


SchoolDude WorkOrder System

<p>Access on-line request form Either from this form or link on U7 website under staff resources</p>	<p>SchoolDude</p> 
<p>Account Number can be found on FirstClass conference folder</p>	<p>Select Organization</p> <p>Organization Account Number <input type="text"/></p> <p><input type="button" value="Submit Organization"/></p>
<p>Enter your email address</p>	<p>SACO</p> <p>Welcome! To begin, please enter your email address below.</p> <p>Email Address <input type="text"/></p> <p><input type="button" value="Submit"/></p>
<p>Depending upon need, select either maintenance or IT</p>	<p>SACO</p> <p>Select one</p> <p><input type="button" value="Maint Request"/> <input type="button" value="IT Request"/> <input type="button" value="Trip Request"/> <input type="button" value="My Requests"/> <input type="button" value="Settings"/> <input type="button" value="Help"/></p>
<p>Fill-in fields with personal info</p>	<p>Step 1 Please be yourself, click here if you are not Laurie Underwood</p> <p>First Name <input type="text" value="Laurie"/> Last Name <input type="text" value="Underwood"/> Email <input type="text" value="lunderwood@saco.org"/></p> <p>Phone <input checked="" type="checkbox"/> <input type="text" value="207-284-3423"/> Pager <input type="text"/> Cellular Phone <input type="text" value="207-284-3423"/></p>
<p>Using pull-down menus select location and enter room number</p>	<p>Step 2 Location <input checked="" type="checkbox"/></p> <p><input type="text" value="-- Select Location --"/></p> <p>Area <input type="text" value="-- Select Area --"/> Area/Room Number <input checked="" type="checkbox"/> <input type="text"/></p> <p><input type="checkbox"/> Yes, remember my area entries for my next new request entry.</p>

SchoolDude WorkOrder System

Select problem type	<p>Step 3 Select Problem Type: <input checked="" type="checkbox"/></p> <p>Maintenance Help Desk: Click here for Maintenance Emergency Contacts Click on the problem type below that best describes your issue.</p> <table style="width: 100%; text-align: center;"> <tr> <td> Bleachers</td> <td> Boiler</td> <td> Carpentry</td> <td> Communications</td> </tr> <tr> <td> Concrete</td> <td> Custodial</td> <td> Custodial Equipment Repair</td> <td> Doors and Hardware</td> </tr> <tr> <td> Drywall</td> <td> Electrical</td> <td> Fire Extinguishers</td> <td> Flooring</td> </tr> <tr> <td> Furniture Repair</td> <td> General Maintenance</td> <td> Glass/Window Repairs</td> <td> Heating/Ventilation /Air Conditioning</td> </tr> <tr> <td> Indoor Air Quality</td> <td> Key and Lock</td> <td> Lighting (Indoor)</td> <td> Lighting (Outdoor)</td> </tr> <tr> <td> Mechanical</td> <td> Miscellaneous</td> <td> Moving</td> <td> Painting</td> </tr> <tr> <td> Plumbing</td> <td> Roof</td> <td> Sprinkler System</td> <td> Telephone Service</td> </tr> <tr> <td> Windows</td> <td></td> <td></td> <td></td> </tr> </table>	Bleachers	Boiler	Carpentry	Communications	Concrete	Custodial	Custodial Equipment Repair	Doors and Hardware	Drywall	Electrical	Fire Extinguishers	Flooring	Furniture Repair	General Maintenance	Glass/Window Repairs	Heating/Ventilation /Air Conditioning	Indoor Air Quality	Key and Lock	Lighting (Indoor)	Lighting (Outdoor)	Mechanical	Miscellaneous	Moving	Painting	Plumbing	Roof	Sprinkler System	Telephone Service	Windows			
Bleachers	Boiler	Carpentry	Communications																														
Concrete	Custodial	Custodial Equipment Repair	Doors and Hardware																														
Drywall	Electrical	Fire Extinguishers	Flooring																														
Furniture Repair	General Maintenance	Glass/Window Repairs	Heating/Ventilation /Air Conditioning																														
Indoor Air Quality	Key and Lock	Lighting (Indoor)	Lighting (Outdoor)																														
Mechanical	Miscellaneous	Moving	Painting																														
Plumbing	Roof	Sprinkler System	Telephone Service																														
Windows																																	
Select problem type	<p>Step 3 Select Problem Type: <input checked="" type="checkbox"/></p> <p>Technology Help Desk: Click here for Technology Emergency Contacts Click on the problem type below that best describes your issue.</p> <table style="width: 100%; text-align: center;"> <tr> <td> CD Drive</td> <td> Computer Monitor</td> <td> CPU / Computer</td> <td> Desktop/Workstation</td> </tr> <tr> <td> General</td> <td> Hard Drive</td> <td> Internet Connection</td> <td> Keyboard</td> </tr> <tr> <td> Laptop</td> <td> Mouse</td> <td> New Equipment Request</td> <td> PDA</td> </tr> <tr> <td> Printers</td> <td> Projector</td> <td> Security/Login</td> <td> Smart Board</td> </tr> <tr> <td> Software Application</td> <td> TV / Television</td> <td> Web/E-mail Access</td> <td> WorkStation Setup</td> </tr> </table>	CD Drive	Computer Monitor	CPU / Computer	Desktop/Workstation	General	Hard Drive	Internet Connection	Keyboard	Laptop	Mouse	New Equipment Request	PDA	Printers	Projector	Security/Login	Smart Board	Software Application	TV / Television	Web/E-mail Access	WorkStation Setup												
CD Drive	Computer Monitor	CPU / Computer	Desktop/Workstation																														
General	Hard Drive	Internet Connection	Keyboard																														
Laptop	Mouse	New Equipment Request	PDA																														
Printers	Projector	Security/Login	Smart Board																														
Software Application	TV / Television	Web/E-mail Access	WorkStation Setup																														
Provide detailed description of problem	<p>Step 4 Please describe your problem or request. <input checked="" type="checkbox"/></p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>																																
Select Purpose	<p>Step 5 Purpose</p> <p style="text-align: center;"> <input type="text" value="General Maintenance"/> <input checked="" type="checkbox"/> </p>																																

SchoolDude WorkOrder System

<p>Password can be found on FirstClass conference folder</p>	<p>Step 6 Submittal Password <input checked="" type="checkbox"/></p> <div style="display: flex; align-items: center; margin-top: 10px;"> <input style="width: 200px; height: 20px; border: 1px solid #ccc;" type="text"/> Forgot Password? </div>				
<p>Click the submit button</p>	<p>Step 7 <input type="button" value="Submit"/></p> <p style="font-size: small; margin-top: 5px;">NOTE: You will receive the following notifications. You will be notified of request assignment to a technician.</p>				
<p><i>Only select if issue is an emergency</i></p>	<p>Maintenance Emergency</p> <p><input type="checkbox"/> Check here if this is an emergency or call any of the emergency contacts below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th style="text-align: left; padding: 2px;">Contact Name</th> <th style="text-align: left; padding: 2px;">Contact Phone</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Mike Garrity</td> <td style="padding: 2px;">758-2388</td> </tr> </tbody> </table>	Contact Name	Contact Phone	Mike Garrity	758-2388
Contact Name	Contact Phone				
Mike Garrity	758-2388				
<p><i>Only select if issue is an emergency</i></p>	<p>Technology Emergency</p> <p><input type="checkbox"/> Check here if this is an emergency or call any of the emergency contacts below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th style="text-align: left; padding: 2px;">Contact Name</th> <th style="text-align: left; padding: 2px;">Contact Phone</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Laurie Underwood</td> <td style="padding: 2px;">207-284-3423</td> </tr> </tbody> </table>	Contact Name	Contact Phone	Laurie Underwood	207-284-3423
Contact Name	Contact Phone				
Laurie Underwood	207-284-3423				