



Site Administrators are responsible for approving work orders routed to them. They have view-only access to all work orders for their assigned location(s). Site Administrators have the ability to enter new work requests for their locations.

## 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**.

## How to Review and Approve Work Order Requests

To review work orders that have been routed to you for approval, scroll down to the **Requested Work** section of your home page.

- To approve the work order, click the **Approve** button.
- To decline the work order, you can enter a reason why the work order is being declined in the **Action Taken** box and then click the **Decline** button. The requester will be able to view the note written in the Action Taken field to see why their request was declined.

REQUESTED WORK

Sort by Request Date Ascending Descending

1 - 1 of total 1 listed

Chatham Central High School  
1732 Need new lightbulbs.

Requested: 10/24/2012  
Requested Completion Date:  
Requested By: Administrator Hayley  
Assigned To: Hayley, SiteAdmin

Craft Electrical Area Classroom Area Number 100-110

Medium Action Taken

Approve Decline

## How to Create a Work Order

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

- Click on the **New Request** tab.
- Identify where the work needs to be done by choosing the **Location**.
- If your organization utilizes the **Building** field, select one from the drop down box.
- Choose the general **Area** type that best fits the location of the work request.
- Enter the specific area in the **Area Number** field. (The Area Number field is alphanumeric and is where you can enter specific room names or numbers.)

Step 1 Location


Dude High School















Building -- Select Building --

Area Classroom Area Number 1234

- Select the appropriate **Craft/Problem Type** to identify *what* type of work is being requested.
- **Please describe your problem or request** in the open text box.

**Step 2 Select Problem Type:**

 **Maintenance Help Desk:** Click on the problem type below that best describes your issue.

 Carpentry	 Climate Control	 Contractor	 Custodial
 Electrical	 Event Setup	 Food Services	 Grounds
 Moving	 Painting	 Photography	 <b>OK</b> Plumbing
 Roof	 Vehicle Maintenance		

Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
Dude	555-6203

**Step 3 Please describe your problem or request.**

Please check the sink in my classroom, there is a leak.

- The rest of the steps on the form may vary depending on how the account was set up. Please fill in the appropriate fields and make sure to enter information into all required fields.
- Click **Submit** at the bottom of the form to save and submit your request.

## CONTACT US

Got questions? Answers are what we're here for.  
Phone: 877.868.3833 – 8:00 am to 6:00 pm EST  
Email: [support@schooldude.com](mailto:support@schooldude.com)