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.

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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.

Schooll	Dudeapps
	Account Login
	Password
	Go to MaintenanceDirect -
	⇒ <u>sign-in</u>
	Forgot Login?
Powered by:	N Copyright © 1999-



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

SchoolDude Maintenance De	partment	My Account(69992719) SercolDini:	- Application Links - 🔹 Logout
BUB			Maintenance
Home My Request	New Request Approval	My Settings	
Search for	Advanced Search		Services Help
Actions: List Report			
LOGIN HERE	REQUESTS		WORK CENTER
Hello John Smith! If you are not John Smith		7	UNAPPROVED EMERGENCIES
please click here.	Period All	Work In Process	Information Analysis
	Request Totals		My Requests
	8 New Request		Approved Work Orders
	2 Declined		Saved Actions
	My Requests		
	2 New Request		
	3 Work In Progress		
	17 Closed Work Orders	🌏 New Request	
	1 Declined	👶 Approved	
	1 Void	🕘 Declined	

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.

REQUES	TED WORK					-
Sort by	Request Da	ate	 Ascending 	Descender	ding	
1 - 8 of t	otal 8 listed		First 🔹 Prev 50 Nex	t 50 🕨 Las	st 🕪	
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To submit a new request, click on the New Request tab. Fields with a red check mark are required.

SchoolDude Maintenance D	Department	My Acco	unt(69992719)	SchoolDude apps	- Application Links	- 🔻 Log
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Search for	O Advanced Search		_			Service
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New Work Request Work Order Reques Thank you for using or request form. Click H	t Form ur internet service to submit wo lere to look stuff up on google.	rk requests. This service h	elps us to promp	otly attend to your	issues and concerns.	. Please comple
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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.

Location 🗹	
Select Location 🗸	
Building	
Select Building 🗸	
Area	Area/Room Number
Select Area 🔽	
Yes, remember my area entries for	my next new request entry.

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





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

Step 3 Please describe your problem or request. 🗹	
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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

