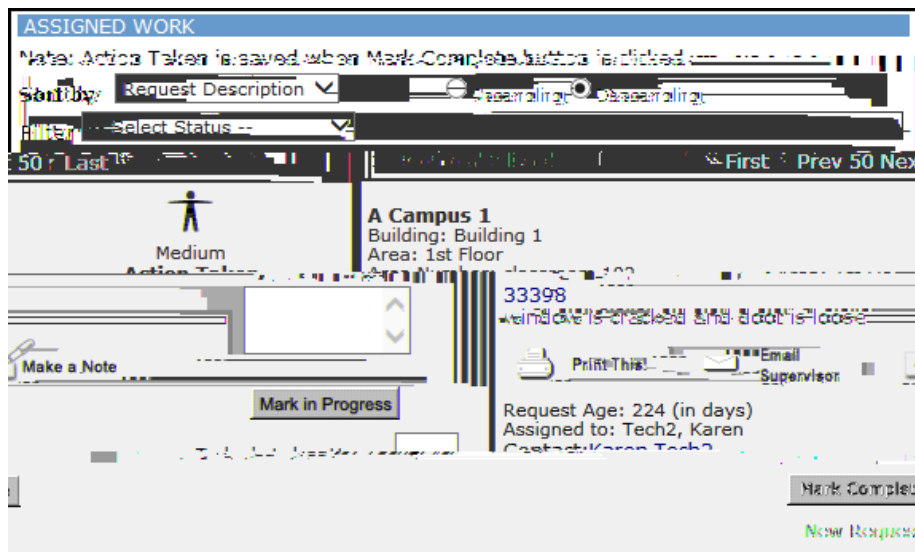


Logging into MaintenanceDirect

- ! <1: E; A>C1. . > C?1>--: 0 @<1 [90?/4;](#) ; [8A01 /;](#) 9 5 @ @1 -00>1??. ->--: 0 45@41 ; @>71E ; ; 79 ->7 @5 <- 31; >/>1-@ - ?4; >@A@ : E; A>01?7@< @ 9-71 51-?E @ /; 91. -/7 @ @5 <- 31 8@>
- ! : @1 ~ //; A: @ ; 35 ?/>11: 1: @>E; A>t ; 35 ž - 9 1 -: 0 E; A>" -??C; >0
- ž - 71 ?A>1 @-@ž - 5 @: -: /1" 51/@5 ?18/@05 @1 ; ; & . ; D
- ° 87%8: fi

Processing Work Orders

- ! : @1 4; 9 1 <- 31 E; A>~??5: 10) ; >7 ?1/8: C885@ 8 2@1 C; >7; >01?> @-@>1-??5: 10 @ E; A -: 0->1: ; @E1@/; 9 <8@0
- ~ ; >--: Ež 1C \$1=A1?@?@?C; >7; >01?> E; A /-: /87 @1 ž ->7 5 " > 3>1??. A@: @ /4-: 31 @1 ?@?@?; 2@1 C; >7; >01>@) ; >7 fi " > 3>1??
- +; A 9-E1: @>@1 ~ /8: &- 71: @1 t- . ; >/; A? 2 >@-@-E -: 0-8; 9->7 @1 C; >7; >01>-? °; 9 <8@ -8-@41?-91 8 1 ž; @ +; A 9A?@/87 @1 ž ->7 °; 9 <8@ . A@: @ ?-B1 -: E 52 >9-8: @<105 @ @1 ~ /8: &- 71: ; >& 0-E? t- . ; >/; A? 28?
-) 41: E; A /87 @1 ž ->7 °; 9 <8@ . A@: @1 /A>1: @-@ C88 1 8@0-? @1 ~ /@-8°; 9 <8@: ~-@ ; ; @1 C; >7; >01>-: 0 @1 C; >7; >01>?@?C88/4-: 31 @ °; 9 <8@
- f2E; A: 110 @ 1: @>-0055: -8C; >7; >01>01@8 /87 ; ; @1) ; >7! >01>fi : A9. 1>5 >10 @ 3; @ @1 28C; >7; >01>2 >9



MaintenanceDirect: Technician Guide

Entering Multiple Labor

