

Enter the web address into your browser's web address bar:

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

REQUESTER

Submitting A Request:

- Use the drop-down arrow or plus icon (+) to select the Location.
- Choose the **Work Category** that best fits the nature of your request.
- Select a **Priority** from the drop down menu.
- Provide a detailed description of what needs to be done in the **Work requested** section. Use the text editing options if you need to bold, italicize, underline, or add links to your description.
- In the **Upload Document/Image** section, click **Add Attachment** to browse your computer to find any applicable attachments.
- Click the **Submit** button at the top of your page to submit the work request. You will be taken to your My Requests page after submitting the work request.

Viewing A Request:

- After submitting a work request, you will automatically be taken to your My Requests page. You also have the option of clicking the **My Requests** menu icon on the side of the page at any time.
- From the My Requests page, you can quickly see the Title, WO Status, Originator First and Last Name, and various other details of your requests.
- In order to see more information about a work request, right click on the record and select **View**.
- If you need to change something about a request you have submitted, right click on the record and select **Edit**. *Note: If the request is no longer in the status of New Request, you will not be able to edit the record.

Mobile App:

The Asset Essentials Mobile App allows you to access your Asset Essentials account on the go. The app can be downloaded to your smartphone or tablet through either the Apple App Store or Google Play Store.

LOGGING IN:

- Tap the **Asset Essentials** app icon on your smartphone or tablet.
- Enter your Client ID and tap **Next**. **Client ID: RitenourSchoolDistrict**
- On the next screen, enter your **Username** and **Password**.
- Tap **Login**.

We strongly recommend using the most up to date version of the Asset Essentials mobile app to ensure that it remains functional and maintains compatibility for future releases.

Check out our [Help Guides](#) for more information.