

School Dude's Work Order Request System



Indiana University of Pennsylvania
OFFICE OF FACILITIES OPERATIONS



Here is the MySchoolBuilding.com login page for Indiana University of Pennsylvania where you as a Requestor will enter yourself into the system. Insert your e-mail address in the space provided and click submit

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Welcome to MySchoolBuilding - Microsoft Internet Explorer provided by Fitchburg State College". The address bar contains the URL "http://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp". The page content includes the Fitchburg State College logo, a link to "Email us", and a login form with the text "Welcome! To begin, please enter your email address below." The form has a label "Email Address" followed by a yellow input field and a "Submit" button. At the bottom, there are links for "Conditions of Use" and "Privacy Policy", and a copyright notice: "Copyright © 1999-2008 SchoolDude.com, Inc. All Rights Reserved." The browser's status bar at the bottom shows "Internet".

Microsoft Internet Explorer provided by Fitchburg State College

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites RSS Print Mail Stop

Address http://www.myschoolbuilding.com/myschoolbuilding/msbdefault_email.asp?frompage=myrequest.asp Go Links

Google Go Bookmarks 110 blocked Check AutoLink AutoFill Send to Settings

Fitchburg State College **MD LOGIN**

FITCHBURG STATE COLLEGE

Got a problem? [Email us](#)

Welcome! To begin, please enter your email address below.

Email Address

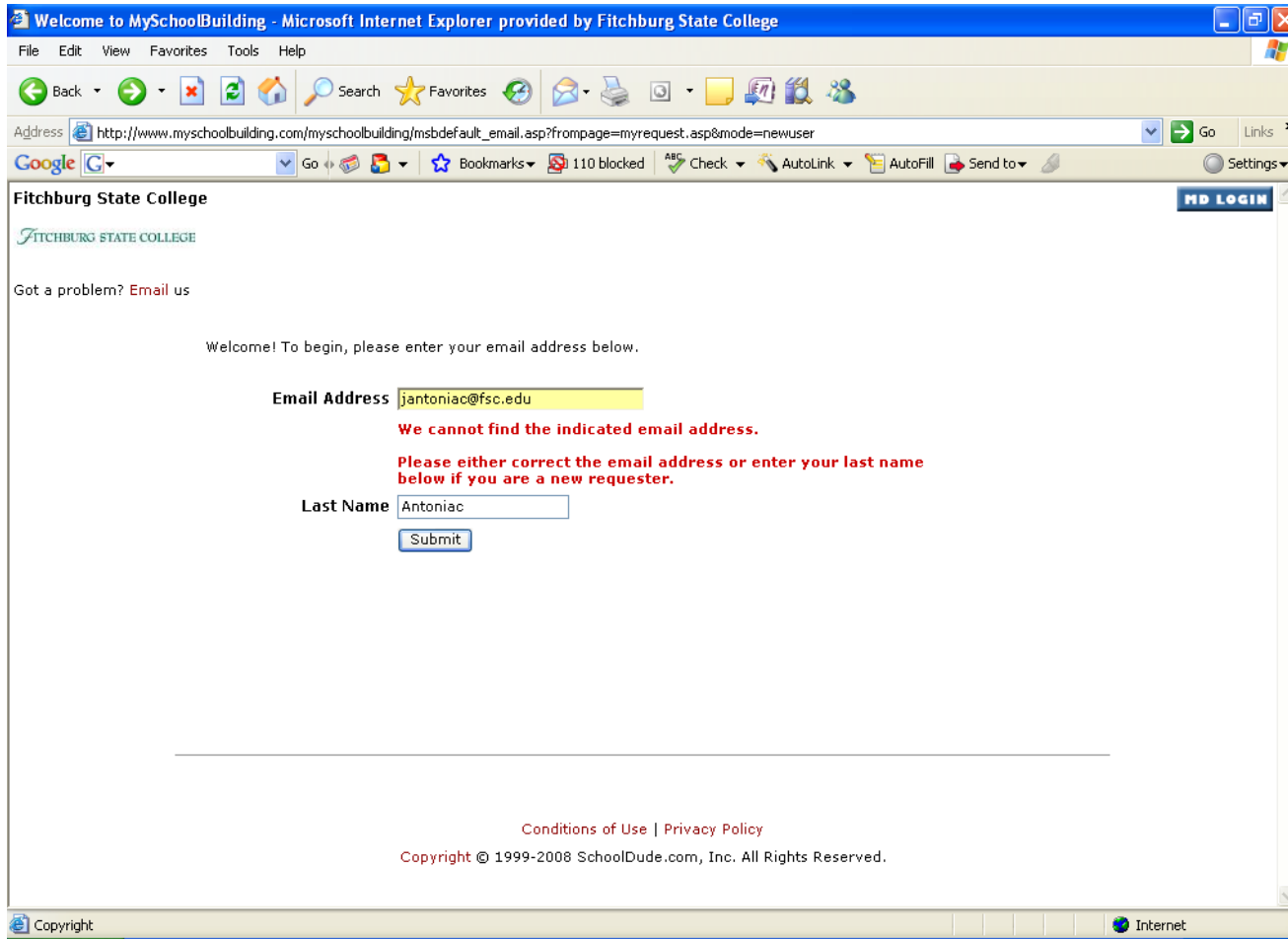
[Conditions of Use](#) | [Privacy Policy](#)

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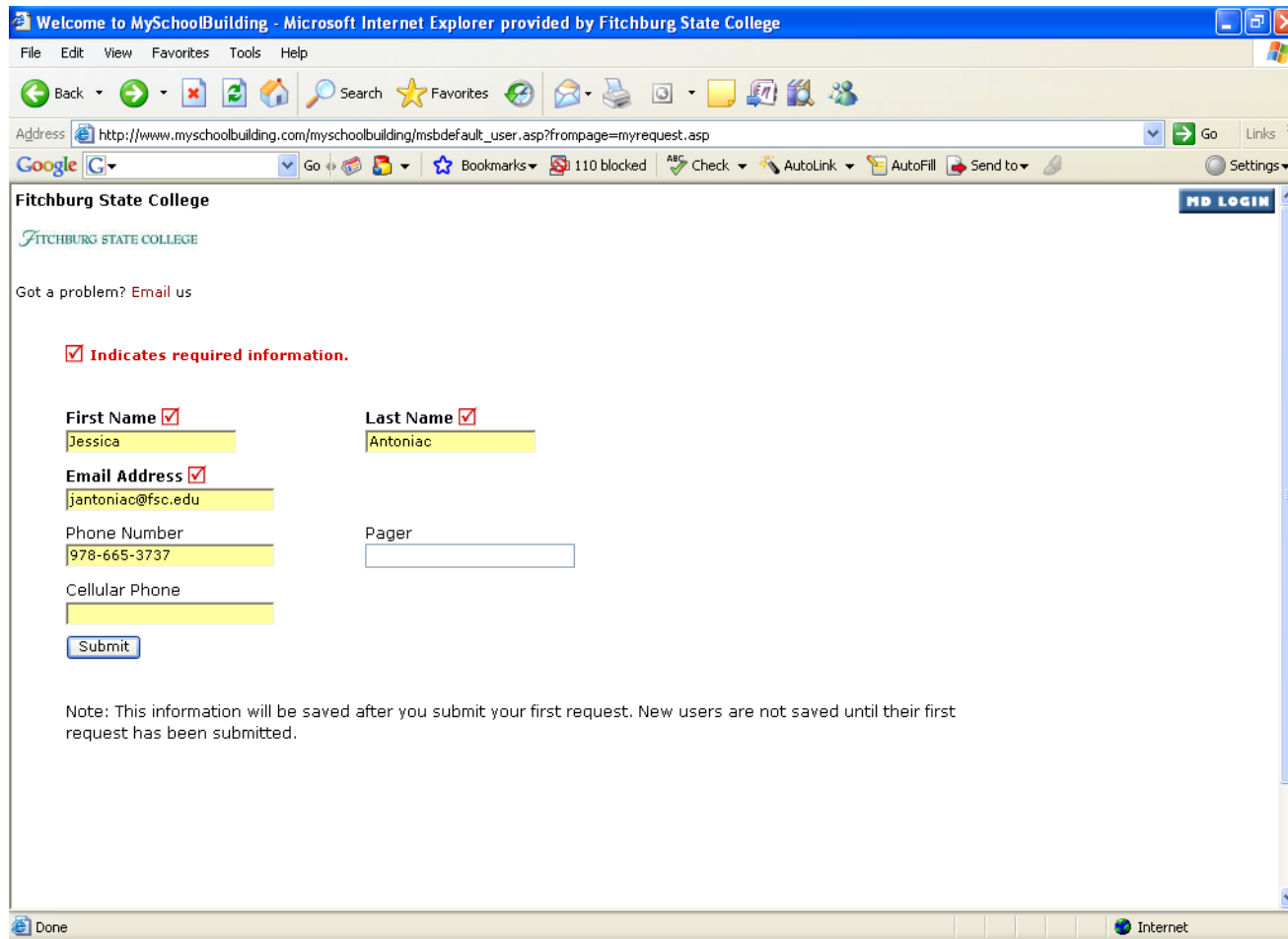
Internet

All New Users will receive this error message, just proceed to enter your last name and click submit.

Please note: This message will only appear on your first time logging into the system.



Your last name and email address should already be filled in. Fill in the remaining fields and click submit. **Please note:** You will only have to enter this information once and any required fields will have a check mark.



Welcome to MySchoolBuilding - Microsoft Internet Explorer provided by Fitchburg State College

File Edit View Favorites Tools Help

Address http://www.myschoolbuilding.com/myschoolbuilding/msbdefault_user.asp?frompage=myrequest.asp

Google

Fitchburg State College

MD LOGIN

Got a problem? [Email us](#)

Indicates required information.

First Name Last Name

Jessica Antoniac

Email Address

jantoniac@fsc.edu

Phone Number 978-665-3737

Cellular Phone

Pager

Submit

Note: This information will be saved after you submit your first request. New users are not saved until their first request has been submitted.

Done Internet

This is the point where all Requestors start once they're in the system. The Work Request Page serves as your Home page for myschoolbuilding.com. Across the top of the page you'll notice 4 tabs labeled "Maint Request", "My Requests", "Settings" and "Help". These tabs are how you will navigate through the work request process.

Welcome to MySchoolBuilding - Microsoft Internet Explorer provided by Fitchburg State College

http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp

Fitchburg State College

Go to - Quick Links - LOGOUT HELP

Got a problem? Email us

Maint Request My Requests Settings Help

HELPER

Welcome to FSC's Work Order Request Web Site

Capital Planning and Maintenance would like to Thank You for using School Dude's Work Order System. If you have any questions or need assistance please call Linda Fleming 978-665-3115 she will be happy to help you.

Indicates required information.

Step 1 Please be yourself, click here if you are not Linda Fleming

First Name Linda	Last Name Fleming	Email lflemin2@fsc.edu
Phone 978-665-3115	Pager	Cellular Phone

Step 2 Location

Your current location is **Conlon Building** [Change Location](#)

Area -- Select Area -- **Area/Room Number**

Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type:

Maintenance Help Desk: Click on the problem type below that best describes your issue.

Carpentry	Custodial	Electrical	Elevators
-----------	-----------	------------	-----------

Internet 100%

Requesting Work using the "Maint. Request" tab :

Step 1 is all your contact information that you have entered during your initial Log-in.

Please note: This information is automatically entered every time you are requesting work to be done.

Capital Planning and Maintenance would like to Thank You for using School Dude's Work Order System. If you have any questions or need assistance please call Linda Fleming 978-665-3115 she will be happy to help you.

Indicates required information.

Step 1 Please be yourself, click here if you are not Linda Fleming

First Name Linda	Last Name Fleming	Email lflemin2@fsc.edu
Phone 978-665-3115	Pager	Cellular Phone

Step 2 Location

Your current location is **Conlon Building** [Change Location](#)

Area -- Select Area -- **Area/Room Number**

Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type:

Maintenance Help Desk: Click on the problem type below that best describes your issue.

Carpentry	Custodial	Electrical	Elevators
Grounds	Heating/Ventilation /Air Conditioning	Key and Lock	Key Duplication
Miscellaneous	Moving	Painting	Plumbing
Recycling	Restrooms	Roof	

Step 4 Please describe your problem or request.

Step 2 is the Location tab

- Click the **Select Location Box** and you will see all the Campus Buildings. Please choose the building you are requesting work to be performed in.
- The **Select Area Box** - please choose from the list provided (exp. 1st floor, 2nd floor, conference room, etc.)
- The **Area/Room Number** – This information you will have to fill in yourself with the room number that you are requesting work to be performed.

Note: If you check yes, remember my entries for my next new request, the Same location and Area will come up on the screen every time you enter a work request.

Welcome to MySchoolBuilding - Microsoft Internet Explorer provided by Fitchburg State College

http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp

File Edit View Favorites Tools Help

Welcome to MySchoolBuilding MaintenanceDirect Welcome to MySchoolBul... X

Capital Planning and Maintenance would like to Thank You for using School Dude's Work Order System. If you have any questions or need assistance please call Linda Fleming 978-665-3115 she will be happy to help you.

Indicates required information.

Step 1 Please be yourself, click here if you are not Linda Fleming

First Name Linda	Last Name Fleming	Email lflemin2@fsc.edu
Phone 978-665-3115	Pager	Cellular Phone

Step 2 Location

Your current location is **Conlon Building** [Change Location](#)

Area -- Select Area --	Area/Room Number <input checked="" type="checkbox"/>
----------------------------------	---

Yes, remember my area entries for my next new request entry.

Step 3 - Click and select the Problem Type that best describes your issue. Once selected, it will be highlighted with a **RED OK** circle.

Indicates required information.

Step 1 Please be yourself, click here if you are not Linda Fleming

First Name Linda	Last Name Fleming	Email lflemin2@fsc.edu
Phone 978-665-3115	Pager	Cellular Phone

Step 2 Location

Conlon Building	Area/Room Number <input checked="" type="checkbox"/>
Area Film Room	108

Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type:

Maintenance Help Desk: Click on the problem type below that best describes your issue.

Carpentry	Custodial	Electrical	Elevators
Grounds	Heating/Ventilation /Air Conditioning	Key and Lock	Key Duplication
Miscellaneous	Moving	Painting	Plumbing
Recycling	Restrooms	Roof	

Step 4 - Please describe your problem in the box provided. Please give as much detail as possible. It will allow us to speed up the process of completing the work request you have submitted.

Welcome to MySchoolBuilding - Microsoft Internet Explorer provided by Fitchburg State College

http://www.myschoolbuilding.com/myschoolbuilding/MyRequest.asp

File Edit View Favorites Tools Help

Welcome to MySchoolBuilding MaintenanceDirect Welcome to MySchoolBuil... X

Linda Fleming lflem2@fsc.edu

Phone 978-665-3115 Pager Cellular Phone


Step 2 Location
















Conlon Building

Area Film Room Area/Room Number 108

Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type:

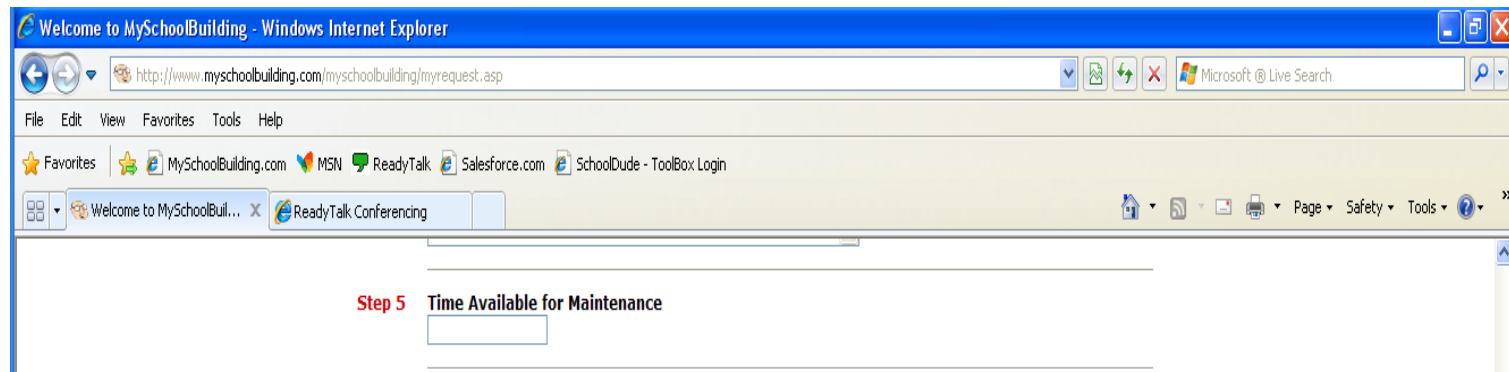
 **Maintenance Help Desk:** Click on the problem type below that best describes your issue.

 Carpentry	 Custodial	 OK Electrical	 Elevators
 Grounds	 Heating/Ventilation /Air Conditioning	 Key and Lock	 Key Duplication
 Miscellaneous	 Moving	 Painting	 Plumbing
 Recycling	 Restrooms	 Roof	

Step 4 Please describe your problem or request.

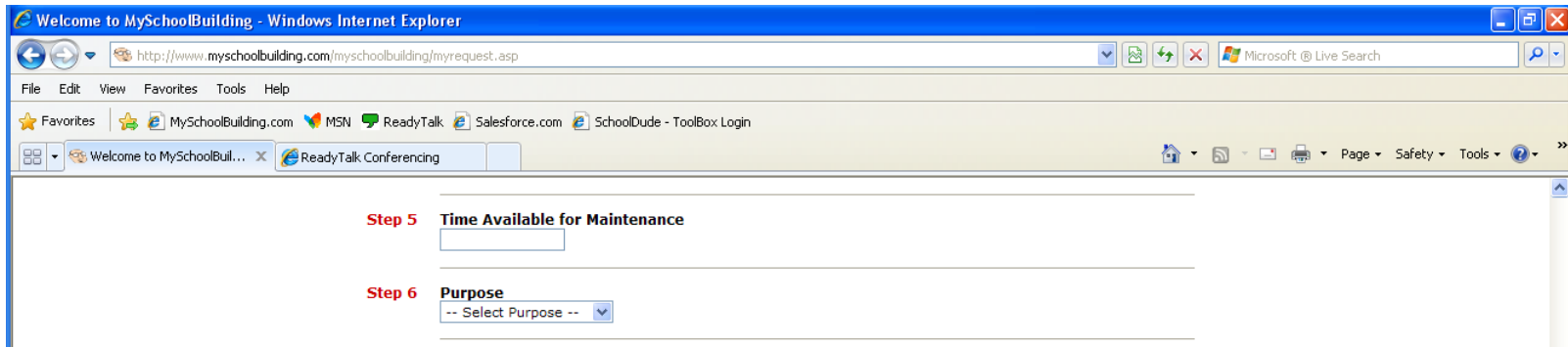
The light is out in the film room 108

Step 5 - The Time Available for Maintenance allows you to enter time you're available for maintenance work to be done (i.e. when you have a free class period). **Note: This is an optional field**



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Welcome to MySchoolBuilding - Windows Internet Explorer". The address bar contains the URL "http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The Favorites bar shows "MySchoolBuilding.com", "MSN", "ReadyTalk", "Salesforce.com", and "SchoolDude - ToolBox Login". The tabs bar has two tabs: "Welcome to MySchoolBuil..." and "ReadyTalk Conferencing". The main content area displays "Step 5 Time Available for Maintenance" in red text, followed by a single-line text input field. The browser's status bar at the bottom shows icons for home, back, forward, print, page, safety, and tools.

Step 6 - The **Purpose Box** lists Type of work. Click and choose the Type of work you need (**EXAMPLE:** Repair, Deliver, Move, Set-up, Keys, Signs, etc.)
Note: This is an important field.

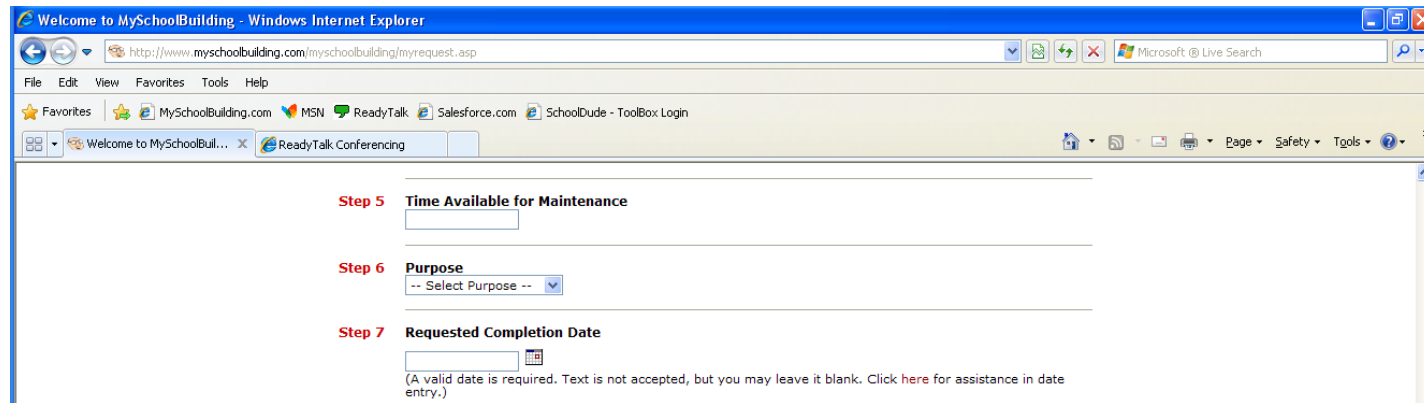


The screenshot shows a Windows Internet Explorer browser window titled "Welcome to MySchoolBuilding - Windows Internet Explorer". The address bar displays "http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The Favorites bar shows "MySchoolBuilding.com", "MSN", "ReadyTalk", "Salesforce.com", and "SchoolDude - ToolBox Login". The browser has two tabs open: "Welcome to MySchoolBuil..." and "ReadyTalk Conferencing".

The main content area of the browser displays a form with two steps:

- Step 5 Time Available for Maintenance**: A text input field.
- Step 6 Purpose**: A dropdown menu with the text "-- Select Purpose --".


Step 7 - The Requested Completion Date allows you to add a date for which you need the work done. Note: This is an optional field.



Windows Internet Explorer window showing the URL: <http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp>

Step 5 **Time Available for Maintenance**

Step 6 **Purpose**
-- Select Purpose --

Step 7 **Requested Completion Date**
 
(A valid date is required. Text is not accepted, but you may leave it blank. [Click here](#) for assistance in date entry.)

Step 8 - The Budget Box lists all Buildings with budget codes. Click and choose the Building that best relates to this request.

(Note: All Academic Buildings are listed under Administrative Buildings)

Note: This is a required field.

The screenshot shows a web browser window titled "Welcome to MySchoolBuilding - Windows Internet Explorer". The address bar shows the URL "http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The Favorites bar contains "MySchoolBuilding.com", "MSN", "ReadyTalk", "Salesforce.com", and "SchoolDude - ToolBox Login". The browser has two tabs open: "Welcome to MySchoolBuil..." and "ReadyTalk Conferencing".

The main content area displays a form with four steps:

- Step 5 Time Available for Maintenance**: A text input field.
- Step 6 Purpose**: A dropdown menu with the text "-- Select Purpose --".
- Step 7 Requested Completion Date**: A date picker field with a calendar icon. Below it, a note reads: "(A valid date is required. Text is not accepted, but you may leave it blank. Click here for assistance in date entry.)".
- Step 8 Budget**: A dropdown menu with the text "-- Select Budget Account --" and a red checkmark icon to its right, indicating it is a required field.

Step 9 - The **Attachment Step** allows you to add a photo or document best explaining the request or issue. Click the link in red and browse for the file you would like to attach.

Note: This is an optional field.

The screenshot shows a Windows Internet Explorer browser window titled "Welcome to MySchoolBuilding - Windows Internet Explorer". The address bar shows the URL "http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The Favorites bar shows "MySchoolBuilding.com", "MSN", "ReadyTalk", "Salesforce.com", and "SchoolDude - ToolBox Login". The browser has two tabs open: "Welcome to MySchoolBuil..." and "ReadyTalk Conferencing".

The main content area displays a form with the following steps:

- Step 5 Time Available for Maintenance**: A text input field.
- Step 6 Purpose**: A dropdown menu with "-- Select Purpose --" selected.
- Step 7 Requested Completion Date**: A date picker field with a calendar icon. Below it, a note reads: "(A valid date is required. Text is not accepted, but you may leave it blank. Click [here](#) for assistance in date entry.)"
- Step 8 Budget**: A dropdown menu with "-- Select Budget Account --" selected and a checked checkbox.
- Step 9 Attachment**: A red link labeled "Attach New File" followed by the text "(Maximum allowed is two attachments with a size of 3MB or less per file.)"

Step 10 Enter the Submittal Password which is facrelstu

Welcome to MySchoolBuilding - Windows Internet Explorer

http://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp

File Edit View Favorites Tools Help

MySchoolBuilding.com MSN ReadyTalk Salesforce.com SchoolDude - ToolBox Login

Welcome to MySchoolBuil... ReadyTalk Conferencing

Page Safety Tools

Step 5 Time Available for Maintenance

Step 6 Purpose
-- Select Purpose --

Step 7 Requested Completion Date

(A valid date is required. Text is not accepted, but you may leave it blank. Click [here](#) for assistance in date entry.)

Step 8 Budget
-- Select Budget Account --

Step 9 Attachment
[Attach New File](#) (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 10 Submittal Password
 [Forgot Password?](#)

Step 11 -Click Submit

- Under the **Submit Box** there is a **NOTE:** You will receive the following notifications via email
- You will be notified when we receive your request.
- You will be notified of status changes to your request (example: complete, on-hold, waiting for parts, etc.)

Step 10 Submittal Password

[Forgot Password?](#)

Step 11

NOTE: You will receive the following notifications.

You will be notified receipt of your request.

You will be notified if this request is completed.

You will be notified if this request is marked as voided.

[Maint Request](#) [My Requests](#) [My Settings](#) [Help](#)

[Conditions of Use](#) | [Privacy Policy](#) | [Help](#)

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My Requests Tab

- This tab will show the new work request you just made. Each Request you make will be added to this list and you can check on it's current status at anytime.
- You can **Search** requests by entering a **Key Word** or click on **Show All** link
- **Request Totals-** (located on top right corner) is a quick link to view the number of requests entered by status
- **Please note:** you can filter and sort requests by any of the information located in the blue header box by clicking the word in each category.

Welcome to MySchoolBuilding - Microsoft Internet Explorer provided by Fitchburg State College

File Edit View Favorites Tools Help

Address <http://www.myschoolbuilding.com/myschoolbuilding/myrequests.asp?id=new>

Maint Request **My Requests** Settings Help

HELP

Your request has been successfully submitted.

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.

Search for "

Search this results for: [GO](#) [Show All](#)

1 - 2 of total 2 listed

Previous 10 Next 10

Status	Location	Action Taken	Complete Date
New Request 104 Conference Room 207	Fitchburg State College Dupont Facilities Building The carpet in the Dupont Conference room needs cleaning	No Action Note 1/17/2008 Carpet Cleaning	
New Request 103 2nd Floor 210	Fitchburg State College Dupont Facilities Building There is cold air blowing in the office	No Action Note 1/16/2008 Climate Control	

Previous 10 Next 10

Internet

The Settings Tab

This is your personal information in a Nutshell.

Use this page to edit your personal information or check or change your preference on email notifications. If you make changes, remember to enter the submittal password (**fsc**) and then click submit.

NOTE: If you've made changes, the page will refresh to bring up the same screen only now, the words " My Settings Saved" will appear in RED at the top of the page

Welcome to MySchoolBuilding - Microsoft Internet Explorer provided by Fitchburg State College

Address: <http://www.myschoolbuilding.com/myschoolbuilding/mySettingWork.asp>

First Name Jessica
Last Name Antoniac

Email Address jantoniac@fsc.edu

Phone Number: 978-665-3737
Pager:

Cellular Phone:

Use these generic email notification settings.

- Send Requester Work Request Receipt Notification? [Sample](#)
- Notify Requester of Work Request Assignment? [Sample](#)
- Notify Requester of Work Request Change in Status? e.g. On-hold, Void, Duplicate Request, Waiting Parts, etc. [Sample](#)
- Notify Requester of Work Request Completion? [Sample](#)

I prefers these email notification settings.

- Send Requester Work Request Receipt Notification? [Sample](#)
- Notify Requester of Work Request Assignment? [Sample](#)
- Notify Requester of Work Request Change in Status? e.g. On-hold, Void, Duplicate Request, Waiting Parts, etc. [Sample](#)
- Notify Requester of Work Request Completion? [Sample](#)

Password:

Now that we've logged in, inserted your personal information in the **Setting Tab** and made a **Work Request** let's not forget the **Help** tab.

For questions or assistance please contact Steve Black or Mary Williams at 7-2710


NOTE: You can also download a copy of the **Requestor Manual**.

That's all there is to using School Dude's Work Order Request System .

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'MySchoolBuilding' website. The address bar shows the URL 'http://www.myschoolbuilding.com/myschoolbuilding/myhelp.asp'. The page header includes 'Fitchburg State College' and navigation links for 'MD LOGIN', 'LOGOUT', and 'HELP'. A main navigation bar contains 'Maint Request', 'My Requests', 'Settings', and 'Help', with a 'HELP' button on the right. The main content area is titled 'HELP' and features a 'MaintenanceDirect' section. This section includes a list of instructions: '1) For questions or problems contact or call:' followed by a table of contact information, and '2) Download MD Requester Manual'. The table lists 'Linda Fleming' as the contact name and 'x 3115' as the contact phone. At the bottom of the page, there are links for 'Maint Request', 'My Requests', 'My Settings', and 'Help', along with 'Conditions of Use', 'Privacy Policy', and 'Help'. The footer contains the copyright notice: 'Copyright © 1999-2008 SchoolDude.com, Inc. All Rights Reserved.'

1) For questions or problems contact or call:

Contact Name	Contact Phone
Linda Fleming	x 3115

2)  Download MD Requester Manual

[Maint Request](#) [My Requests](#) [My Settings](#) [Help](#)

[Conditions of Use](#) | [Privacy Policy](#) | [Help](#)

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WORK ORDER STATUS DEFINITIONS

1. **New Request:** All work orders initially are set to New Request.
2. **Work in Progress:** Any work order assigned or scheduled to be completed would be considered as work in progress.
3. **Complete:** A complete status signifies that all the actual work has been done. This will alert requesters that the work order has been done.
4. **Declined:** The declined status defines any work orders that will not be done.
5. **Parts on Order:** This defines any work order waiting for parts before continuing.
6. **Duplicate Request:** Any work order entered twice or previously requested.
7. **On Hold:** Work placed on hold for any reason besides waiting on parts would have this status.
8. **Waiting for Information:** You may encounter this status if we need more information from you the requester.