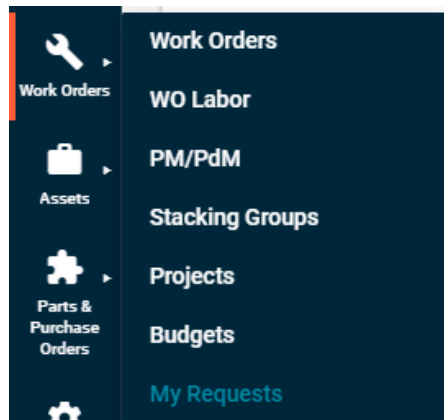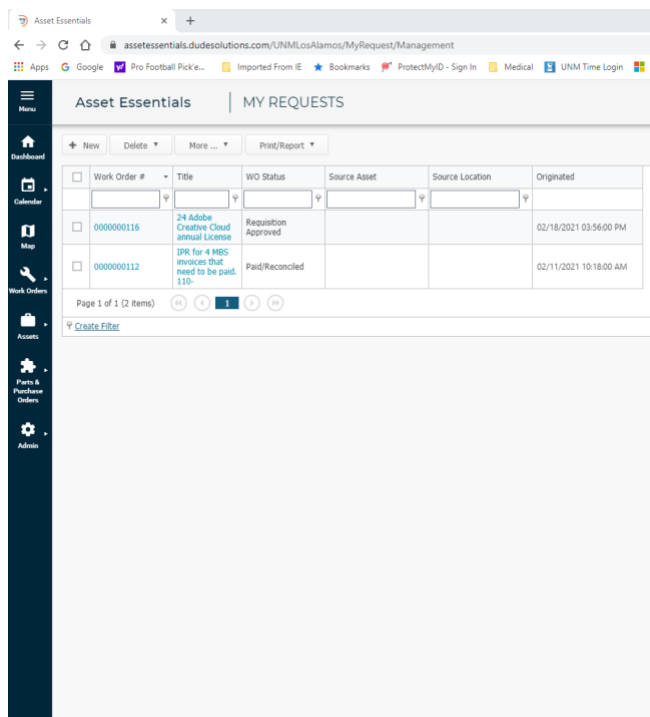# Welcome!

Business Operations on Asset Essentials

How to make a Business Operations (BO) Request:

1. Signing into Dude Solutions Asset Essentials – click link below or on the green Login button on the UNM-LA Asset Essentials Webpage:
   a. https://v1-identity.dudesolutions.io/app/login/username
   b. Choose a user or sign in with your UNM email address
   c. Enter your password and click Sign In
2. Creating a Business Operations Request
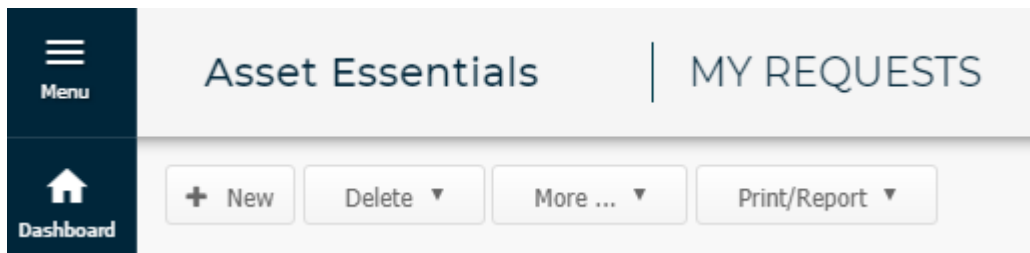   a. On the left menu bar, click on "Work Orders" and then slide down and click on "My Requests"

   b. The "My Request" page will appear with your requests.

c. To create a new request click on the "**+** New" button near the "Dashboard" icon

d. Select "Business Operations" from the Select Region/Site drop-down menu.

e. At the very top of the page you will see a message you can click on the appropriate form for your request to open the form in another tab where you can download, edit and save the completed form to your PC. *(Please complete this step for every new request and **Do Not** save blank forms on your computer for future use. This will insure you have the latest and correct form every time, and will avoid delays by your request needing to be returned to you to start over.)*

Please select the Type of BO Request below in the appropriate section.

1. Financial Reports - copy of Operating Ledger or Salary Report for a specific index
2. General Inquiry – any request not covered in this menu
3. Grants – reports, training or other information related to a grant index
4. Journal Voucher – request for JV to distribute budget, add charges, or make corrections to an index (**F**
5. Labor redistribution – request to make corrections to a past salary event (**Form**)
   a. Cost Transfer Justification Memo – 90-day memo when needed. Attatch to Labor redistribution re
6. Space Request – request for use of space on campus (**Form**)
7. Tuition Remission – submit (**Form**) for employee class registration
8. Student Inquiry – request for financial information on student account

f. Once you have completed the appropriate Form, you are ready to continue with completing your Work Request. All fields with astericks must be completed.

g. Select the type of Business Operations Request you need.

BUSINESS OPERATIONS REQUEST

Type of BO Request: * --Select--

--Select--

Financial Reports

General Inquiry

Grants

Journal Voucher

Labor Redistribution

Space Request

Work requested: *

h. Under Work Requested*, please fill in detail about your Business Operations request. Note that the first 50 characters will be the title under your "My Requests" view.
In the Documents/Images: section click the Browse button and upload the form that you completed and any backup doucments that might support your BO request. You can upload multiple files in this section.
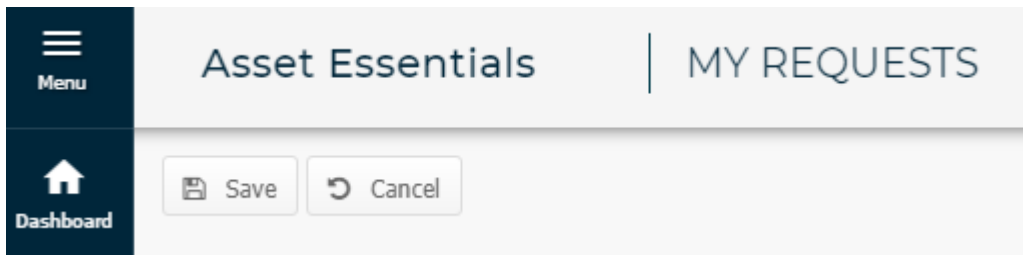
INFORMATION NEEDED

Date needed: *

Priority: * --Select--

Is the desired completions date: * --Select--

Work requested: *   B I U

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

i. Once files are uploaded, click the "Save" button up top.

j. This will bring you back to the "My Request" screen and you should see your new request with a "WO Status" of "New Request P/A"
k. This will trigger the approval process and automated emails.
l. As the requests moves through the process you will receive notification emails at each step or you can go to your "My Requests" at any time to see where in the process the requisition is sitting.

Forms:

[Business Operations Forms](#)