

Fairview Park City Schools FSDirect Requester Quickstep Guide

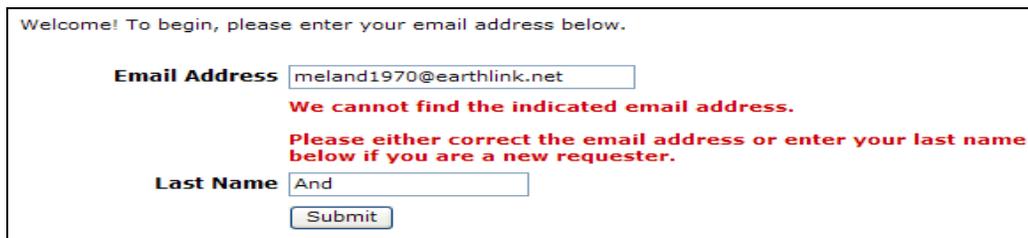
- 1) Open your Internet Browser (Internet Explorer, Firefox, etc). Type the following into the web address bar: www.myschoolbuilding.com. Enter the account number (930684389) then click on Submit Organization.
 - **If you have been to this website before and have entered a schedule request into the system, you are already registered as a user. You just need to enter your email address at this time then proceed to step # 4.**



Welcome! To begin, please enter your email address below.

Email Address

- 2) On the next screen, you will be prompted to enter your email address click submit, enter your last name then click submit again.



Welcome! To begin, please enter your email address below.

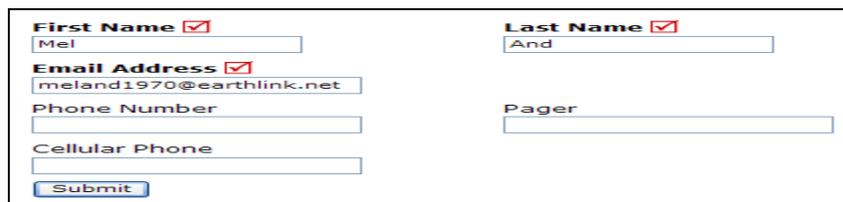
Email Address

We cannot find the indicated email address.

Please either correct the email address or enter your last name below if you are a new requester.

Last Name

- 3) Enter your 1st name then click submit (phone number, pager, etc. are optional)
 - **HELPFUL INFORMATION:** To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. Click on Create Shortcut. This will add an icon to your desktop. You can double click on this the next time you want to sign in.



First Name

Last Name

Email Address

Phone Number

Pager

Cellular Phone

- 4) Click on Schedule Request Tab if you do not see the screen below. Select your schedule type:



5) Fill out all boxes with a mark beside it. These are required fields. The system will not save your request if they are not filled out. The Event Description is the title of your event. Click on the drop down arrows to see your selection choices Location, rooms, etc. Choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Also use the button to verify you are not double booking a room.

- **The "Duration" and "Spans Over" (shown below the Setup/Breakdown time) typically will not need to be changed. Most events typically span over 1 day. The duration automatically calculates according to the start and end time that you enter. Also make sure that you are choosing the correct time of day such as "AM" or "PM".**

The screenshot shows a detailed event scheduling form with the following fields and values:

- Event Title:** Boy Scouts
- Area:** -- Select Area --
- Location:** Franklin HS
- Rooms:** -- Select Room --, Field House
- Event Date(s):** 11/16/2004, 11/24/2004
- Event Date Calendar:** Shows November 2004 and December 2004. The date 11/24 is highlighted.
- Start Time:** 4:00 PM
- End Time:** 5:00 PM
- Setup Begin Time:** 4:00 PM
- Breakdown End Time:** 5:00 PM
- Duration:** 1 hours 00 minutes. Spans over 1 days. (A red arrow points to this field.)
- Tentative Booking?**
- Through Date:**

Follow the same process to fill out the remaining sections on the request form. At the bottom of the page, you will be prompted to enter the submittal password of **password**. Then click Save.

Password

- 6) You can review any requests that you have entered into the system. Click on the My Requests Tab then **My Schedule Requests**. You will be able to see when your request has been approved, declined, etc. You are also able to print out a listing of your requests by clicking on the print icon.

My Schedule Requests

List My Requests | Month Calendar | Day Calendar | Week Calendar

Click [icon] to sort the schedules table by that column.
Click [icon] to view details of the associated schedule.
Click on schedule title to cancel/change the schedule.

List of Requested Schedules
Search for "

Search this results for: Show All

1 - 15 of total 15 listed
Sort Schedules by Organization
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

FSSchedule ID	Title	No of Events	Status	Schedule State	Organization	Declined Reason	Location	Room	Recurrence	Start Date	End Date	Event Date	Schedule Fees	Total Invoiced	Total Collected
44344	5th grade Meeting	3	Approved	Activated	5th Grade		Dude High School		Non-recurring				View Fees	\$0.00	\$0.00
44208	5th Grade Play	1	Approved	Activated	5th Grade Class		Dude Elementary School	Gym	Non-recurring	2/23/2008			View Fees	\$0.00	\$0.00

- 7) You can view an event calendar while in the My Requests area. Click on Month, Day, or Week Calendar. When accessing the month calendar, for example, the default will be on the current month/year. You are able to change either of these by clicking on the blue down arrow.

Select Month/Year

March 2008

January
February
March
April
May
June
July
August
September
October
November
December

To display schedules on the below calendar, select your search criteria shown on the right and click "Refresh Calendar".

Area -- Select Area --
Location -- Select Location --
Building -- Select Building --
Room -- Select Rooms --

(Use the CTRL key to select multiple items)

Start Time 1 00 AM and greater
Event Status ALL events
Organization -- Include ALL Organizations --

Event Calendar for March 2008

- 8) For the events to show on the month calendar you will need to choose the Location, then "Refresh Calendar". You can also filter your calendar view according to year, organization, etc.

Select Month/Year
 March 2008
 Print This!

INSTRUCTIONS: To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar".

Area: -- Select Area --
 Location: ORGANIZATION WIDE
 Building: -- Select Building --
 Room: -- Select Rooms --
 (Use the CTRL key to select multiple rooms.)

Start Time: 1:00 AM and greater
 Event Status: ALL events
 -- Include ALL Organizations --
 Refresh Calendar

Event Calendar for March 2008 View Legend

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Presidential Rally Book Swap Powder Puff Football Game Marching Band Tryouts Timberwolves Varsity Practice Dance Pregame Bonfire FSBC Team - 2nd schedule

- 9) After you click Refresh Calendar, you will see the event titles on the calendar. If you would like more information about a particular event, simply click on the title to view those details.

Schedule ID #44294
Presidential Rally
 Saturday, March 01, 2008
 9:00 AM - 12:00 PM

Event Description

Location PLF-Andy Griffith High School

Building

Room(s) • Auditorium

Organization Andy Griffith Internal Events

Contact(s) • Paul Fletcher,

Last Updated 2/26/2008 9:28:32 AM

Status Approved/active

Tell A Friend Print Event Close Window

Tests Settings
 SIGNMENT
 Requests |
 dar
 rooms.)
 View Legend
 Saturday
 1
 Presidential Rally
 Book Swap
 Powder Puff Football Game
 Marching Band
 Tryouts
 Timberwolves



**MDirect / ITDirect User Manual
Requester Role
Version 1.0
SchoolDude.com, Inc.**

Contact Support-
Phone: 1-877-883-8337 (Toll Free)
E-mail: support@schooldude.com

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Requester

MySchoolBuilding.com

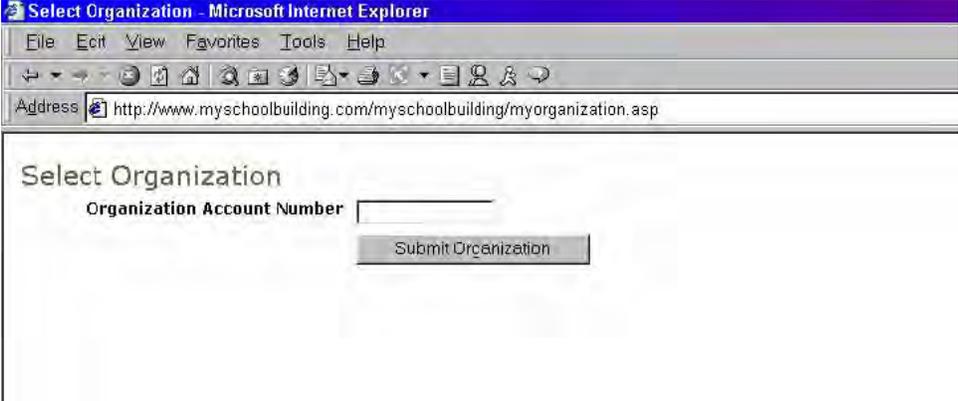
MySchoolBuilding.com is where requesters will make all their work / incident requests. They will **not** have a unique login and password like other users in the system. They will use their email address to login and a common request submittal password.

There are two ways for requesters to be entered into the system.

- The MDirect / ITDirect Administrator can add the requester in the system.
- The Requester can add themselves to the system.

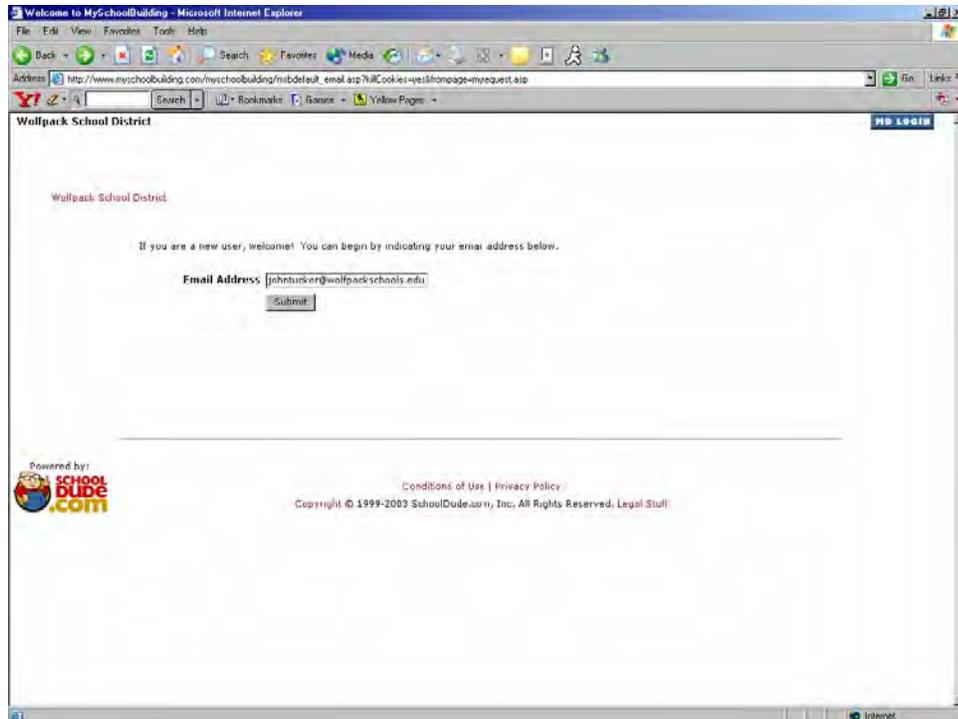
Follow the subsequent steps to access MySchoolBuilding.com:

1. Go to <http://www.myschoolbuilding.com>.
2. You may see the following screen requesting your organization account number. Enter your organization's account number in the field and click the "Submit Organization" button. If you do not know your account number, ask your MDirect / ITDirect administrator.

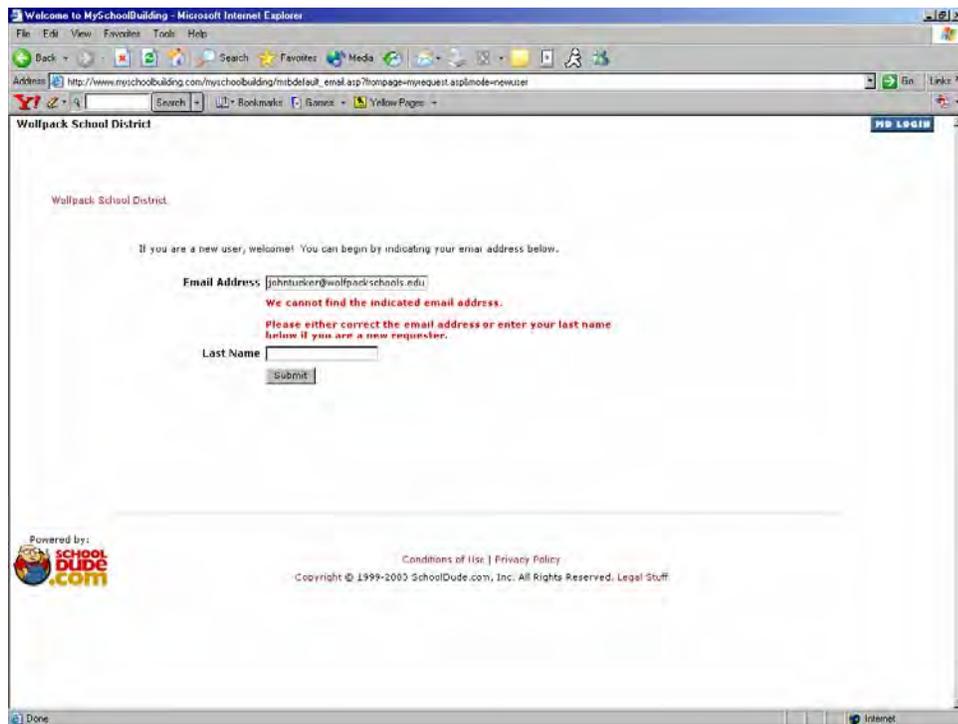


The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Select Organization - Microsoft Internet Explorer". The menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar shows the URL "http://www.myschoolbuilding.com/myschoolbuilding/myorganization.asp". The main content area displays the "Select Organization" page, which features a form with a label "Organization Account Number" and a text input field. Below the input field is a button labeled "Submit Organization".

3. On the next screen, enter your e-mail address and click the "Submit" button. Make sure that you enter in the correct e-mail address. MDirect / ITDirect uses your e-mail address to identify you in the system.



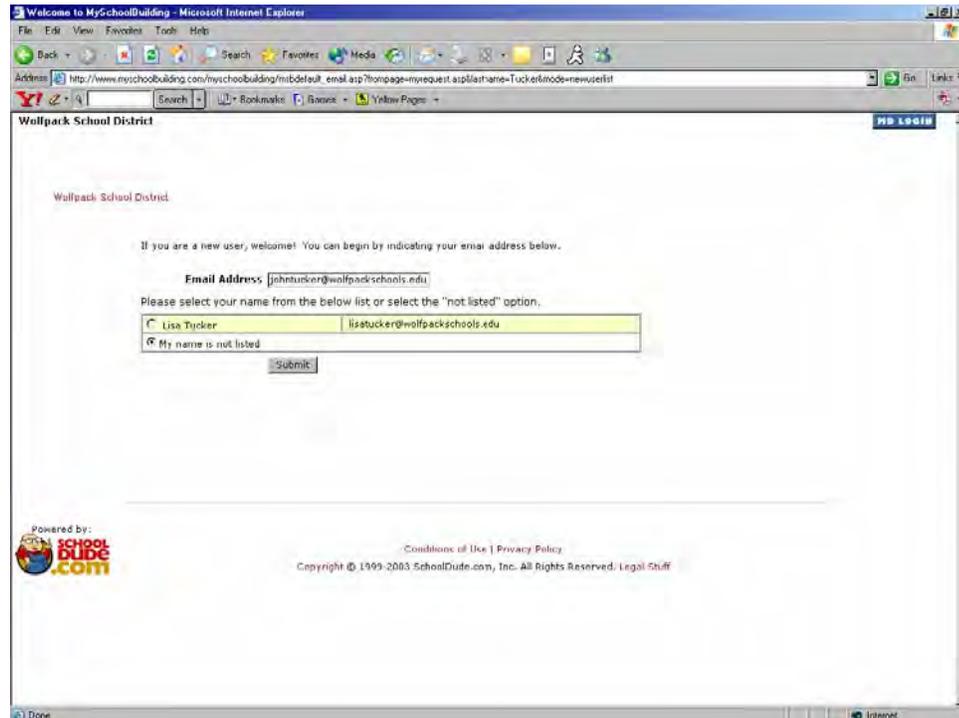
4. If you are a new user, the system will not find your e-mail address. Please enter in your last name in the box provided and click the "Submit" button. If you are not, the system will recognize your email and you will be taken to the request screen.



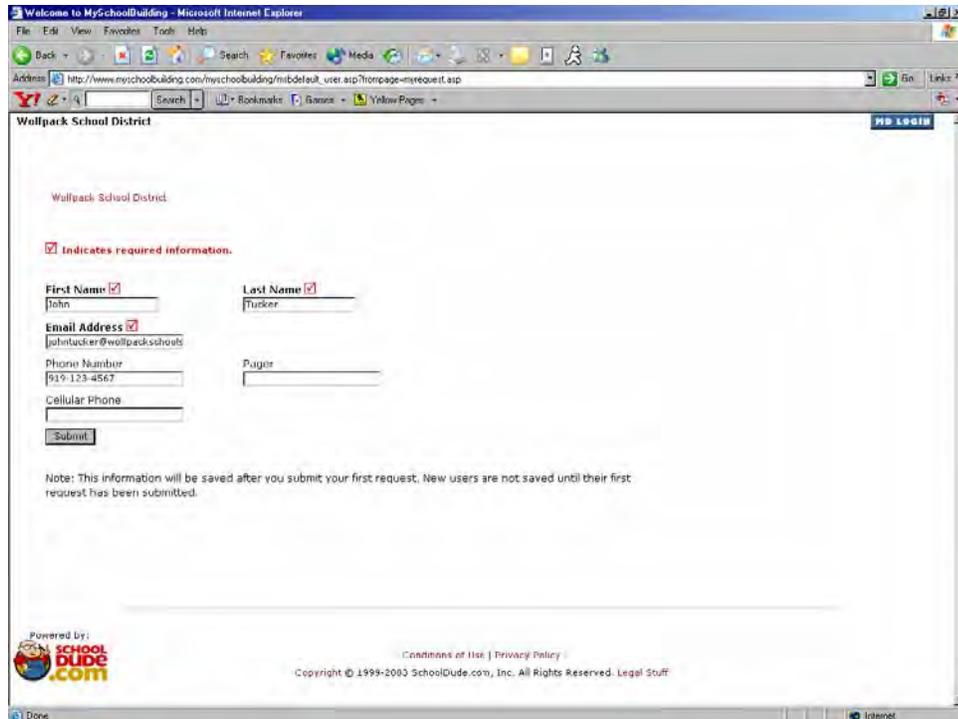
5. If your last name is found in the system, you see a list of users with your last name. If you are not any of these users, select the "My name is not listed"

option. If you see your name and email, select that option. Click the “Submit” button. This step is shown in the screen shot below.

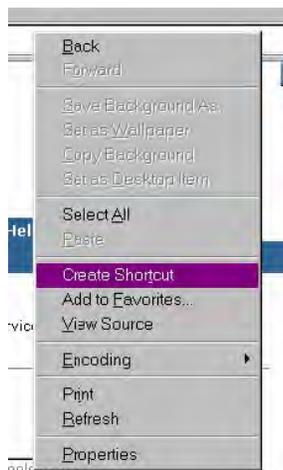
*Note: If your last name is not found, you will be given the option to add it (and you will not see this screen, skip to step 6).



6. If you are a new user, enter in your First Name. Verify that your e-mail address and your Last Name are correctly entered. If they are not, please correct them. You have the option of entering in your phone number and pager. However, these fields are not required. Click the “Submit” button to save. Once you click the “Submit” button. You will be taken to the “New Incident request” page where you can submit your incident requests.



To quickly access this page, you may wish to create a shortcut on your desktop. To do this, click the right button on your mouse anywhere on the page you wish to create the shortcut for. You will see the following menu pop up on your screen. Select the “Create Shortcut” option and an icon will be placed on your desktop as a shortcut.



Entering a New Work / Incident Request

To submit your work / incident requests fill out the following form:

1. Your **First Name, Last Name, Email, Phone, Pager** and **Cellular Phone** will automatically be entered. If that is not you, click the “here” in the “Please be yourself, click here, if you are not XXX.”
2. Choose your **Location***, **Area** and **Area/Room** Number.

3. Select the **Craft / Problem Type*** that best describes your issue. For example, if a computer won't boot, that would be a CPU/Computer issue. If your air doesn't work then that would be a HVAC issue. Once you click on a craft / problem type, the page will refresh and your craft / problem type will be highlighted with a red circle. If this is an emergency, check the Maintenance / Technology Emergency check box below the problem types list.
4. Describe your **Problem** or request.
5. Enter the **Requested Completion Date**. Click the calendar icon next to the date field to choose a date from a calendar. This option may not be available.
6. Enter your **Submittal Password***. This password will be the same for all requesters.

(*Required Fields)

Click the "Submit" button to save all changes to your settings.

Viewing Requests

A list of all incident requests you have made will display when clicking on "My Requests".

You can sort this list by any of the fields listed; click on the field name to sort by descending and click again to sort ascending. The default sort is by "Request Date".

You will be able to see the details, status, employee assigned to your request, action taken and the completion date of your requests.

To search your requests, enter a key term in the "Search This Results For", then click the "Go" button. To show all requests (after searching for work orders), click the "Show All" link.

To view only requests of a certain status, click the number next to the status under "Request Totals".

The screenshot displays the 'My Maint Requests' web application. At the top, there are navigation tabs for 'Work Request', 'My Requests', 'My Settings', and 'Help'. Below these, there are links for 'ASSIGNMENT', 'SEARCH KNOWLEDGE BASE', and 'HELP'. The main content area is titled 'My Maint Requests' and includes a search bar with the text 'Search for:'. Below the search bar, it indicates '1 - 10 of total 16 listed'. A table of requests is shown with the following columns: Status, Location, Action Taken, and Complete Date. The table contains six rows of data. To the right of the table, there is a 'Request Totals' section showing '13 New Request' and '1 Work In Progress'. The bottom of the screenshot shows the Windows taskbar with various open applications and the system clock.

Status	Location	Action Taken	Complete Date
New Request	Tex07 High School	No Action Note	
Refer to schedule	123 test 3	1/29/2005	
New Request	Tex07 High School	No Action Note	
Refer to schedule	122 test bb	1/29/2005	
New Request Athletic Field	Tex07 High School Admin Building	No Action Note	
123 General Grounds	120 test Time Available: 12:00	1/12/2005 Alarm	
New Request	Darlene High School	No Action Note	
	119 test e	1/12/2005 Advertisements	
New Request	Darlene High School	No Action Note	
	118 test 888	1/12/2005 Audio/Visual	
New Request	Darlene High School	No Action Note	
	117 test	1/12/2005 Asphalt	

My Settings

Requesters can edit their participant information in the following form. To edit this information, click the "My Settings" tab. The following fields can be updated:

- First Name, Last Name*
- Email*
- Phone Number, Pager Number, Cellular Number
- Email Notifications – If you would like to use the email notifications that were set up by the administrator of the system, click the "Use these generic email notification settings" option. If you would like to select your own email notifications, choose the "XXX prefers these email notification settings" option.

(* Required Fields)

You must enter in the requester password before you can change your settings as a requester.

