

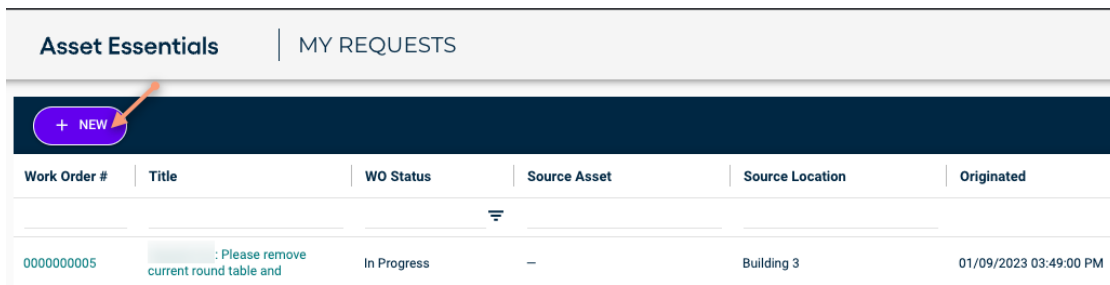
Creating a Work Order Request with Dude Solutions

The system makes it easier to submit and complete work orders in an organized workflow to help schedule service more efficiently.

To access Dude solutions for Roxbury Community College please login with your RCC login credentials:

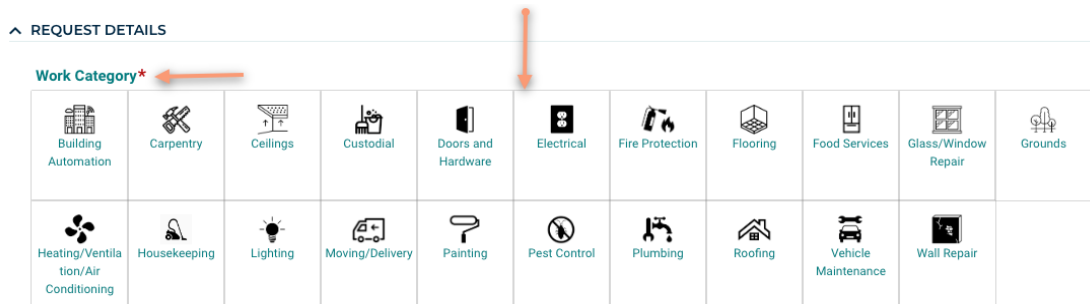
<https://assetessentials.dudesolutions.com/RoxburyCC/Home/Index>

1. Once you login select **New** to place a new order.



Work Order #	Title	WO Status	Source Asset	Source Location	Originated
000000005	: Please remove current round table and	In Progress	-	Building 3	01/09/2023 03:49:00 PM

2. In the side panel, select the **Work Category** that best describes what type of work needs to be done.

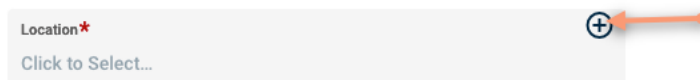



^ REQUEST DETAILS

Work Category*

Building Automation	Carpentry	Ceilings	Custodial	Doors and Hardware	Electrical	Fire Protection	Flooring	Food Services	Glass/Window Repair	Grounds
Heating/Ventilation/Air Conditioning	Housekeeping	Lighting	Moving/Delivery	Painting	Pest Control	Plumbing	Roofing	Vehicle Maintenance	Wall Repair	

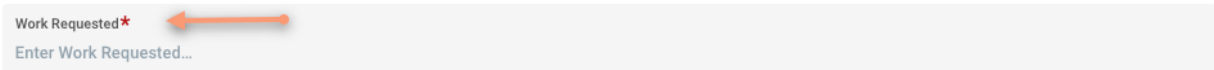
3. Select the Location of your office




Location* 

Click to Select...

4. Enter the room number as well a description with details regarding the request in the **Work Requested** field.



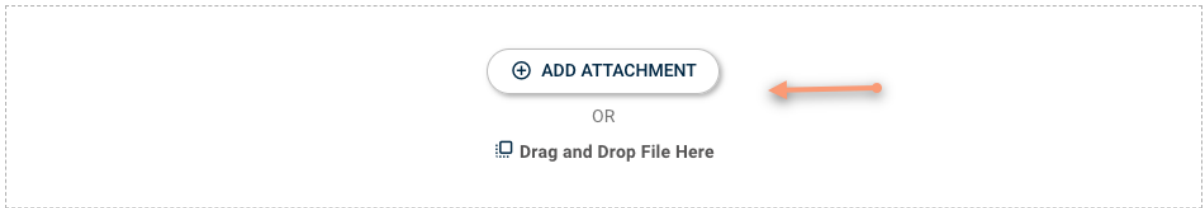
Work Requested* 

Enter Work Requested...

5. If you have photos you would like to attach, **select Add Attachment**. You will have the option of choosing a photo from your computer

^ UPLOAD DOCUMENT/IMAGE

Documents/Images



ADD ATTACHMENT

OR

Drag and Drop File Here

6. Once all your details have been entered, click on **Submit Work Request**.



Asset Essentials | MY REQUESTS

SUBMIT CANCEL

Work Category*