Quick Step Guide for Maint Requests and Vehicle Requests

1. Open your Internet Browser and log into the site below.
   

2. Enter your email address and click Submit. (If you have logged in earlier, you will only need to confirm who you are.)

The Maint Request page should be open. To make a Trip Request, you will need to select that tab at the top of the page.

Filling out the Request Form:

☑ Step 1: This will be filled in with your information from the email address you entered at the sign in screen.

☑ Step 2: Click on the drop down arrow and highlight a Location that you want the work to be done and click the mouse.
   - Follow the same steps for Building and Area *if selections are available.
   - Also be sure to type in your Area description or Room #.

☑ Step 3: Select the icon that best describes your problem and click on it.
**Step 4:** Type in your description of the problem

**Optional steps** that may appear on your page:

**Next Step:** Type in the best time for a technician to come by *if available*

**Next Step:** Click on the drop down arrow and select a purpose code *if available*

**Next Step:** Use calendar to select a date for when you would like the work to be completed *if available*

**Next Step:** Click the Attach New File link to attach a photo or document detailing the issue *if available*

**Next Step:** Type in the submittal password of: butler

**Last Step:** Click submit

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**My Request Tab**

After you click submit on the request form, the screen will refresh to the *My Request* Tab.
On this screen you will see up-to-date information on your request including:

- Status
- Work order number for referencing
- The date you requested the work
- Any Action Taken notes added by the technician on the progress
- And a Completion Date once the work has been completed

**TIPS:**

A. In the Request Totals section (on the right hand side of the above screen), you can click on the number next the to status description to see all request marked with that status.

B. You can search for any work order request by typing in a key word in the **Search** box and clicking on **GO**. This will pull up any of your requests with that word in it. (ex: keys would pull up any request dealing with keys).

C. Click on the **Work Request** Tab to input a new request.

*To make a Trip Request, select the Trip Request tab and the display below should appear.*
Across the top of the page, you’ll notice four tabs labeled **Trip Request** (you are here), **My Requests**, **Settings**, and **Help**. These tabs are how you navigate to the information that you need. In the following sections, each tab will be explained. You’ll see what they contain and how to use them.

I. The Settings Page

Before we get started making trip requests, let’s take a moment to check out the **Settings** page, which contains your information as entered by the Administrator during the Account Setup process (if you set up your own account, this page will show the information you entered).

- Make any changes you wish to make, enter your password at the bottom, and click **Submit**.
  
  OR

- To continue without making any changes, simply click the **Back** button at the top of your page or click the **Tab** of the page you wish to go to next.

If you have 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. Proceed by clicking the **Tab** of the page you wish to go to near the top of the screen.
II. The Trip Request Page: What It Contains and How to Use It.

The Trip Request page is where you will fill out and submit your trip request forms. Once submitted, your request form will proceed on to the next person it has been routed to by the Administrator during the Account Setup process. This could be the Administrator him/herself, who can not only approve but also activate a trip request (the Administrator is the only person who can “activate” a trip request). Or it could first go to one, or a series of, Site Administrators who will then decide whether or not to approve your request. Based on their answer, your request will proceed on down the path routed for it until it is assigned its final status.

These are the nine statuses that a trip request can receive along the way, depending on what is going on during the trip approval process:

1) **Submitted**: Think of this as a new trip request. This is the status all trips will have when they are entered by a requester through MySchoolBuilding. It can also be used if entered by any other role to ensure proper routing of new trip requests.

2) **Approved**: Indicates that the request has been approved. It may have only passed through one person and may not have met final approval. The approved status has two statuses that aren’t seen by the requester. They are “active” and “inactive”. “Active” indicates that the request has met with final approval and has been activated as a trip that will occur. “Inactive” shows trips that are still in the approval process.

3) **Pending**: This status can be used to show trips that are in the approval process or waiting for additional information.

4) **Canceled**: This is used when a trip was active at one time and has since been cancelled. It is always a good idea to include the reason the trip was cancelled in the notes field.

5) **Declined**: The requested trip has been declined by Facilities Management. We recommend listing a reason in the notes field.

6) **Duplicated**: This request has already been entered. It’s always good to include the Trip ID number for the open trip in the notes field. This will tie the two requests together.

7) **Estimate Requested**: This is used when the requester (or site administrator) would like to get an estimate of what a trip might cost the school. This estimate will then be used to determine if taking the trip will fit in the budget.

8) **Estimate Pending**: Lets the requester know that the request has been received and the estimate is being calculated.

9) **Estimate Complete**: This status indicates the completion of a requested estimate. The requester will be able to view the estimated total by going to “My Requests” in MySchoolBuilding.
Making A Trip Request:

Ready to get started? This is where the trip-planning process starts—with a submitted trip request. Below is a shot of what your Trip Request page should look like:

In this section of your manual, we’ll walk you through the trip request process so that you can get started making trip requests with both hands on the wheel!

To request a New Trip, follow the steps below, keeping in mind that indicates a required field:

- **Booked By:** You’ll notice that, as you are logged in as the Administrator, all of your information will already be entered into the fields of “First Name”, “Last Name”, “Email”, and any further contact information that you entered in Account Setup.

- **Booking Details:** This section is full of drop-down boxes for your convenience. Start by filling out the required information: Trip Status, Location (what school or location the trip will be taken from),

- **Organization** (what group is taking the trip?), and Departure and Return dates and times.

- **Transportation Types:** In this section, simply click on the icon for the type of transportation that will be used on this trip.

- **Trip Contact:** If the “Booked By” information is the same as the “Trip Contact” information, you’ll save a little time by clicking the box at the top of this section.

- If not, fill in the First Name, Last Name, and Email Address of the Trip Contact, as well as any other contact information you may have (telephone, pager, and cell phone numbers).
• Attendees: Who will be going on this trip? In this section, you will need to fill in the names of any faculty attending the trip, as well as the number of students attending. Any further information (names of supervising adults, number of adults and total attendees, cost of adults and students) should be entered here as well.

• Notes: This is where you can make note of any special needs or requirements for the trip.

• Security: Once you’ve filled in all the necessary information on your trip, you’ll need to enter your password here and click Submit Request.

**Note: If you’ve forgotten your password, click on the Forgot Password? link provided and a box asking for your email address will pop up. Type your email address in the space provided, click Submit, and your password will be sent to your email inbox.

To continue, move on to the next (My Requests) section of your manual.
IV. My Requests: Keep Track of Your Requests.

Once you click Submit Request, you will be taken to the My Trip Requests page, where you’ll see your trip listed. As you submit more trip requests, they will be added to the list on this page. The trip name will be highlighted in red and serves as a link that you can click on at any time to view your trip request. (Keep in mind, however, that you will NOT be able to make any changes to a trip request once it has been approved, even if it hasn’t been activated by the Administrator yet.)

Below is a view of the My Trip Requests page with a trip already listed as an example: