

PHYSICAL PLANT WORK ORDER SYSTEM

“Job Aid”

If you are logging into the Asset Essentials Work Order System for the first time

When you sign-in for the first time, the system will create an account for you. All “new user” accounts must be processed and assigned by the Physical Plant to their appropriate building locations. This process will not take place until you have submitted your first work order request.

During this initial period that a user first logs in, their building location will default to a building entitled “~New User~” and the only room number/area that will be accessible in your pop-up box as shown in *Screen 1.1* will be entitled “~New User~”. While your access is limited to this “new user” status, you will need to enter all building and room number locations in the “Work Description” field shown in *Screen 2*, along with the description of work being requested.

Once you have been assigned to your appropriate building, when the new request form is opened, two locations will populate in the “Building” drop-down box shown in *Screen 1*; the user’s building location and a Grounds & General location. The Grounds & General location should be used for any work being requested in the outside campus areas. You will also have access to choose from all the areas within your assigned building and all areas within the Grounds & General location (Shown in *Screen 1.1*). (If you have a need to receive access to any other building, please contact the Physical Plant at workorders@pittstate.edu.)

Please note that the initial building assignment process is a manual one. Please continue to include the building locations and room numbers/areas in the “Work Requested” field until you have access to your appropriate building and your pop-up menu has been populated.

New Work Order Request Screenshot With Section Screen References

Screen 1 – 1.4..... Entering Building and Room Number/Area Information

Screen 2..... Entering Work Requested Information

Screen 3..... Entering Cost Center Information

Screen 4..... Entering Additional Contact Information

Screen 5..... Attaching Photos/Documents

Screen 6..... Submitting The Work Order Request

Screen 7..... Your Submitted Work Order Request List

Screen 8..... Filtering Work Order Request List by Status

Screen 9..... Dashboard Screen Icon Descriptions

If you have any questions or need assistance with submitting work order requests, please contact workorders@pittstate.edu

For all emergency work requests, please submit a work order request and contact 620-235-4777 during normal business hours of 8:00 am – 4:30 pm, Monday-Friday. Outside normal business hours, please contact 620-235-4779. Emergency work is defined [here](#).

Menu

My Requests

Pittsburg State University

MY REQUESTS

New Work Order Request Screen

Resource Center

Help

Profile

✓ SUBMIT

CANCEL

REQUEST DETAILS

Room Number or Area*

201D

Work Requested*

Enter Work Requested...

COST CENTER INFORMATION

Enter the Fund, Cost Center, and Account Code (and other segments) separated by periods. (ex. 1234.1234567.534100.0.0.0.0)

Cost Center-GL String

Enter Text...

PERSON TO CONTACT REGARDING WORK TO BE PERFORMED

(If not the same as requester)

Contact Name

Enter Text...

Building

Enter Text...

Room #

Enter Text...

Department

Enter Text...

Phone Number

Enter Text...

Email

Enter Text...

UPLOAD DOCUMENT/IMAGE

Documents/Images

ADD ATTACHMENT

OR

Drag and Drop File Here

Reference Screen 10

Reference Screen 7

Reference Screens 1 – 1.4

Reference Screen 2

Reference Screen 3

Reference Screen 4

Reference Screen 5

Clicking the “Cancel” button at any time prior to selecting “Submit” will cancel your request.

✓ SUBMIT CANCEL

▼ SELECT BUILDING OR SITE

NOTE: This field/section will not be displayed until your first request is submitted and your location has been assigned.

Building: *

Axe Library



Click on the down arrow to choose between your assigned building or the Grounds & General Location

^ REQUEST DETAILS

Room Number or Area *



Click to Select...

Required

Work Requested *

Enter Work Requested...

Choose the room/area where the work needs to be performed. **Click on the “+” or the field itself and a Room Number/Area list will pop up (See Screen 1.1)**

NOTE: This field will only display ~NEW USER~ (on Screen 1.1) until your first request is submitted and your location has been assigned.

✓ SUBMIT

CANCEL

REQUEST DETAILS

Room Number or Area*

Click to Select...

Required

Work Requested*

Enter Work Requested...

COST CENTER INFORMATION

Enter the Fund, Cost Center, and Account Code (and other information)

Cost Center-GL String

Enter Text...

PERSON TO CONTACT REGARDING WORK TO BE REQUESTED

(If not the same as requester)

Contact Name

Enter Text...

Room #

Enter Text...

Phone Number

Enter Text...

Department

Enter Text...

Email

Enter Text...

Add Room Number or Area

Select Building...

null

Expand All

100

100C

101B

102B

104

105

106

106B

107

108

100B

Click on the room number or area where work needs to be performed.

(The room number will become highlighted as in Screen 1.2)

Name	Room Number or Area	Status	Assigned To
101B	Occupied	-	
Front Lobby	Occupied		
100	Occupied		
Tunnel Entrance	Occupied	-	
Custodial Closet - 1st Floor	Occupied		
113	Occupied		
Boiler Room	Occupied		
112A	Occupied	-	

Page Size 25

1 to 25 of 49

Page 1 of 2

CANCEL

You may also use either of the scroll bars to look through the list of Room Numbers & Areas.

There will be multiple pages on this list. You may go through the pages by using the page number arrows here.

Number of areas per page may be adjusted here.

SUBMIT CANCEL

REQUEST DETAILS

Room Number or Area*
Click to Select...

Required

Work Requested*
Enter Work Requested...

COST CENTER INFORMATION

Enter the Fund, Cost Center, and Account Code (and other information)

Cost Center-GL String
Enter Text...

PERSON TO CONTACT REGARDING WORK TO BE REQUESTED

(If not the same as requester)

Contact Name
Enter Text...

Room #
Enter Text...

Add Room Number or Area

Select Building...
null

Expand All

100

100C

101B

102B

104

105

106

106B

107

108

108B

Name	Room Number or Area Status	Assigned To
101B	Occupied	-

CANCEL

Room List is shortened to the one that is selected

Selected room is highlighted

✓ SUBMIT

CANCEL

^ REQUEST DETAILS

Location Number or Area*

Click to Select...

Required

Work Requested*

Enter Work Requested...

^ COST CENTER INFORMATION

Enter the Fund, Cost Center, and Account Code (and other information)

Cost Center-GL String

Enter Text...

^ PERSON TO CONTACT REGARDING WORK TO BE REQUESTED

(If not the same as requester)

Contact Name

Enter Text...

Room #

Enter Text...

Add Room Number or Area

Select Building...

null

Expand All v

100

100C

101B

102B

104

105

106

106B

107

108

108B

Name	Room Number or Area	Status	Assigned To
101B	Occupied	-	

CANCEL

↑


Click on room number/area and the selected item will be put into your request form as seen in Screen 1.4


✓ SUBMIT

CANCEL

^ REQUEST DETAILS

Room Number or Area*

101B 



← Room Number selected is placed into field on Request Form.

Work Requested*

Enter Work Requested...

If you need to change Room Number/Area, click on “x” next to room number/area and then repeat Screens 1 – 1.4



✓ SUBMIT

CANCEL

^ REQUEST DETAILS

Room Number or Area*

B

I

U

H1

H2

H3

Work Requested*

Enter Work Requested...

← Type description of all work to be performed.

Note: If you are still in the ~NEW USER~ status and your building has not yet been assigned, you will also need to include the building and room number/area here, as well as the work to be done.

✓ SUBMIT CANCEL

Required

^ COST CENTER INFORMATION

Enter the Fund, Cost Center, and Account Code (and other segments) separated by periods. (ex. 1234.1234567.534100.0.0.0.0.0)

Cost Center-GL String

Enter Text...



Enter GL String to charge work costs to.

To avoid delays in work, we ask that this field be completed even if there will be no charges billed.

Funding is required prior to work being performed for any requests outside of normal maintenance items which are defined under the “Billable Physical Plant Services” heading at the following link on the Physical Plant website.

<https://www.pittstate.edu/office/physical-plant/plant-services.html>

Screen 4

^ PERSON TO CONTACT REGARDING WORK TO BE PERFORMED

(If not the same as requester)

Enter information in this section **ONLY** if we need to contact someone other than yourself in regard to the work requested.

Contact Name

Enter Text...

Building

Enter Text...

Room #

Enter Text...

Department

Enter Text...

Phone Number

Enter Text...

Email

Enter Text...

Screen 5

^ UPLOAD DOCUMENT/IMAGE

Documents/Images

⊕ ADD ATTACHMENT

OR

📁 Drag and Drop File Here



Upload any photos or documents related to the work requested if desired.

Menu

My Requests

Pittsburg State University

MY REQUESTS

Clicking the "Cancel" button on this screen will cancel your request.

Screen 6

Resource Center

Help

Profile

✓ SUBMIT

CANCEL

REQUEST DETAILS

Room Number or Area*

201D

Work Requested*

Enter Work Requested...

COST CENTER INFORMATION

Enter the Fund, Cost Center, and Account Code (and other segments) separated by periods. (ex. 1234.1234567.534100.0.0.0.0.0)

Cost Center-GL String

Enter Text...

PERSON TO CONTACT REGARDING WORK TO BE PERFORMED

(If not the same as requester)

Contact Name

Enter Text...

Building

Enter Text...

Room #

Enter Text...

Department

Enter Text...

Phone Number

Enter Text...

Email

Enter Text...

UPLOAD DOCUMENT/IMAGE

Documents/Images

Click "Submit" when all information has been entered.

After you click submit, you will see a message that says "Saved Successfully" in the upper right corner and you will automatically be taken to the "My Requests" screen (Screen 7).

Menu

Requests

Pittsburg State University

MY REQUESTS

You may click the “My Requests” tab at any time to see this list.

Clicking “New” will always take you to the screen to enter a new work order request.

+ NEW

APPLIED FILTERS

Work Order #	WO Status	Description/Work Requested	Source Building	Source Room Number or Area	Originated ↓	Originator First Name	Originator Last Name	Contact Name
0000000006	In Progress	Test Work Order	Physical Plant	100	07/12/2022 08:28:00 PM	Tonya	Pentola	
0000000005	In Progress	Changes filters in A/C units in Porter	Wilkinson Alumni Center	Board Room	11/16/2021 02:36:00 PM	Tonya	Pentola	

Click on Work Order Number to see details of the work order (See Screen 9).

This dashboard will show all the work order requests that you have submitted.

Click on any of these column headings and it will sort ascending or descending by the column chosen.

+ NEW

APPLIED FILTERS

Work Order #	WO Status	Description/Work Requested	Source Building	Source Room Number or Area	Originated ↑	Originator First Name	Originator Last Name	Contact Name
0000000005	In Progress		Wilkinson Alumni Center	Board Room	11/16/2021 02:36:00 PM	Tonya	Pentola	
0000000006	In Progress		Physical Plant	100	07/12/2022 08:28:00 PM	Tonya	Pentola	

- Search...

☒ (Select All)

☒ Initial

☒ New Request

☒ In Progress

☒ Parts on Order

☒ On Hold

☒ Declined

☒ Completed

☒ Complete Pending Approval

☒ Closed

☒ Received

Click on this symbol and you will see this pop-up list. This allows you to view only the “Work Order Status” you would like to see.

CANCEL

REQUEST UPDATES

Status

In Progress

Action Taken

Assigned To

Index	Employee #	First Name	Last Name
1	—	Admin	Admin

Work Order #

0000000006

REQUEST DETAILS

Room Number or Area

100

Work Requested

Test Work Order

COST CENTER INFORMATION

Enter the Fund, Cost Center, and Account Code (and other segments) separated by periods. (ex. 1234.1234567.534100.0.0.0.0.0)

Cost Center-GL String

1105.4511200.534100

PERSON TO CONTACT REGARDING WORK TO BE PERFORMED

(If not the same as requester)

Contact Name

Building

Room #

Department

Phone Number

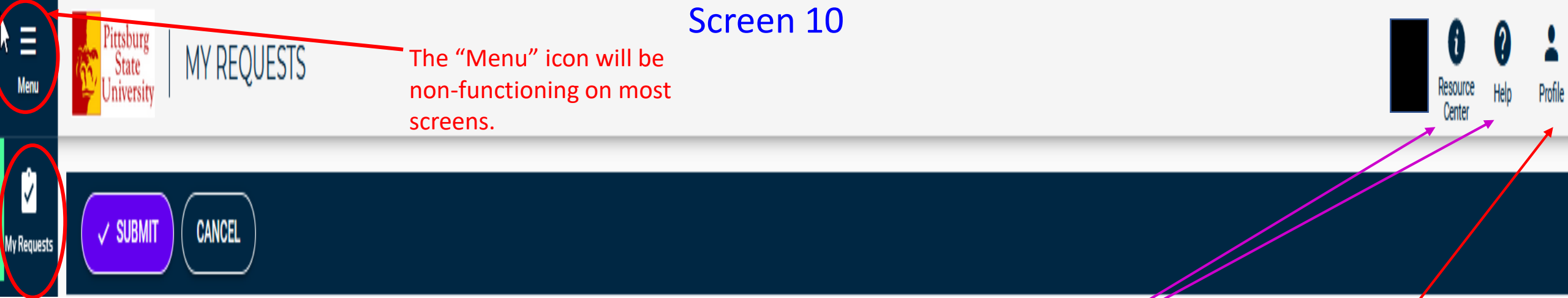
Email

UPLOAD DOCUMENT/IMAGE

Example of work order request detail screen.

Clicking “Cancel” while viewing your submitted work order detail will only take you back to your list of requests. It will not cancel the work order request. Once the request has been submitted, it cannot be cancelled. (If you need to cancel a work order, please contact the Physical Plant at workorders@pittstate.edu.)

Screen 10



The “Menu” icon will be non-functioning on most screens.

You may click the “My Requests” tab at any time to see a list of all requests you have submitted.

These icons may or may not appear on your screen. They will only apply to the Physical Plant’s administration of the system. If you need help with the system please contact us at workorders@pittstate.edu

This icon contains your profile information. Inside this icon, you may see an option entitled “Customized Settings”. This option indicates that you may set and change passwords. **Please DO NOT utilize these options. YOUR PASSWORD WILL ALWAYS BE YOUR GUS SIGN-IN CREDENTIALS.**

(We are working to get this portion removed)