



The Supervisor II role is limited to certain locations and/or crafts. By default, they can only assign work orders for their assigned locations and/or crafts to themselves or to their direct reports. In the Work Orders by Status section of the homepage, they will see all work orders for their assigned location(s) and craft(s). Supervisor II's have limited access to reports and can only search for work orders within their locations and crafts via the search or advanced search.

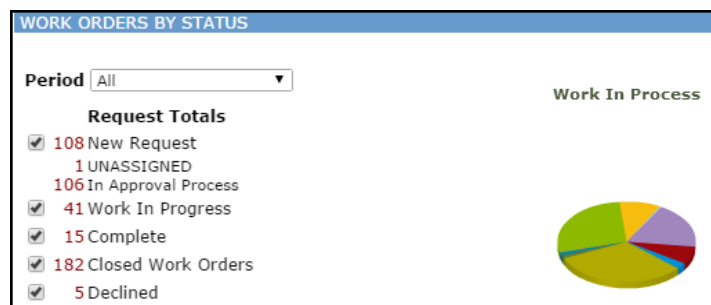
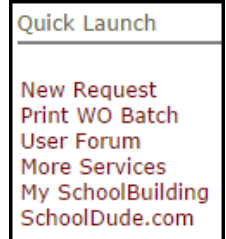
## How to Log in

- Open your web browser and type [md.schooldude.com](http://md.schooldude.com) into the address bar and hit the Enter key. Bookmark this page or create a shortcut on your desktop to make it easy to come back to this page later.
- On the Account Login screen, enter your **Login Name** and your **Password**.
- Make sure that **MaintenanceDirect** is selected in the Go To box.
- Click **Sign In**.

## Home Page

Upon logging into the MaintenanceDirect you will be directed to the home page. There are several main areas of the home page:

- **Quick Launch:** This section provides commonly used links including New Request, Print Work Order Batch, and the User Forum (a place to submit questions and/or problems to your peers. You can also read questions others have posted.) There is also a link to the internal requester page, MySchoolBuilding.com
- **Work Orders by Status:** The graph that will appear in this section reflects the number of work orders by status. For a Supervisor II, any work order assigned to your location or craft will appear here. You can use the Period drop down menu to change the time period being displayed.

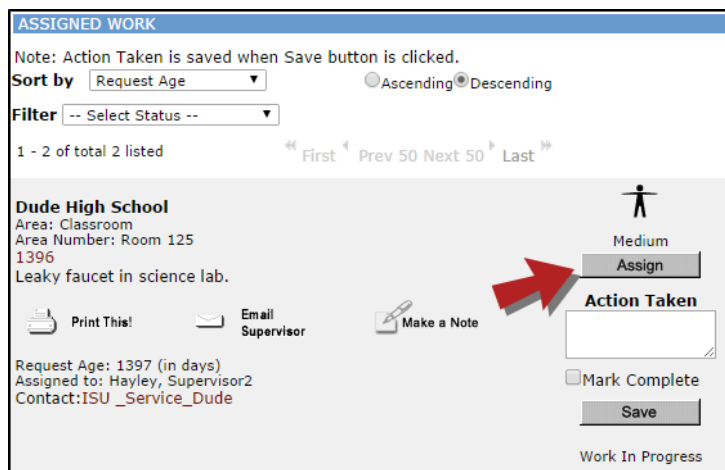


- **Assigned Work:** This section will show any work orders assigned or routed to you that have not been completed. Some work orders may need to be assigned to another employee.
- **Information Analysis:** These are links that provide access to various lists and reports.

## How to Assign a Work Order

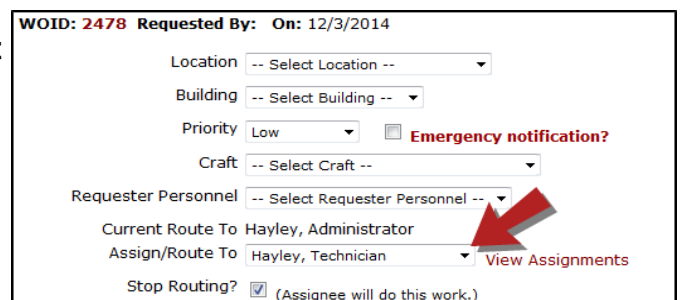
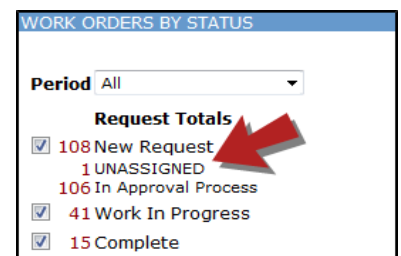
There are a few ways to assign a work order in MaintenanceDirect. Both options can be accessed on your home page.

- If you would like to assign one work order at a time, in the **Assigned Work** section at the bottom of the home page find the work order that you would like to assign then click on the **Assign** button.
- Select the user in the **Assign/Route To** field.
- Make any other additions to the work order information as needed and click **Submit** to save.
- The screen will refresh back to the home page. Scroll down to the **Assigned Work** section and find the next work order that you would like to assign.



OR

- Click on the number displayed next to **Unassigned** to the left of the pie chart.
- You are now on the Unprocessed view of the work order. On this page you have the option to change any of the information that was selected on the initial request (priority, craft, etc). Select the person's name from the **Assign/Route To** menu that you would like to assign the work order to.
- Once the user's name has been selected, scroll to the bottom of the form and click on the **Submit** button. You can also click on the **Submit & Print** button to print a hard copy of the work order.
- Assigning a work order will remove it from your **Assigned Work** list on your Home page. It will be placed on the assignee's home page. The technician will be able to print a copy for themselves.

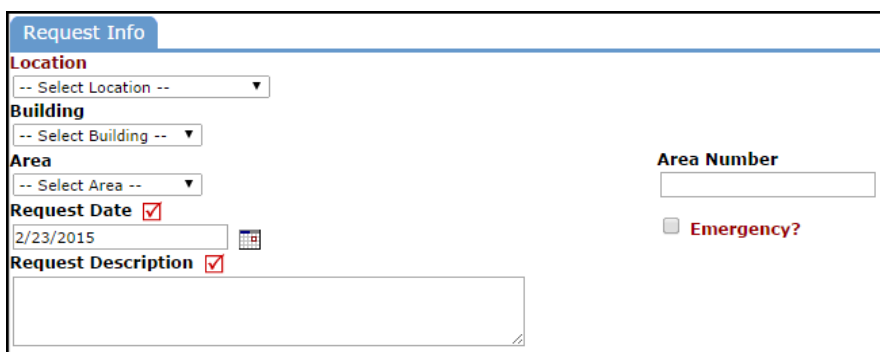


- If you clicked on the number next to **Unassigned** on your home page to process requests, the screen will refresh with the next work order in the list that needs to be assigned. If needed, you can select a different work order to process from the drop down menu below **Unprocessed New Requests**.

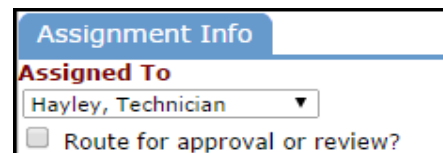
## How to Create a Work Order

*\*Note: Any field marked with a  is a required field.*

- Click on the **New Work Order** tab.
- Fill out the work order form with the information applicable to the maintenance issue being reported. *\*Note: Even though some fields are not required, they are important for reporting purposes. These include Location, Area, Area Number, and Craft.*



- You can assign the work order directly to the appropriate technician by selecting the name in the **Assigned To** field. Uncheck the box next to **Route for approval or review**.
- Once all of the necessary information has been entered, click on the **Save** button at the bottom of the page.



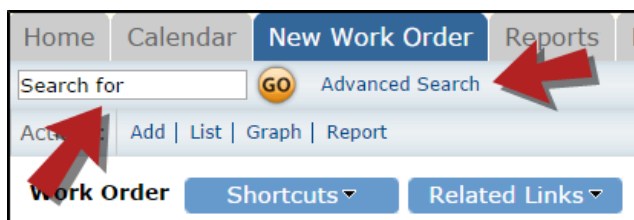
## How to Search For an Existing Work Order

There are two ways to search for an existing work order in the system, you can either use the **Search for** box or the **Advanced Search** function.

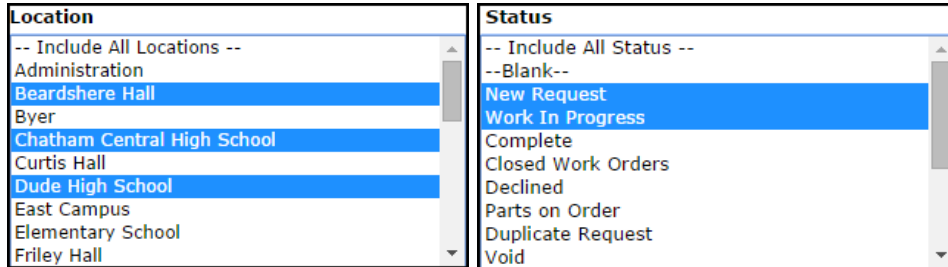
- To search for a single work order, type the work order ID number into the **Search for** box then click **Go**. That will pull up the long form of the work order.

**OR**

- To search for multiple work orders, click on the **Advanced Search** link.



- The Advanced Search allows you to filter for work orders by selecting options in any of the available search fields (Location, Assigned To, Status, Craft, etc.).
- To make a selection, click on an option in the desired field. You will see that option highlighted in blue. To make multiple selections in a single field; make the first selection, hold the CTRL key on your keyboard, and then click on the next selection.



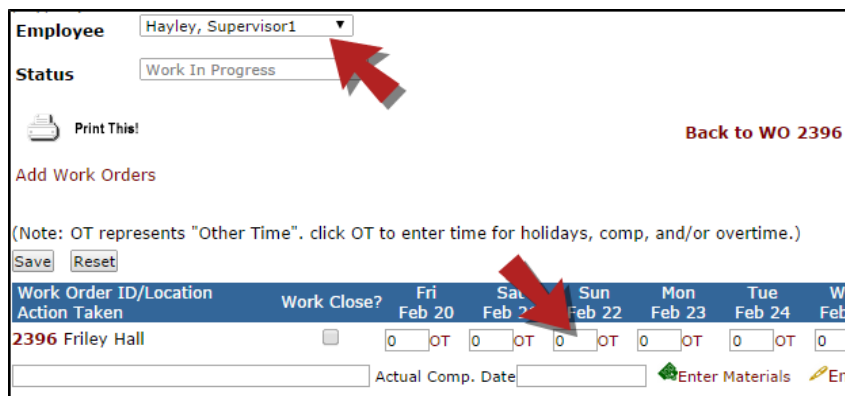
- Once all of the necessary selections have been made, click on the **Search Now** button at the bottom of the page.
- From these search results, you can access a work order by clicking on the work order ID number (WOID), you can print an individual work order by clicking on the printer icon next to it, or you can print the entire list as either a PDF or Excel document by using the icons at the bottom of the page.

## How to Enter Transactions

- Pull up an existing work order by clicking on the work order number in the Assigned Work section of your home page or by typing the work order number into the **Search for** field.
- Scroll down the work order and look for the section titled **Transactions**. Click on either **New Labor Transaction** or **New Purchase Transaction**.

## Labor Transactions

- Select the employee's name to which the labor is being applied.
- Enter the number of hours for each day that work needs to be recorded. Use the Calendar to the left of the screen to select dates not initially displayed. To differentiate between different types of labor time, click the **OT** (Other Time) link next to the day. Enter the appropriate hours into each field and click on **Save**.



## Purchase Transactions

- Once you click on the **New Purchase Transaction** link, fill in the required information. The transaction date will populate with the current date, but you can change it if needed.
- Click on **Submit** at the bottom of the page to save the transaction.

*\*Note: New Transactions cannot be added to **Closed** status work orders. However, you can change the status of the work order to **Complete**, save it, add your transactions, then save it back to **Closed** status.*

## Entering Multiple Labor Transactions

Depending on how your account was set up, you may also have the ability to enter labor hours for multiple days on multiple work orders at one time.

- If available, click on the **Transactions** link in the Information Analysis section of the home page.
- Hover over the Shortcuts menu and click **Add Labor**.
- This page defaults to all work orders that are assigned to you. You can select a different user at the top of the screen to enter their hours. And you can filter the list for a particular status by using the Status drop down box at the top of the page.
- Enter the **Action Taken** information into the field below the Work Order ID number.
- Enter **Regular Labor Hours** under each date that you worked on this work order.
- Other time, such as Overtime, can be added by clicking on the **OT** link for that date.
- Enter the **Actual Completion Date** in the field.
- You can mark the work order complete by checking the box under **Work Complete?**
- Click the **Save** button to save the information entered for all work orders.

Work Order ID/Location	Work Complete?	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Total
Action Taken	Complete?	Feb 17	Feb 18	Feb 19	Feb 20	Feb 21	Feb 22	Feb 23	Hours
33398 A Campus 1	<input type="checkbox"/>	0 OT 4 OT	0 OT	1.5 OT	0 OT	0 OT	0 OT	0 OT	5.5
Repaired leak		Actual Comp. Date		2/20/15	Enter Materials		Enter		
Note									
25024 Andrews High School	<input checked="" type="checkbox"/>	0 OT	0 OT	8 OT	0 OT	0 OT	0 OT	0 OT	8
Repainted room		Actual Comp. Date		7/3/2014	Enter Materials		Enter		
Note									

## CONTACT US

Got questions? Answers are what we're here for.

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Email: support@schooldude.com