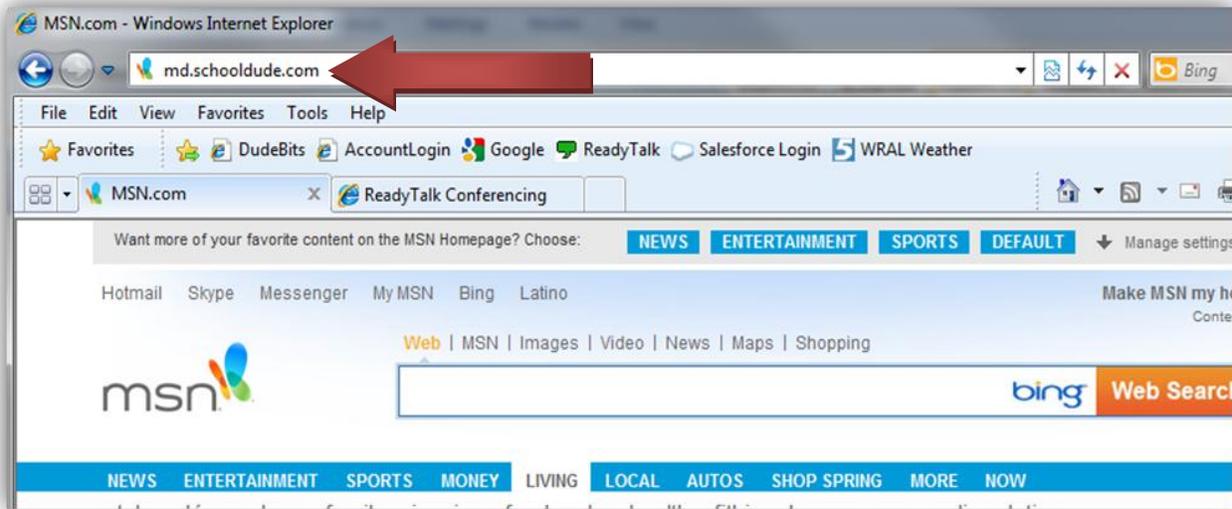


MaintenanceDirect Site Administrator I

Quick Step Guide for approving and requesting work orders

To login to your MaintenanceDirect account open your internet browser and type md.schooldude.com (no www) in the address bar and click Go.

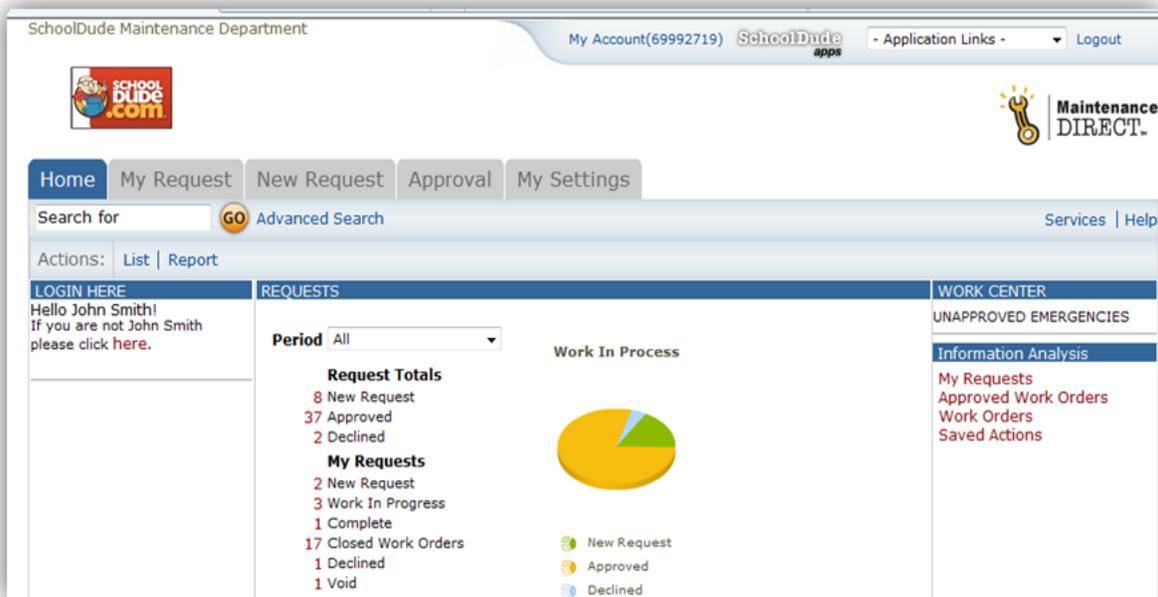


This will take you to the login screen. Once you're on the login screen, save the page to your favorites or right click on your mouse in an open area and click on the "create shortcut" option to make a shortcut icon to the page on your desktop.



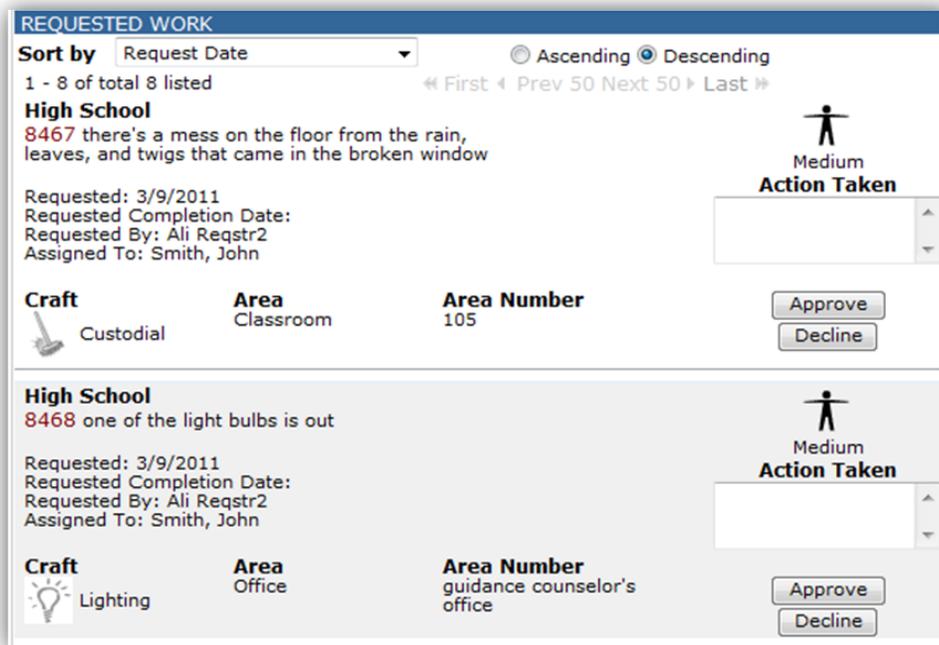
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SUPPORT@SCHOOLDUDE.COM

Once you enter you login name and password, click “sign in” and you’ll be directed to a home screen similar to this:

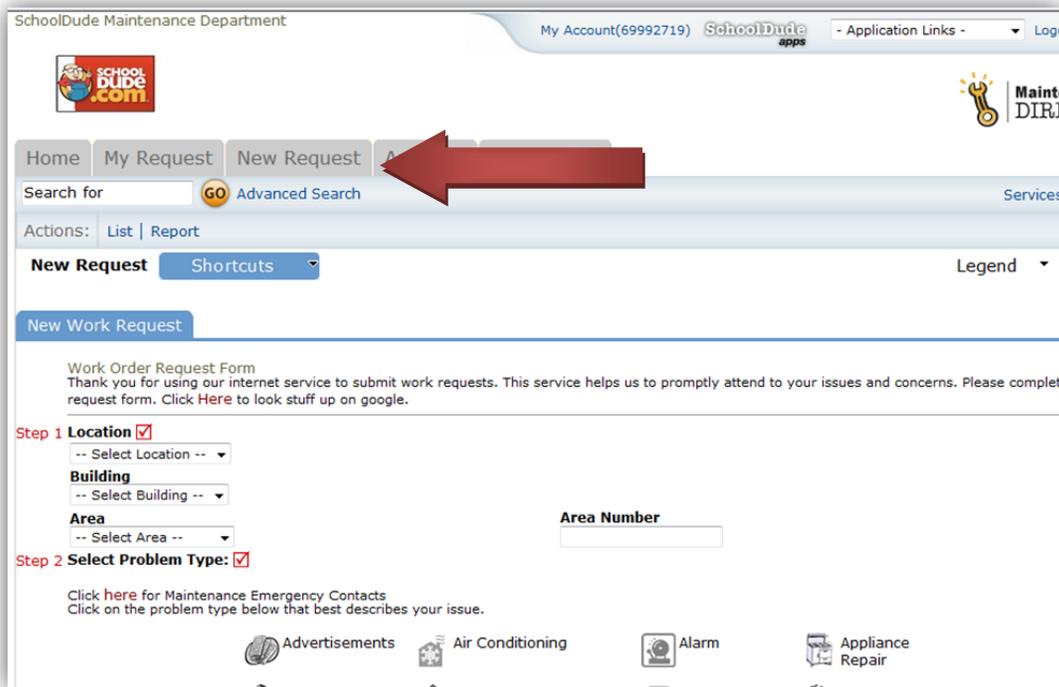


To review and approve work routed to you for approval, scroll down the screen to the “Requested Work” section.

Use the Approve or Decline button to process the work. If you decline the work order, you can enter a reason why in the Action Taken field before you click the Decline button.

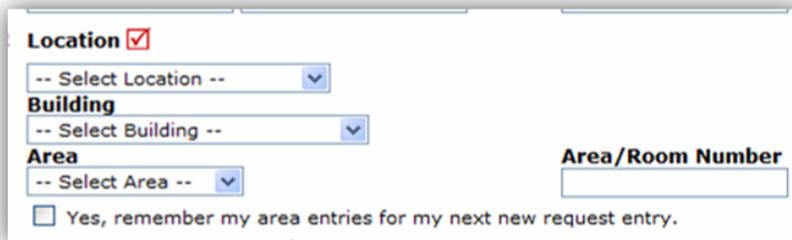


To submit a new request, click on the New Request tab. Fields with a red check mark are required.

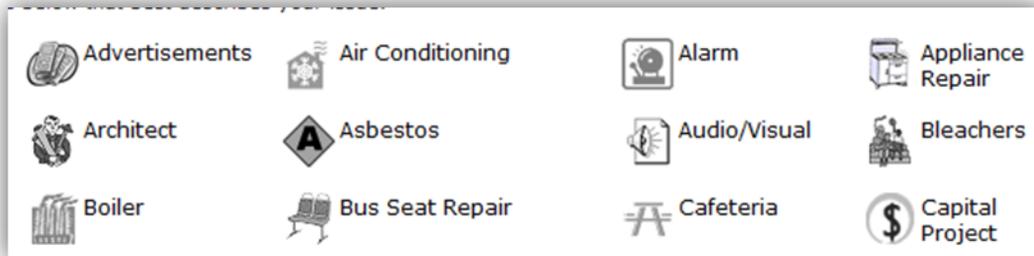


On the New Request form, click on the drop down arrow for the Select Location field and then click the **Location** where the work needs to be performed.

Follow the same steps for Area as well. Area/Room number is an open text field, meaning you can type a room number or description of the area if needed.



Select the icon that best describes your problem and click on it.



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In step 3, type in your description of the problem.

Step 3 Please describe your problem or request.

If there are additional fields with red check marks beside them, you will be required to fill those out before you submit your request.

Make sure to submit your request to save your information.

For additional information check out our Site Administrator I manual on the Help link, or contact us for immediate assistance.

Client Support Center
support@schooldude.com
1-877-883-8337



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