



## How to Login

- Go to [fsd.schooldude.com](http://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.

Schedule Date / Time	Organization / Function	Location Building   Room / Zone
Thu May 28, 15 5:00PM - 7:00PM	Drama / Drama Club Meeting *Setup 20 chairs Status: New Assigned To: Hayley, Technician <a href="#">Create Work Order</a>	Dude High School 123 /

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.

To Do Tasks
Next 7 Days
5/28/2015 Setup 20 chairs
<a href="#">DONE</a>
5/28/2015 Breakdown chairs
<a href="#">DONE</a>

## 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.

- 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.

Schedule Date / Time	Organization / Function	Location Building   Room / Zone
Thu May 28, 15 5:00PM - 7:00PM	Drama / Drama Club Meeting *Setup 20 chairs Status: New Assigned To: Hayley, Technician <input type="button" value="Create Work Order"/> <input type="button" value="Complete"/> <input type="checkbox"/> Complete for entire schedule	Dude High School 123 /

**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.

Shortcuts | Reli

- Day View
- Month View
- Room View
- Week View
- Organization Event 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.

**Area** -- Select Area --

**Location** Dude High School

**Building** --Select Building--

**Room** -- Select Rooms --

123  
12345

(Use the CTRL key to select multiple rooms.)

**Start Time** 1 00 AM and greater

**Event Status** ALL events

**Organization** -- Include ALL Organizations --

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 Zumba Classes Softball Travel League Tryouts Basketball Games	2 Play Practice All Sports Expo	3 Flag Football Games
4	5 Basketball Games	6 Choir Practice Baseball Practice Meeting	7 Faculty Meeting Baseball Practice Meeting	8 Zumba Classes Basketball Games	9 Play Practice	10 Flag Football Games
11	12 Small Meeting Basketball Games	13 Choir Practice Baseball Practice	14 Faculty Meeting Baseball Practice	15 Zumba Classes Softball Travel League Games 4:00PM-6:00PM	16 Play Practice All Sports Expo	17 Flag Football Games
18	19 Basketball Games	20 Choir Practice Baseball Practice	21 Small Meeting Faculty Meeting Baseball Practice	22 Thanksgiving Zumba Classes Basketball Games	23 Thanksgiving Play Practice	24 Flag Football Games
25	26 Small Meeting Basketball Games Boy Scouts	27 Choir Practice Baseball Practice	28 Faculty Meeting Baseball Practice	29 Zumba Classes Softball Travel League Tryouts Basketball Games	30 All Sports Expo PTA Meeting Book Club	

<- Previous Month Next Month - >

## 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**.


11. **Select your events option:**  
 Print Event Tasks


12. **Select your room option:**  
 Print Rooms

13. **Choose a report format:**  
 PDF  
 HTML

14. **Custom Report Title**

**View (What's This)**  
 Public  Private

 **Print**

 **Print and Save**

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.

Calendar Month							SchoolDude's Bootcamp
Events for 10/1/2014 - 10/31/2014 Organization wide							
Date	Area	Status	Event	Contact	Start Time	Setup Begin Time	
Schedule ID	Location	Organization		Day-Time Phone	End Time	Setup End Time	
Zone	Building	Room					
10/17/2014	Dining Room	Submitted	111111111111111111		4:00PM	4:00PM	
1608	Alishw am High School	Baseball Team	111111111111111111		7:00PM	7:00PM	
		Cafeteria	11111111				
<b>Setup Requirements:</b>		<b>Craft</b>	<b>Description</b>				
		Custodial	FYI				
10/20/2014		Approved	Book Club Meeting		5:00PM	5:00PM	
1621	Location A	Book Club			7:00PM	7:00PM	
		Room 205					
<b>Setup Requirements:</b>		<b>Craft</b>	<b>Description</b>				
		Air Conditioning	Please set temp to 72 degrees				

## 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)