MaintenanceDirect: Supervisor I Guide

The Supervisor I role has access to all portions MaintenanceDirect except the Account Setup. On the home page, under the Work Orders by Status section, they will see all work orders assigned to themselves and any employees who report directly to them. They have access to all reports and can search for any work order via the Search for box or Advanced Search.

How to Log In

- Open your web browser and type 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

New Request
Print WO Batch
User Forum
More Services
My SchoolBuilding
SchoolDude.com™
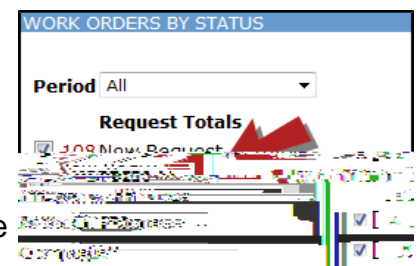
How to Assign a Work Order

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.
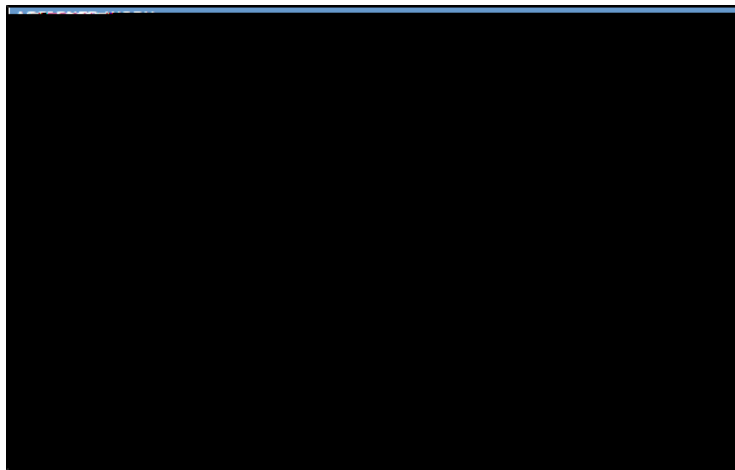
OR

- 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**.
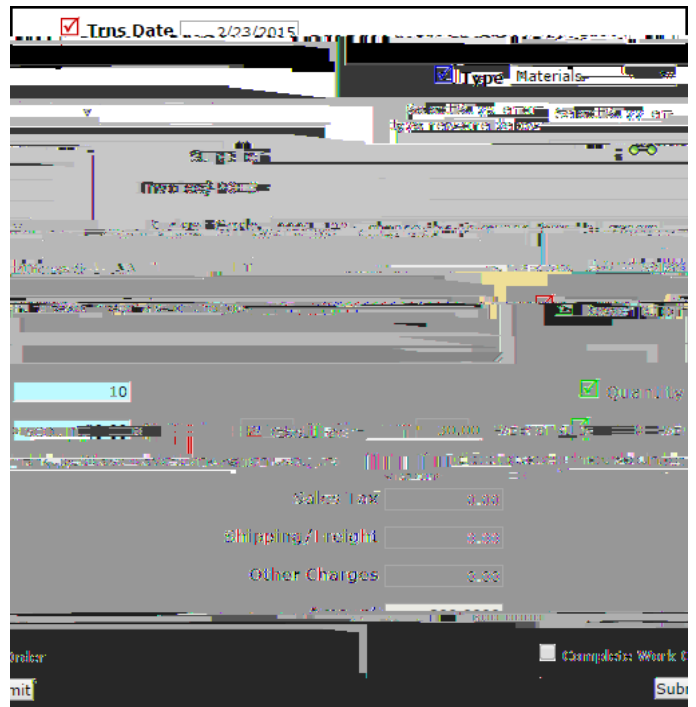
How to Create a Work Order

- The Advanced Search allows you to filter for work orders

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.