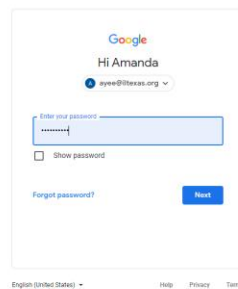
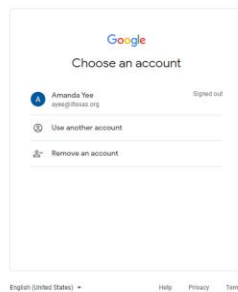


International Leadership of Texas has purchased our new Asset/Work Order management software called Asset Essentials (AE).

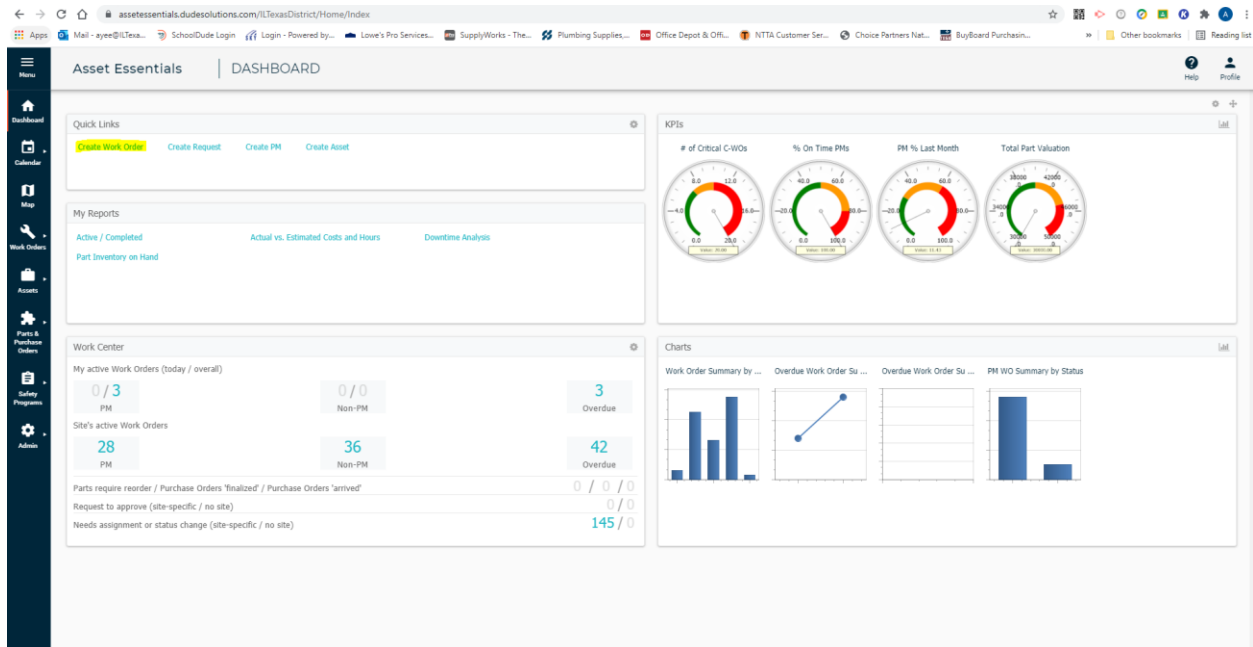
Please bookmark this link on your computer:

<https://assetessentials.dudesolutions.com/ILTexasDistrict>

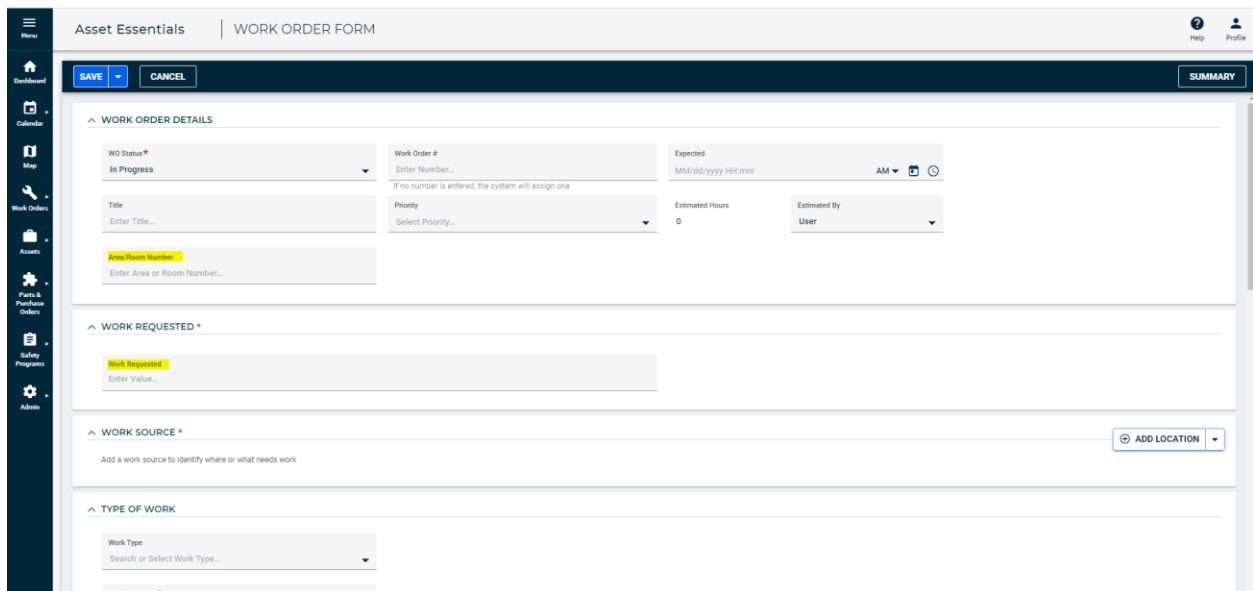
Once you go to the website you are asked to log in to your ILTexas Google account.



Once logged in the Asset Essential dashboard will come up. To create a work order, click **CREATE WORK ORDER** under Quick links.



The Work Order Form will pop up. Fill out Area/Room number and Work Requested.



Click ADD LOCATION.

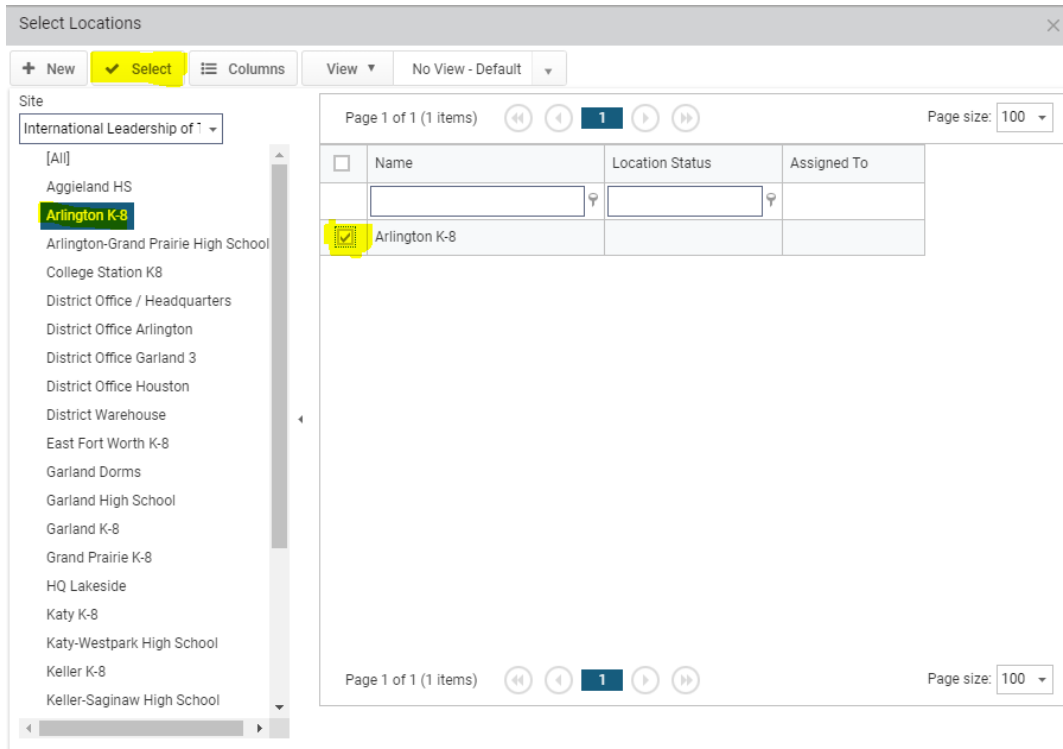
The screenshot shows the 'WORK ORDER FORM' interface. It includes a sidebar with navigation icons and a main form area. The form is divided into sections: 'WORK ORDER DETAILS', 'WORK REQUESTED', 'WORK SOURCE', and 'TYPE OF WORK'. The 'WORK SOURCE' section has a text input field and a yellow 'ADD LOCATION' button.

A pop up screen will appear with all ILTexas locations.

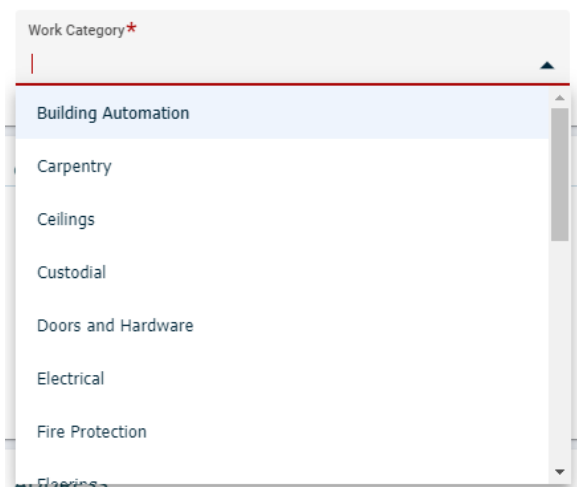
The 'Select Locations' pop-up screen displays a list of locations on the left and a table on the right. The table has columns for 'Name', 'Location Status', and 'Assigned To'. The 'Name' column contains a list of locations, and the 'Location Status' column has a search icon. The 'Assigned To' column is empty.

| <input type="checkbox"/> | Name | Location Status | Assigned To |
|--------------------------|-------------------------------------|-----------------|-------------|
| <input type="checkbox"/> | Arlington K-8 | | |
| <input type="checkbox"/> | Arlington-Grand Prairie High School | | |
| <input type="checkbox"/> | Aggieland HS | | |
| <input type="checkbox"/> | College Station K8 | | |
| <input type="checkbox"/> | District Office / Headquarters | | |
| <input type="checkbox"/> | District Office Arlington | | |
| <input type="checkbox"/> | District Office Garland 3 | | |
| <input type="checkbox"/> | District Office Houston | | |
| <input type="checkbox"/> | District Warehouse | | |
| <input type="checkbox"/> | East Fort Worth K-8 | | |
| <input type="checkbox"/> | Garland Dorms | | |
| <input type="checkbox"/> | Garland High School | | |
| <input type="checkbox"/> | Garland K-8 | | |
| <input type="checkbox"/> | Grand Prairie K-8 | | |
| <input type="checkbox"/> | HQ Lakeside | | |
| <input type="checkbox"/> | Katy K-8 | | |
| <input type="checkbox"/> | Katy-Westpark High School | | |
| <input type="checkbox"/> | Keller K-8 | | |
| <input type="checkbox"/> | Keller-Saginaw High School | | |

Click your campus on the left side of the screen and then click the box next to your campus on the right. Click select to choose the campus and the screen will close and add your location to the work order.



Next click on Work Category dropdown arrow. Choose the listed description that pertains to your work order request.



Then hit the blue save button to create your work order.

Asset Essentials | WORK ORDER FORM Help Profile

SAVE **CANCEL** **SUMMARY**

WORK ORDER DETAILS

WO Status* **In Progress** | Work Order # | Expected **08/30/2021 12:00** **PM**

If no number is entered, the system will assign one

Title **Room HVAC is not working** | Priority **High** | Estimated Hours **0** | Estimated By **Source**

Area/Room Number **Room 209**

WORK REQUESTED

Work Requested **Room 209 air conditioner is not working. It is 85 in the classroom.**

WORK SOURCE **ADD LOCATION**

| Estimated Hours | Name | Location Path | Actions |
|-----------------|---------------|---------------|---------------|
| 0 | Arlington K-8 | Arlington K-8 | Remove |

TYPE OF WORK

Work Type **Reactive Maintenance**