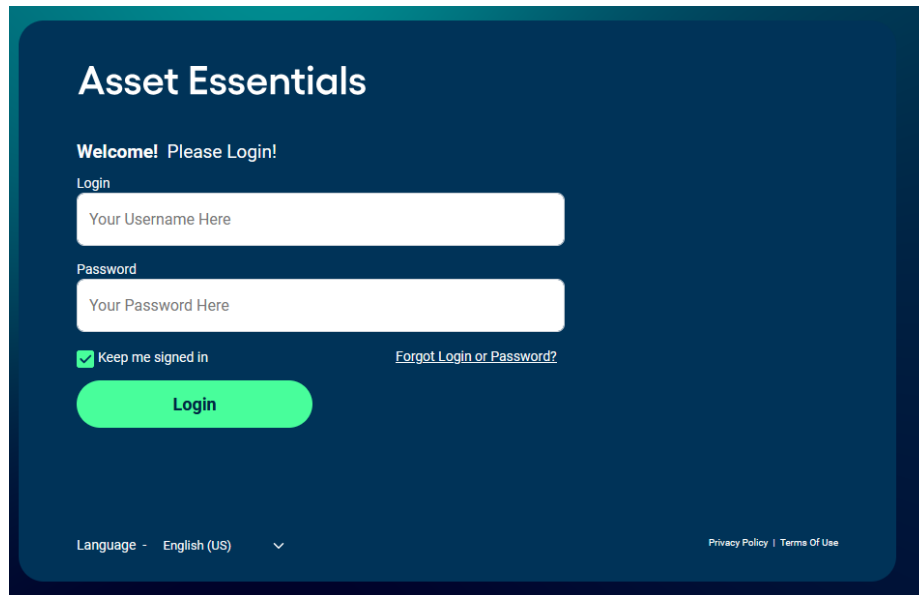


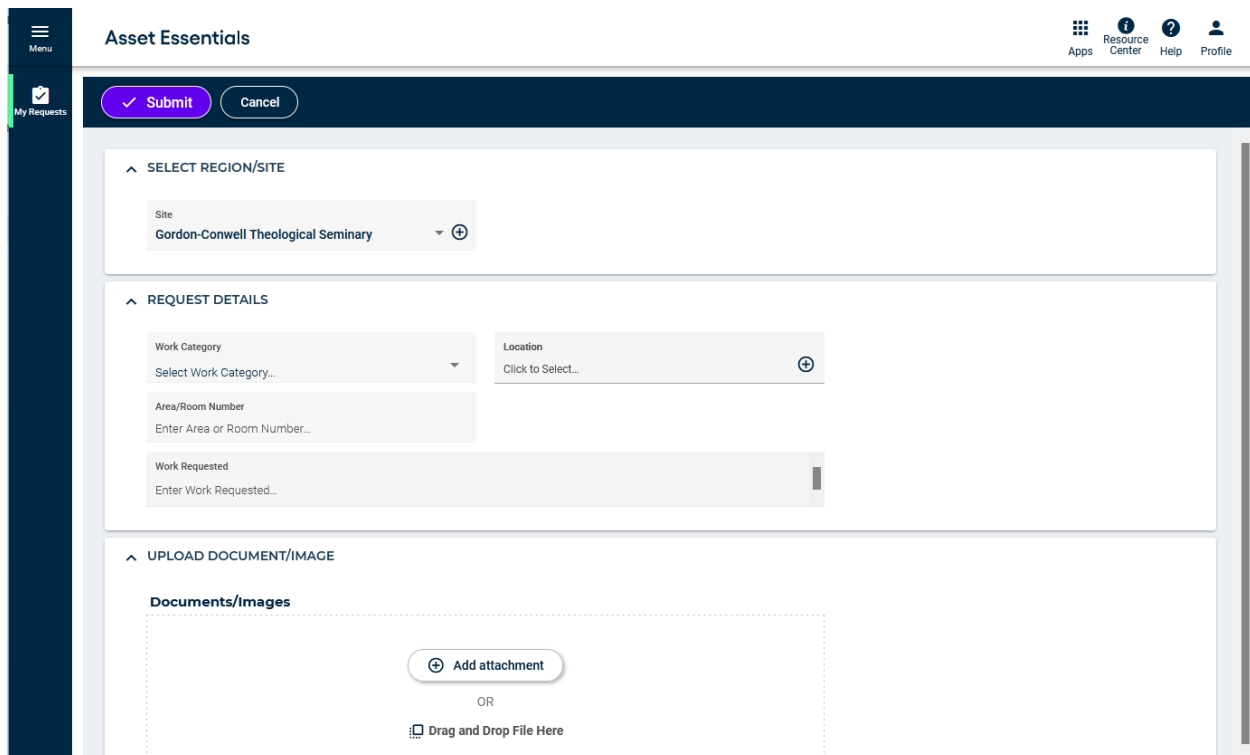
Here is the new URL for submitting Work Orders.
<https://assetessentials.dudesolutions.com/gordonconwell>

Your username is your GCTS e-mail address and your password is the same password used to access your GCTS E-mail account.



The login screen for Asset Essentials features a dark blue background. At the top, the title "Asset Essentials" is displayed in white. Below it, a message says "Welcome! Please Login!". The login section includes a "Login" label, a text input field for "Your Username Here", a "Password" label, and a text input field for "Your Password Here". There is a checkbox for "Keep me signed in" and a link for "Forgot Login or Password?". A large green "Login" button is positioned below the password field. At the bottom, there is a language selector set to "English (US)" and links for "Privacy Policy" and "Terms Of Use".

Once you log in this is the screen you will see.



The dashboard after login has a dark blue sidebar on the left with a "Menu" icon and a "My Requests" icon. The main content area is titled "Asset Essentials" and has a top bar with "Apps", "Resource Center", "Help", and "Profile" links. Below the top bar are "Submit" and "Cancel" buttons. The main content is divided into three sections: "SELECT REGION/SITE" with a "Site" dropdown set to "Gordon-Conwell Theological Seminary"; "REQUEST DETAILS" with fields for "Work Category" (dropdown), "Location" (dropdown), "Area/Room Number" (text input), and "Work Requested" (text input); and "UPLOAD DOCUMENT/IMAGE" with a "Documents/Images" section containing an "Add attachment" button and a "Drag and Drop File Here" instruction.

Click on Location and a list will appear. In this example I selected Kerr Gray Hall and then I need to select Kerr Gray Hall on the left hand side. Once I select the location on the left hand side it will populate the location on the request

Name	Location Status	Assigned To
KERR GRAY HALL	Occupied	-

Once you fill in the requested information with as much detail as possible click the submit button.

Asset Essentials

SELECT REGION/SITE

Site: Gordon-Conwell Theological Seminary

REQUEST DETAILS

Work Category: General Maintenance

Location: KERR GRAY HALL

Area/Room Number: [Empty]

Work Requested: The sink is not draining.

UPLOAD DOCUMENT/IMAGE

Documents/Images

Add attachment

OR

Drag and Drop File Here

You can go to my requests to see any Work Order request you have submitted and the status of the request.

Menu

My Requests

Asset Essentials

MY REQUESTS

+ New

Work Order #	Title	WO Status	Source Asset	Source Location	Originated	Originator First Name	Originator Last Name
WO0000000158	The sink is not draining.	New Request	—	KERR GRAY HALL	08/04/2026 03:41:00 PM	GCTS	Test

Menu

My Requests

Asset Essentials

MY REQUESTS

+ New

Work Order #	Title	WO Status	Source Asset	Source Location	Originated	Originator First Name	Originator Last Name
WO0000000158	The sink is not draining.	In Progress	—	KERR GRAY HALL	08/04/2026 03:41:00 PM	GCTS	Test

If you want to add a note go to the Add message and click add

WORK ORDER MESSAGES

Add Message

GT

Thank you for taking care of this issue.

Add

Cancel

Menu

My Requests

Asset Essentials | MY REQUESTS

Cancel

^ REQUEST UPDATES

Status

In Progress

Work Order #

WO0000000158

^ SELECT REGION/SITE

Site

Gordon-Conwell Theological Seminary

^ REQUEST DETAILS

Work Category

General Maintenance

Area/Room Number

Room 342

Work Requested

The sink is not draining.

Location

KERR GRAY HALL

^ UPLOAD DOCUMENT/IMAGE

^ LOG

^ WORK ORDER MESSAGES

Menu

My Requests

Asset Essentials | MY REQUESTS

+ New

Work Order #	Title	WO Status	Source Asset	Source Location	Originated	Originator First Name	Originator Last Name
WO0000000158	The sink is not draining.	Completed	-	KERR GRAY HALL	08/04/2026 03:41:00 PM	GCTS	Test

If there are any additional notes you will see them here.

✓ LOG

^ WORK ORDER MESSAGES

Add Message

GT

Add message...

Add

Cancel

GH

George Houghton Just Now

Used a snake to clear clogged drain.

[↩ Reply](#)

GH

George Houghton Just Now

Tested and the sink is now draining properly.

[↩ Reply](#)