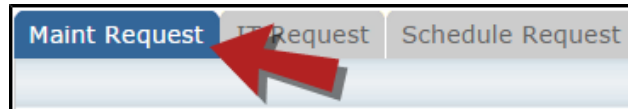


MaintenanceDirect Requester Guide

How to Submit a Request

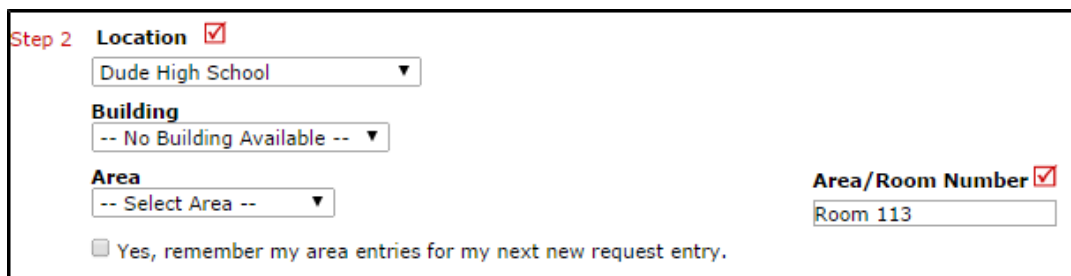
- Make sure you are on the **Maint Request** tab at the top of the screen.



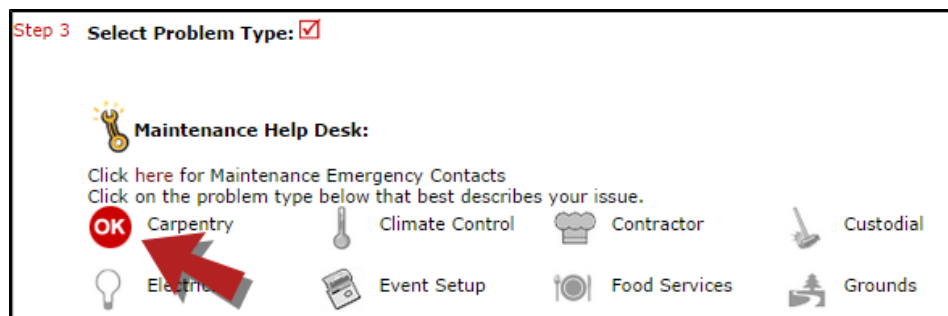
**Note: Any field marked with a red checkmark is a required field.*

- **Step 1:** These fields will already be filled in with your contact information according to how it was entered upon registration.
- **Step 2:** Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** (if available). Also, be sure to type in the area description or room number in the **Area/Room Number** field.

There will not be any selections for the Area dropdown menu, so please skip this section



- **Step 3:** Select the **Problem Type** that best describes the request/issue you are reporting.



- **Step 4:** Type in a **Description** of the problem.

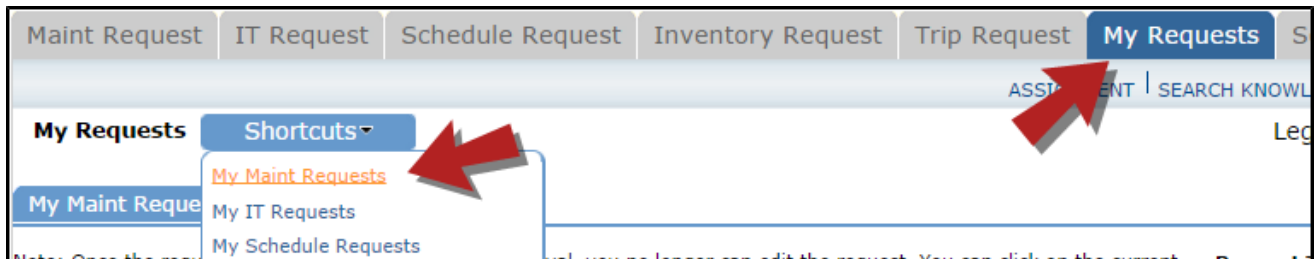
Step 4 Please describe your problem or request.

Broken door hinge. Please repair.

- **Step 5:** Enter the date you would like to have the work completed by.
- **Step 6:** Click the **Submit** button.

My Request Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My Maint Requests**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.



On the **My Requests** page you will see up-to-date information on your requests including the current status, work order ID number, and Action Taken notes. You can click on the number next to the status description in the **Request Totals** section to see all of your requests marked with that status. You can also search for any work order request by typing a key word into the **Search** box and clicking **Go**.

My Maint Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Request Totals
 1 New Request
 1 Work In Progress

Search for " Show All

Search this results for: Show All

1 - 2 of total 2 listed

| Status | Location | Action Taken | Complete Date |
|-------------------------|--|---|---------------|
| WOID | Building | Assigned To | |
| Area | Description | Request Date | |
| Area Number | | Type | |
| Purpose | | | |
| New Request 157 | ABC High School Classroom Room 125 | No Action Note 5/17/2012 | |
| Work In Progress 149 | ABC High School Classroom Room 123 | No Action Note 2/12/2010 Heating/Ventilation /Air Conditioning | |

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