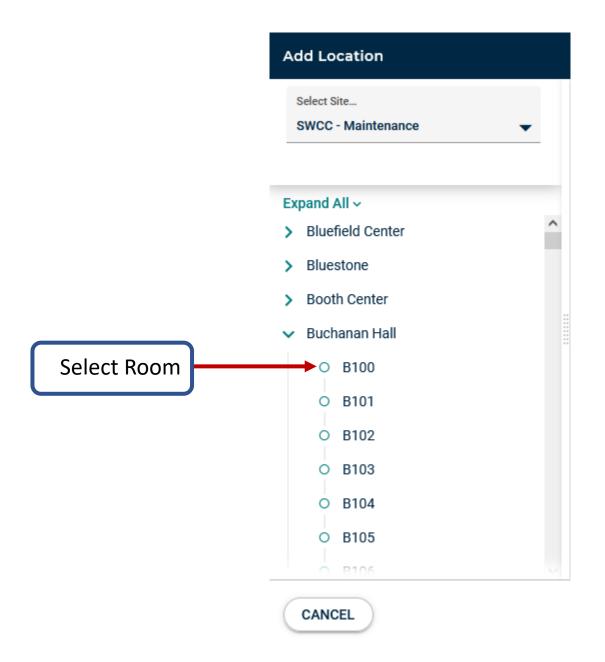


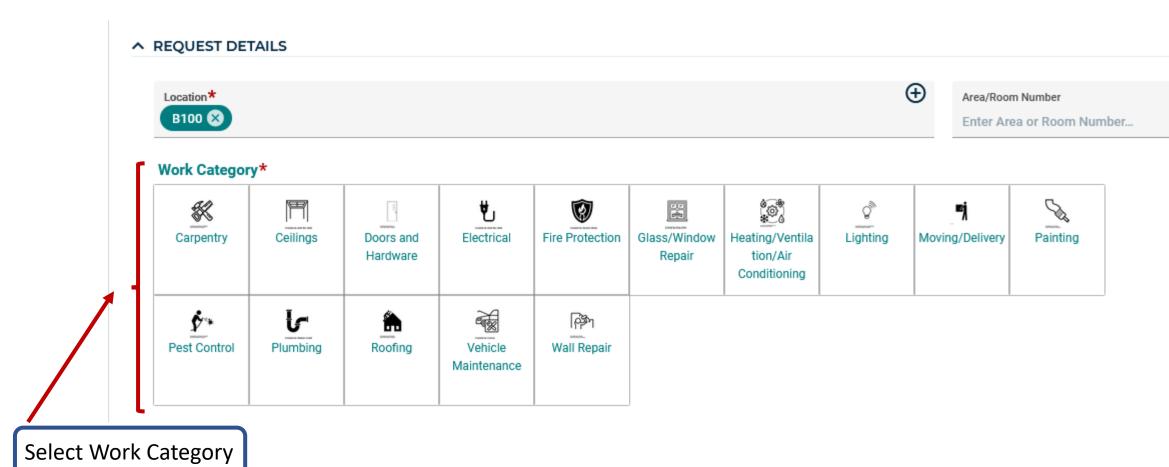




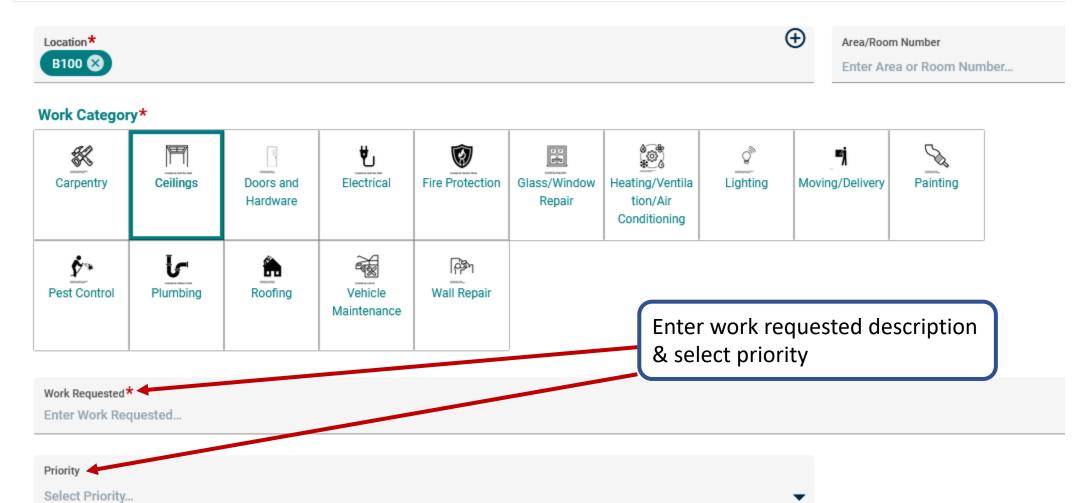
CANCEL

Expand





↑ REQUEST DETAILS



↑ REQUEST DETAILS





Area/Room Number

Enter Area or Room Number...

Work Category*



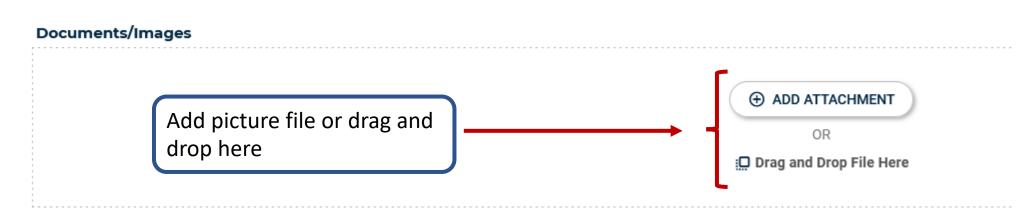
Work Requested★

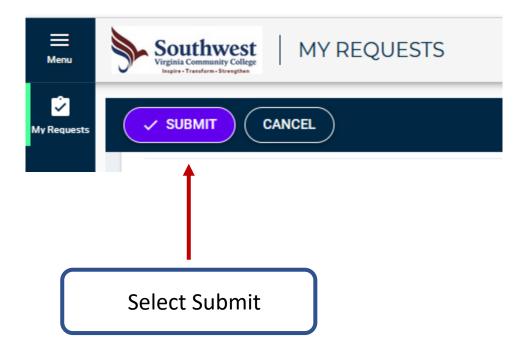
Ceiling leak. Ceiling Tile Stained.

Priority

Critical - ASAP

∧ UPLOAD DOCUMENT/IMAGE









MY REQUESTS



+ NEW							
Work Order #	Title	WO Status	Source Asset	Source Location	Originated	Originator First Name	Originator Last Name
		₹					
000000016	Ceiling leak. Ceiling Tile Stained.	New Request	-	B100	09/12/2022 10:59:00 AM	Michael	Bales



Questions?

Help Contact Information

Angie Goodman 276-964-7317

Mike Bales 276-964-7323