



## 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

✓ SUBMIT

CANCEL

WELCOME!

Please fill out the following form to submit your work request. Thank you!

^ SELECT REGION/SITE

Site  
SWCC - Maintenance






Select Site

^ REQUEST DETAILS

Location\*  
Tazewell Hall

Area/Room Number  
Enter Area or Room Number...

Work Category\*

 Carpentry	 Ceilings	 Doors and Hardware	 Electrical	 Fire Protection	 Glass/Window Repair	 Heating/Ventilation/Air Conditioning	 Lighting	 Moving/Delivery	 Painting
 Pest Control	 Plumbing	 Roofing	 Vehicle Maintenance	 Wall Repair					

Work Requested\*  
Enter Work Requested...

Priority  
Select Priority...

^ UPLOAD DOCUMENT/IMAGE

Documents/Images

+ ADD ATTACHMENT

OR

Drag and Drop File Here

^ SELECT REGION/SITE

Site

|



SWCC - Grounds



SWCC - Housekeeping

SWCC - Maintenance

SUBMIT CANCEL

WELCOME!

Please fill out the following form to submit your work request. Thank you!

SELECT REGION/SITE

Site  
SWCC - Maintenance

REQUEST DETAILS

Location\*  
Tazewell Hall

Area/Room Number  
Enter Area or Room Number...

Select Location

Work Category\*

Carpentry	Ceilings	Doors and Hardware	Electrical	Fire Protection	Glass/Window Repair	Heating/Ventilation/Air Conditioning	Lighting	Moving/Delivery	Painting
Pest Control	Plumbing	Roofing	Vehicle Maintenance	Wall Repair					

Work Requested\*  
Enter Work Requested...

Priority  
Select Priority...

UPLOAD DOCUMENT/IMAGE

Documents/Images

ADD ATTACHMENT

OR

Drag and Drop File Here

## Add Location



Select Site...

SWCC - Maintenance

Expand All ▾

- > Bluefield Center
- > Bluestone
- > Booth Center
- > Buchanan Hall
- > Charles R King Community Cntr
- > Dellinger Hall
- > Dickenson Hall
- > Lebanon Center
- > Physical Plant
- > Print Shop
- > Ralph B Davis

Expand

Name	Location Status	Assigned To
Tazewell Hall	—	—
Buchanan Hall	—	—
Russell Hall	—	—
Dickenson Hall	—	—
Print Shop	—	—
Ralph B Davis	—	—
Charles R King Community Cntr	—	—
Dellinger Hall	—	—

Page Size 25 ▾

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CANCEL

## Add Location

Select Site...  
SWCC - Maintenance

Expand All

- > Bluefield Center
- > Bluestone
- > Booth Center
- ✓ Buchanan Hall

Select Room

- B100
- B101
- B102
- B103
- B104
- B105
- B106

CANCEL

^ REQUEST DETAILS

Location\*



B100



Area/Room Number

Enter Area or Room Number...

Work Category\*

 Carpentry	 Ceilings	 Doors and Hardware	 Electrical	 Fire Protection	 Glass/Window Repair	 Heating/Ventilation/Air Conditioning	 Lighting	 Moving/Delivery	 Painting
 Pest Control	 Plumbing	 Roofing	 Vehicle Maintenance	 Wall Repair					

Select Work Category



^ REQUEST DETAILS

Location\*
















B100



Area/Room Number

Enter Area or Room Number...

Work Category\*

 Carpentry	 Ceilings	 Doors and Hardware	 Electrical	 Fire Protection	 Glass/Window Repair	 Heating/Ventilation/Air Conditioning	 Lighting	 Moving/Delivery	 Painting
 Pest Control	 Plumbing	 Roofing	 Vehicle Maintenance	 Wall Repair					

Enter work requested description & select priority

Work Requested\*

Enter Work Requested...

Priority

Select Priority...



^ REQUEST DETAILS

Location\*















B100



Area/Room Number

Enter Area or Room Number...

Work Category\*

 Carpentry	 Ceilings	 Doors and Hardware	 Electrical	 Fire Protection	 Glass/Window Repair	 Heating/Ventilation/Air Conditioning	 Lighting	 Moving/Delivery	 Painting
 Pest Control	 Plumbing	 Roofing	 Vehicle Maintenance	 Wall Repair					

Work Requested\*

Ceiling leak. Ceiling Tile Stained.

Priority

Critical - ASAP



^ UPLOAD DOCUMENT/IMAGE

Documents/Images

Add picture file or drag and drop here



+ ADD ATTACHMENT  
OR  
📁 Drag and Drop File Here

The screenshot shows a web interface for Southwest Virginia Community College. On the left is a dark blue sidebar with a 'Menu' icon and a 'My Requests' icon. The main header area contains the college logo and the text 'Southwest Virginia Community College' with the tagline 'Inspire • Transform • Strengthen'. To the right of the logo is the text 'MY REQUESTS'. Below the header is a dark blue bar containing two buttons: a purple 'SUBMIT' button with a checkmark icon and a white 'CANCEL' button with a black outline.

Select Submit



Menu



# MY REQUESTS



My Requests

+ NEW

Work Order #	Title	WO Status	Source Asset	Source Location	Originated	Originator First Name	Originator Last Name
0000000016	Ceiling leak. Ceiling Tile Stained.	New Request	-	B100	09/12/2022 10:59:00 AM	Michael	Bales



Questions?

# Help Contact Information

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