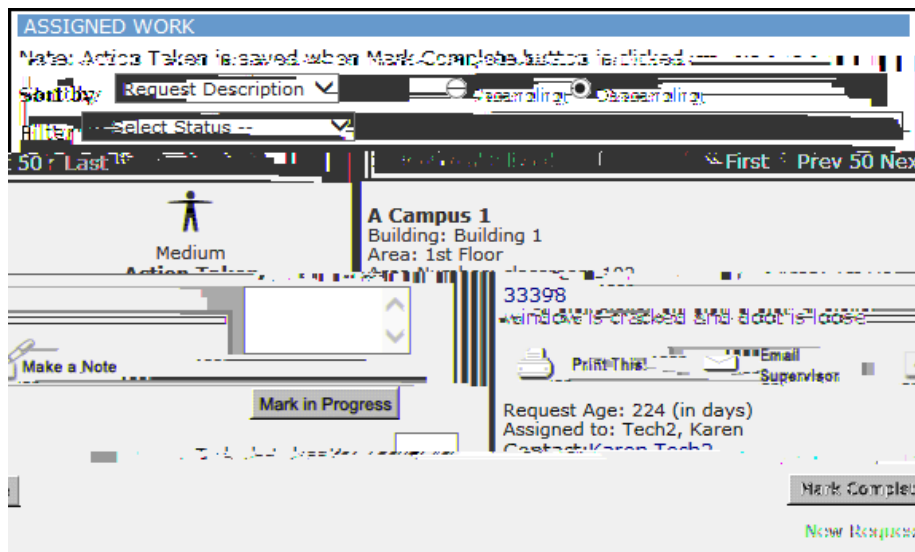


Logging into MaintenanceDirect

- ! <1: E; A>C1. . > C?1>--: 0 @<1 [90?/4;](#) ; [8A01 /;](#) 9 5 @ @1 -00>1??. ->--: 0 45@41 ; @>71E ; ; 79 ->7 @5 <- 31; >/>1-@ - ?4; >@A@ : E; A>01?7@< @ 9-71 @1-?E @ /; 91. -/7 @ @5 <- 31 8@>
- ! : @1 ~ //; A: @ ; 35 ?/>11: 1: @>E; A>t; 35 ž - 9 1 -: 0 E; A>" -??C; >0
- ž - 71 ?A>1 @-@ž - 5 @: -: /1" 51/@5 ?18/@05 @1 ; ; & . ; D
- ° 87%8: fi

Processing Work Orders

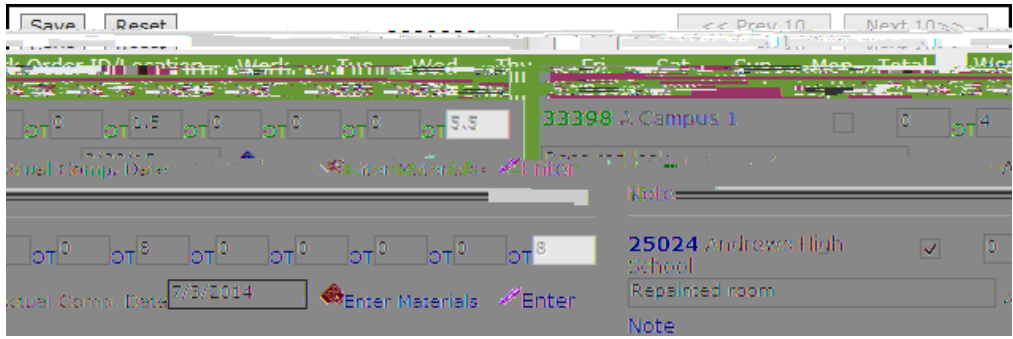
- ! : @1 4; 9 1 <- 31 E; A>~??5: 10) ; >7 ?1/8: C885@ 8 2@1 C; >7; >01?> @-@>1-??5: 10 @ E; A -: 0->1: ; @E1@/; 9 <8@0
- ~ ; >--: Ež 1C \$1=A1?@?@?C; >7; >01?> E; A /-: /87 @1 ž ->7 5 " > 3>1??. A@: @ /4-: 31 @1 ?@?@?; 2@1 C; >7; >01>@) ; >7 fi " > 3>1??
- +; A 9-E1: @>@1 ~ /8: &- 71: @1 t- . ; >/; A? 2 >@-@-E -: 0-8; 9->7 @1 C; >7; >01>-? °; 9 <8@ -8-@41?-91 @1 ž; @ +; A 9A?@/87 @1 ž ->7 °; 9 <8@ . A@: @ ?-B1 -: E 52 >9-8: @<105 @ @1 ~ /8: &- 71: ; >& 0-E? t- . ; >/; A? 28?
-) 41: E; A /87 @1 ž ->7 °; 9 <8@ . A@: @1 /A>1: @-@ C88 1 8@0-? @1 ~ /@-8°; 9 <8@: ~-@ ; ; @1 C; >7; >01>-: 0 @1 C; >7; >01>?@?C88/4-: 31 @ °; 9 <8@
- f2E; A: 110 @ 1: @>-0055: -8C; >7; >01>01@8 /87 ; ; @1) ; >7! >01>fi : A9. 1>5 >10 @ 3; @ @1 28C; >7; >01>2 >9



MaintenanceDirect: Technician Guide

Entering Multiple Labor Transactions

- **Save** button is visible at the top left of the screen.
- **Reset** button is visible at the top left of the screen.
- **Prev 10** and **Next 10** buttons are visible at the top right of the screen.
- The **Order ID** field is populated with **101119300**.
- The **Work Order** field is populated with **33398 A Campus 1**.
- The **OT** (Overtime) fields are populated with **0, 1.5, 0, 0, 0, 0, 5.5**.
- The **Actual Comp. Date** field is populated with **7/3/2014**.
- The **Material** field is populated with **25024 Andrews High School**.
- The **Repaired room** field is populated with **Repainted room**.
- The **Note** field is empty.
- The **Enter Materials** and **Enter** buttons are visible at the bottom of the screen.



The Dude Says:



fi Z - 5 @: -: /1" 51/@E; A /-: 1: @>8.; >4; A> 2 >9 A858 O-E?;: 9 A858 C; >7; >01> -@: 1 @ 1

- ° 87;: @11-.; >/; A> 8 75 @1 #A571-A: /4 ?1/@: ; 2@1 4; 91 <- 31
- &45 <- 31 8@ - 8C; >7; >01> @-@ >1 -??5: 10@ E; A +; A /-: 281 >@1 8@2 >- <- >@A8 >?@A? . EA?5 3 @1 %@A?O> <0; C: .; D-@@1 @ <; 2@1 <- 31
- .: @>@1 ~ /@: &- 71: 5 2 >9 -@: 5@ @1 280. 18 C @1) ; >7! >01>fi : A9. 1>
- .: @>\$13A8 >1-.; >/; A> A: 01>1- /4 0-@ @-@E; A C; >710;: @5 C; >7; >01>
- ! @1>@ 1 ?A/4-?! B1>@ 1 /-: . 1-0010. E /875 3;: @1! & 8 7 2 >@-@-@
- .: @>@1 ~ /@-8°; 9 <8@: "-@ 5 @1 280
- +; A /-: 9->7 @1 C; >7; >01>/; 9 <8@. E /41/75 3 @1.; DA: 01>) ; >7°; 9 <8@
- ° 875 @1 % B1. A@: @ ?-B1 @1 5 2 >9 -@: 1: @>10 2 >8 C; >7; >01>

Entering a new Work Order

