



Schooldude Asset Essentials

Facilities Services Work Request System

Welcome to *Schooldude Asset Essentials*, the new Facilities Services work request system. Here you will find the information you need to start entering your work requests!

You can access a link to the new system via the My Furman **A-Z Index**:

MyFurman

ADVISING & STUDENT INFO

DEPARTMENT BUDGETS

DIRECTORY

PERSONAL INFORMATION

SUPERVISORS

A-Z Index

Offices & Services

Academic Departments

 Fall 2021 Advising

 **Email / Office365**
Outlook and Word online

 **Box**
Storage and collaboration

 **CLP Calendar**
Cultural Life Program events

 **Employee Forms**
Online paperwork

 **Health Verification**
Confirm your ability to return

- Student Organizations (syncDIN)
- Student Search
- Success@Furman
- Survey Platform (for Qualtrics account holders)
- SVAC
- Team Access by Coach
- Technology Help (IT Service Center)
- TIAA (403(b) Retirement Plan)
- Time card Approval
- Time Card Entry
- Time Card History
- Time Card History for Supervisors
- Travel Services
- University Catalog
- Vacation / Sick Time
- Virtual Furman Engaged (use code: VFE2020)
- W-2 Statements
- WellTrack Interactive Self-Help Tool
- **Work Order Request - Facilities (Asset Essentials)**
- Workday (HR, Finance, Payroll services)
- Workday Training @ Furman

1-Click to access A-Z Index

2-Link to Work Order System

When you log in you will “land” on the **My Request** page:

- 1) Click “**New**” to launch a new request form, then:
 - A) **SELECT SITE**

B) LOCATION OF ISSUE

i. Location – Furman University Campus

1-Click to bring up location list

2-Choose your location

3-Select

Site	Name	Location Status	Assigned To
Furman University Campus			
	Daniel Dining Hall		

ii. Location – Furman University Housing

1-Click to bring up location list

2-Choose your location

3-Select Room

Site	Name	Location Status	Assigned To
Furman University Housing			
	North Village A		

C) Area/Room

i. Area/Room # - Furman University Campus

Assets

Parts & Purchase Orders

▼ LOCATION OF ISSUE

Use the icon to select building and area/room of the issue. Use the Area/Room# to provide this information if not found, or for more specific details.

Location: * Daniel Dining Hall

Area/Room #: * 209A Records Storage

Indicate Room Info

ii. Area/Room# - Furman University Housing

Assets

Parts & Purchase Orders

▼ LOCATION OF ISSUE

Use the icon to select building and area/room of the issue. Use the Area/Room# to provide this information if not found, or for more specific details.

Location: * RNVA-101-3

Area/Room #: * Closet

Since room number is accounted for in "Location," add specific area details

D) REQUEST DETAILS

section, provide details of your issue (including adding images in the box below, if necessary)

Admin

▼ REQUEST DETAILS

Provide accurate details of the issue. You may also upload any helpful images or documents.

Work requested: *

Closet door will not open. Door handle won't turn enough to free the door.

Details of requested work

Documents/Images:

Drag & Drop file(s) here to upload

Browse

Add photo if you would like – this is easier with phone app (see info at end of this tutorial)

E) **SAVE**

Click “Save” and your request will be given a work order number and routed to the proper department.

Menu

Dashboard

Calendar

Map

Work Orders

Assets

Parts & Purchase Orders

Admin

Asset Essentials | MY REQUESTS

Save Cancel

WELCOME TO THE FURMAN UNIVERSITY WORK REQUEST SYSTEM. GO DINS!
Please complete your request with as much detail as possible so it can be routed to the proper department for issue resolution.

SELECT SITE

IMPORTANT: Select either Campus or Housing option.

Site: * Furman University Housing

LOCATION OF ISSUE

Use the icon to select building and area/room of the issue. Use the Area/Room# to provide this information if not found, or for more specific details.

Location: * RNVA-101-3 Area/Room #: * Closet

REQUEST DETAILS

Provide accurate details of the issue. You may also upload any helpful images or documents.

Work requested: * B / U

Closet door will not open. Door handle won't turn enough to free the door.

Documents/Images: Drag & Drop file(s) here to upload Browse

F) **EMAIL NOTICE**

You will receive an email indicating your request has been entered into the system. You will receive another email verifying completion.

Also, feel free to call Jessica Lane at extension 2179 with any questions you may have.

SMARTPHONE APP

A smart phone app is available at App Store (iPhone) or Google Play (Android). The app is quite intuitive, but here are links to help:

[Downloading and Logging In](#)

[Mobile App Overview](#)

[Creating a Request](#)

[Viewing your Requests](#)