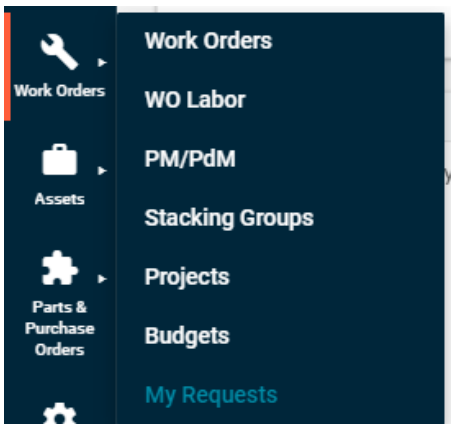
LOS ALAMOS

Welcome!

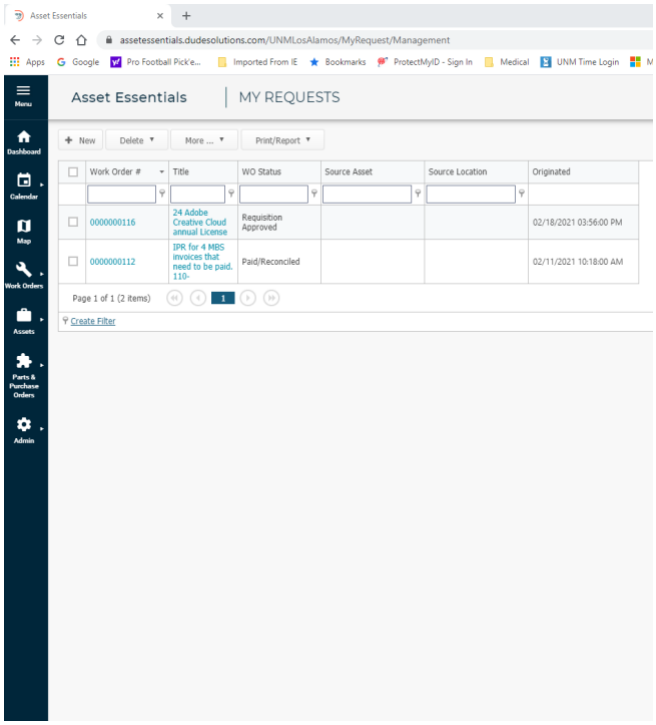
Marketing on Asset Essentials

How to make a Marketing Request:

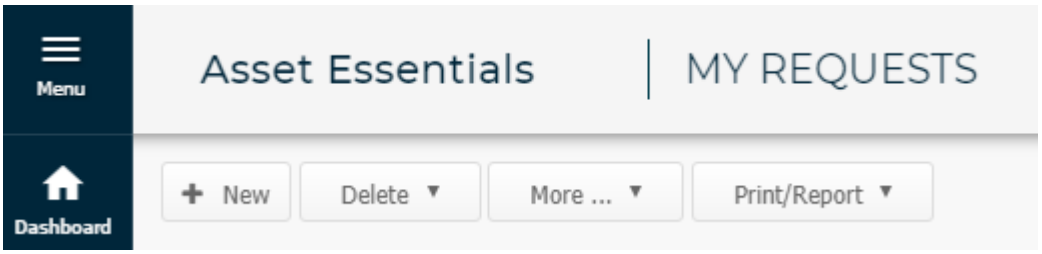
1. Signing into Dude Solutions Asset Essentials – click link below or on the green Login button on the UNM-LA Asset Essentials Webpage:
    a. https://v1-identity.dudesolutions.io/app/login/username
    b. Choose a user or sign in with your UNM email address
    c. Enter your password and click Sign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



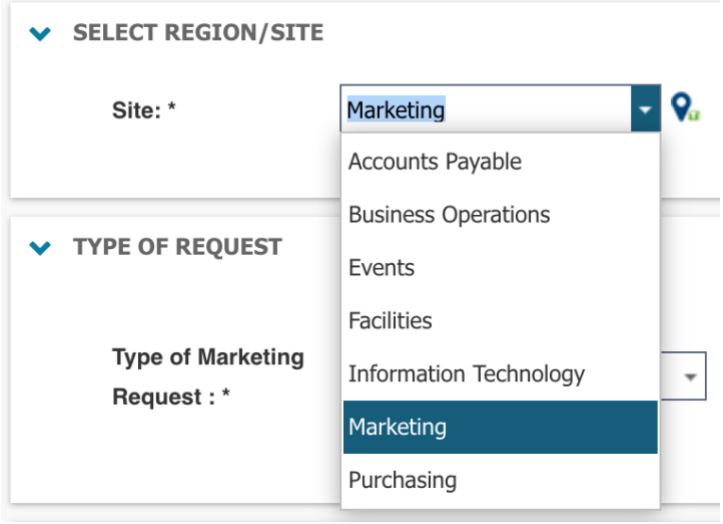
    b. The “My Request” page will appear with your requests.



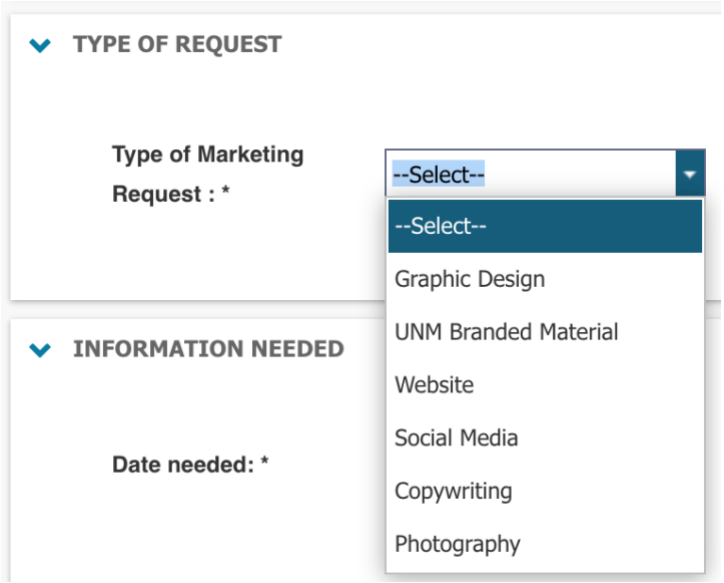
c. To create a new request click on the "**+** New" button near the "Dashboard" icon



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

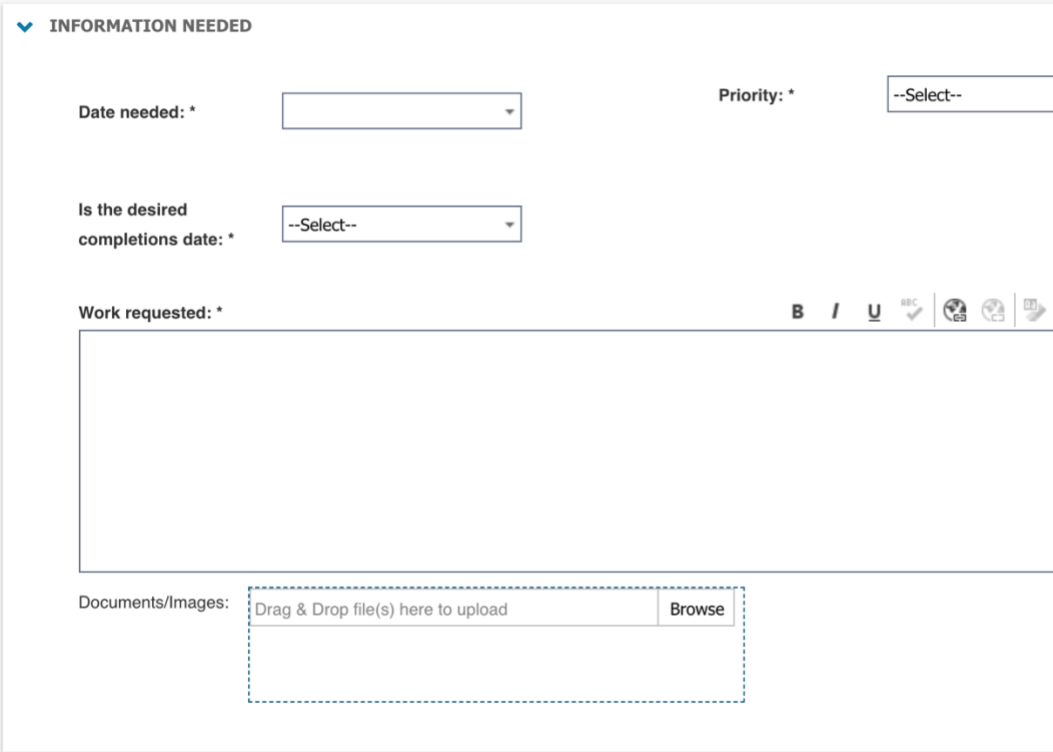


e. Select the type of Marketing Request you need. If your request falls into more than one category type, choose the one you think is most relevant.

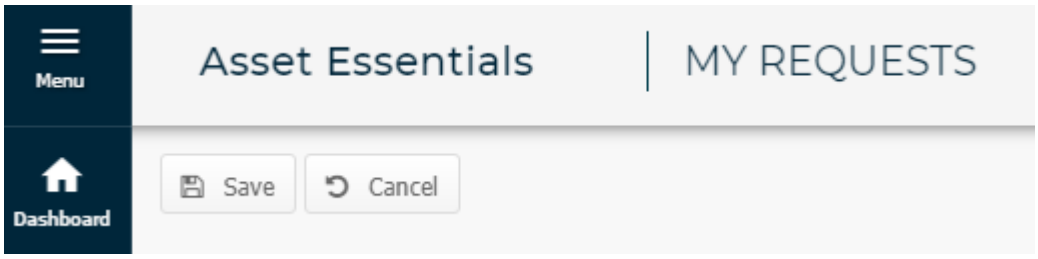


f. Please fill out the **Information Needed** section with as much detail about your request as possible. This will ensure you receive the product your request how you want it, that it includes all the appropriate information you want to convey and will help speed up the process of getting you the final product. Incomplete information can cause delays and might be returned for further information.
   i. All fields with asterisks must be completed

1. Date needed- the desired date that you would like your request returned by.
2. Priority
    a. Critical
    b. High
    c. Medium
    d. Low
    e. Spare time
3. Choose if the desired completion date is:
    a. Flexible
    b. Not flexible
4. Work Requested: Be as detailed as possible. Please write out all the information you need to be included (dates, times, classes, schedules, links, photos, names, etc.). Some helpful questions you can answer are:
    a. Is this an update to a previous project or a new project?
    b. How will the project be used, who is it for; prospective/current students, alumni, faculty, or staff?
    c. What is the size of the artwork you need?
    d. Is it for print or web? Quantity?
    e. Be sure to attach any files or pictures that need to be included. Do you have a previous example you can show me? You can attach those as well.
    f. FOR BUSINESS CARDS- please download the form linked at the bottom of this page (it can also be found on UNM-LA Asset Essentials page through the "Forms" button), fill it out, and attach here before saving to submit your request.



g. Once files are uploaded, click the “Save” button up top.



h. 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”
i. This will trigger the approval process and automated emails.
j. 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:

Marketing Forms