# Service Provider Quick Step Guide

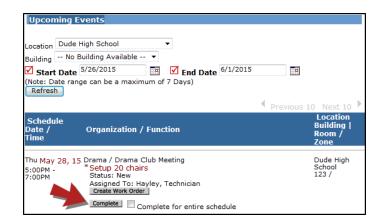


#### How to Login

- Go to fsd.schooldude.com
- Enter your Login Name and Password (Make sure FSDirect is selected from the drop down menu under Go to).
- Click on Sign In.

## How to Complete Event Tasks

- In the Upcoming Events section on the home page, select the Location from the drop down menu.
- Enter a date range in the Start Date and End Date fields.
- Click on the Refresh button.
- If needed, click on Next 10 to view more events.
- Click on the **Complete** button when you are finished with the task.



In addition to the **Upcoming Events** section, you will also see your assigned tasks on the right side of the home page in the **To Do Tasks** section. Click on **Done** to complete the task.



## How to Create a Work Order or Incident

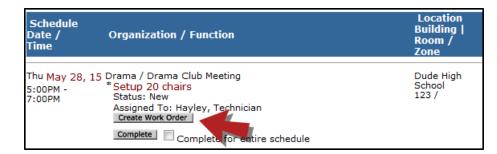
\*Note: You will have this option only if your organization owns MaintenanceDirect or ITDirect.

- In the Upcoming Events section on the home page, select the Location from the drop down menu.
- Enter a date range in the Start Date and End Date fields.
- Click on the **Refresh** button.

## SCHOOLDUDE.

## Service Provider Quick Step Guide

- If needed, click on Next 10 to view more events.
- Click on the Create Work Order or Create Incident button. The system will open another window which will display the work order in MaintenanceDirect or the incident in ITDirect. The FS Schedule section on the work order or incident will contain the schedule details from the event in FSDirect.



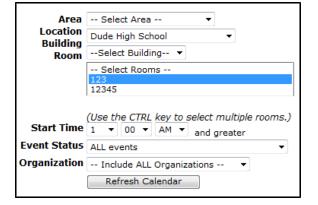
- FS Schedule FS Schedule 47479 Drama Club Meeting Event Date/Time 05/28/2015, 5:00PM - 7:00PM Setup Begin Time 5:00PM Breakdown End Time 7:00PM Organization Drama Organization Contact Lola Anne Location Dude High School Room(s) Room/Zone 123/ Room Configurations Schedule Status Approved Schedule Active? Yes
- If no additional information needs to be added to the work order or incident, either minimize or close out the window.
- You can now mark the task **Complete** in FSDirect. \*Note: If the task is marked complete in FSDirect, it will also mark the work order or incident complete in MaintenanceDirect or ITDirect.

#### How to View the Calendar

- Click on the **Calendar** Tab.
- The calendar will default to the Month View. To change your view, hover your mouse over the **Shortcuts** menu to select a different view.
- When you initially look at the calendar there will not be any events displayed. Use the drop down menus beside Location, Rooms,
  Organization, etc. to filter what you would like to see on the calendar.

\*Note: You will need to select something from the **Location** drop down menu to see events on the calendar.

Click Refresh Calendar once you have made your selections.



#### Shortcuts Rela Day View Month View Room View Week View

Organization Event Calendar

## SCHOOLDUDE.

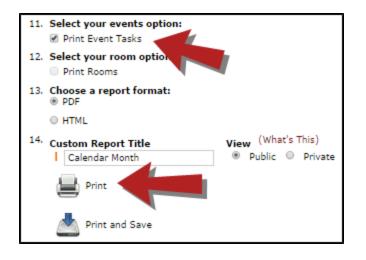
When viewing the calendar you can:

- Hover your mouse over the event title to see the time of the event.
- Click on the event title to see more detailed information about the event.
- Click on the date to see a **Daily View** of the Calendar.
- Click on **Next Month >** in the bottom right hand corner to see upcoming events for the next month.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 So Zumba Classes Softball Travel League Tryouts So Basketball Games	2 Play Practice All Sports Expo	3 \$अ⊻ Flag Football Games
4	5 \$3 Basketball Games	6 Choir Practice So Baseball Practice Meeting	7	8 So Zumba Classes So Basketball Games	9 • Play Practice	10 \$©⊻ Flag Football Games
11	12 Small Meeting So Basketball Games	13 Choir Practice Strain Baseball Practice	14 <u>A Faculty Meeting</u> So Baseball Practice 4:	Softball Travel League	16 Play Practice All Sports Expo	17 Sol Flag Football Games
18	19 So Basketball Games	20 Choir Practice So Baseball Practice	21 Small Meeting Faculty Meeting So Baseball Practice	22 Thanksgiving So Zumba Classes So Basketball Games	23 Thanksgiving Play Practice	24 \$⊙⊡ Flag Football Games
25	26 Small Meeting S Basketball Games Boy Scouts	27 Choir Practice So Baseball Practice	28	29 So Zumba Classes Softball Travel League Tryouts So Basketball Games	30 All Sports Expo S PTA L ing Book Club	

## How to Print Calendar Details

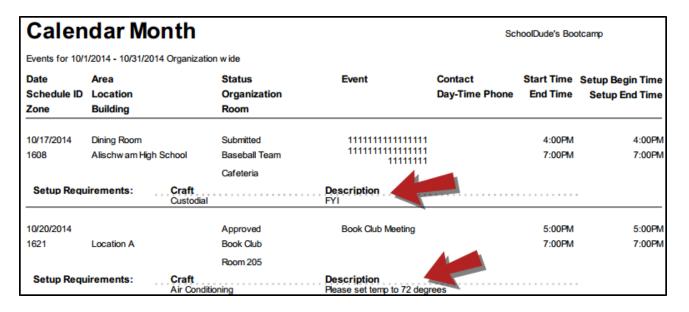
- Once you have filtered your calendar, click on the printer icon next to **Print This!** (Located in the upper left corner of the screen.)
- Make selections in Steps 1 through 14 to filter for the events you need to see. Make sure that you have checked the box to **Print Event Tasks** in Step 11.
- Click on the printer icon next to Print.





## SCHOOLDUDE.

Here is an example of the Event Calendar Report. Once you have the print preview on your screen you will be able to print it out.



#### 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