

Irving Independent School District

Quick Step Guide for InventoryDirect Requesters

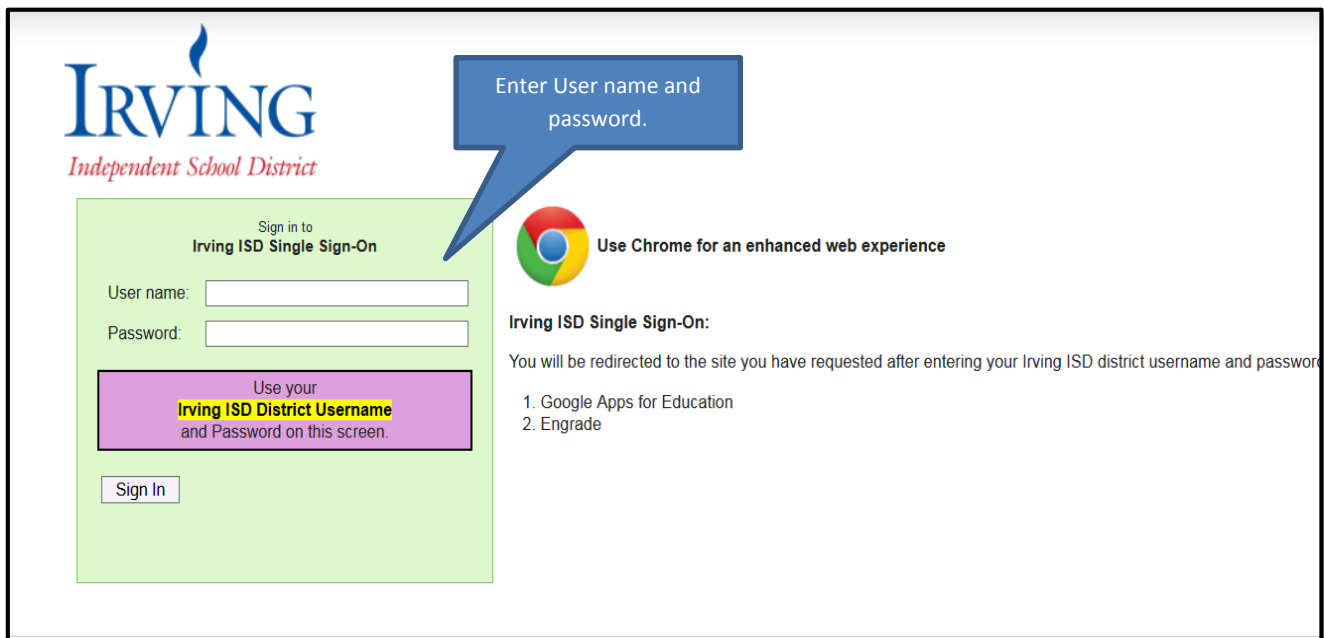
How to Log in

- 1) Irving ISD is using a 'Single Sign-on' process that uses your current district log-in credentials to access the system. To log-in, click on the following link, and you will be directed to the login page.

<https://login.schooldude.com/sso/default.aspx?acctnum=2031690240>

- 2) You will be prompted to enter your district user name and password. Then select 'Sign In'.
(If you do not know your district information – please contact your IT Dept. for assistance.)

HELPFUL INFORMATION: You can create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.



- 3) Once you are authenticated with your system, you will have a drop down box to select the application you wish to access. Select 'MaintenanceDirect' and click 'Proceed'. You will then be taken to your screen to submit your request.

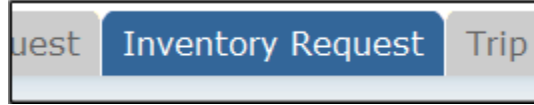
**If you receive an error message stating 'this user does not exist in InventoryDirect',
Contact your Administrator for access.**



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How to Submit a Request

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

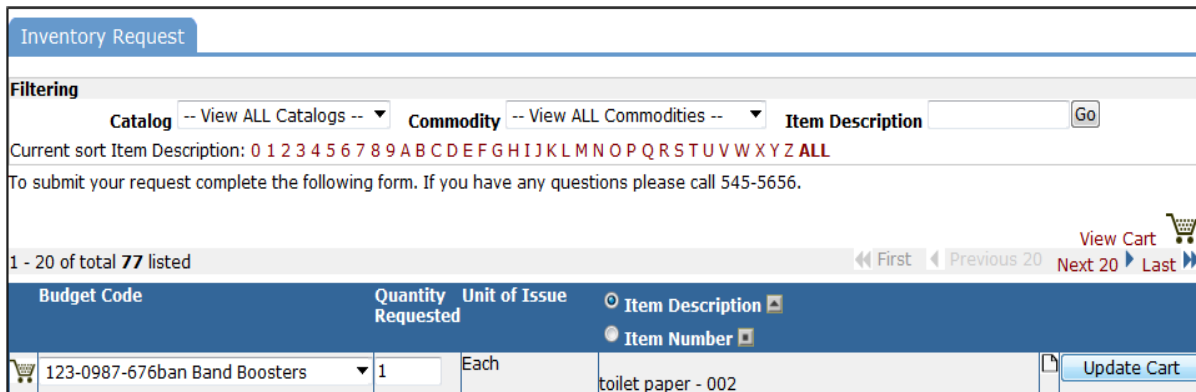


NOTE: ANY FIELD MARKED WITH IS A REQUIRED FIELD

Step 1:

You will see a listing of available inventory items. If you wish to filter or search for a specific item, you have a few options.

- Filter using the **Catalog** or **Commodity** drop down menus.
- Enter a word identifying the item into the box next to **Item Description**, then click **Go**.
- Select the letter that the inventory item begins with using the numbers/letters next to **Current sort Item Description**.



Inventory Request

Filtering
Catalog -- View ALL Catalogs -- Commodity -- View ALL Commodities -- Item Description Go

Current sort Item Description: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

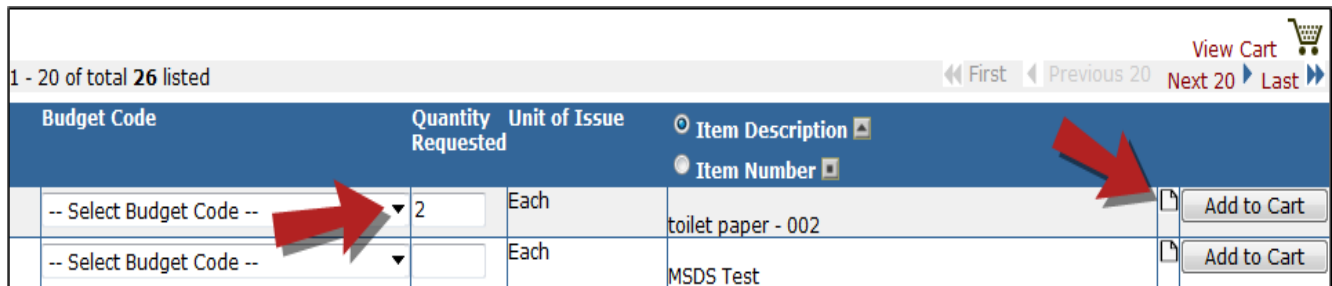
To submit your request complete the following form. If you have any questions please call 545-5656.

1 - 20 of total 77 listed View Cart

Budget Code	Quantity Requested	Unit of Issue	<input type="radio"/> Item Description	<input type="radio"/> Item Number	
123-0987-676ban Band Boosters	1	Each	toilet paper - 002		Update Cart

Step 2:

Enter the quantity of the item(s) that you are requesting and update your cart by clicking on the **Add to Cart** button.



1 - 20 of total 26 listed View Cart

Budget Code	Quantity Requested	Unit of Issue	<input type="radio"/> Item Description	<input type="radio"/> Item Number	
-- Select Budget Code --	2	Each	toilet paper - 002		Add to Cart
-- Select Budget Code --		Each	MSDS Test		Add to Cart








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NOTE: The **Add to Cart** button to the right of the item will only add that one item to your cart. If you select multiple items on your screen and would like to add them to your cart all at one time, click on the **Add/Update Cart** button at the bottom of the screen.

-- Select Budget Code --		Packs	Packs of 4 - 75W Light Bulbs TLS - 75W Light Bulbs	Add to Cart
-- Select Budget Code --	15	Each	Paper Towels PT-001	Add to Cart
-- Select Budget Code --	5	Rolls	Paper Towels PT-KWH1	Add to Cart
-- Select Budget Code --	2	Each	Pledge 17 Oz. Lemon Commercial Cleaner Aerosol 47290	Add to Cart
-- Select Budget Code --		Cases	Single Ply Toilet Tissue CU-TP-001	Add to Cart
Add/Update Cart				

Step 3:

Once all inventory items have been added to the cart, it is time to submit your request. Click the **View Cart** link located in the upper right hand corner of your screen.

1 - 20 of total 26 listed				View Cart  First Previous Next 20 Last
Budget Code	Quantity Requested	Unit of Issue	Item Description 	Item Number 
 -- Select Budget Code --	2	Each	toilet paper - 002	 Update Cart



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Step 4:

Double check and finalize your order.

1. Your Contact Information will already be filled in for you.
2. Select your **Location** (required field).
3. Select **Area** and **Area Number** (If applicable).
4. Confirm that your item(s) and quantity are correct.
5. Your password will already be filled in, but in case it was deleted it is **<Insert Password Here>**.
6. Click the **Submit as Request** button.

NOTE: If you selected an inventory item in error and you would like to make a change prior to submitting the request, click on the red X to the right of the item. Click on the **Back to Inventory Request List** link if you would like to select another item.

My Inventory Cart

[Back to Inventory Request List](#)

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

First Name Melinda	Last Name Administrator	Email meland1973@yahoo.com
Phone 999-999-9999	Pager	Cellular Phone

Step 2 **Location**
High School

Step 3 **Building**
-- No Building Available --

Step 4 **Area** **Area Number**
Room 200

Step 5
1 - 1 of total 1 listed ◀ Previous 20 Next 20 ▶

Budget Code	Quantity Requested	Unit of Issue	Item ID	Item Description	
-- Select Budget Code --	2	Each	toilet paper - 002		X

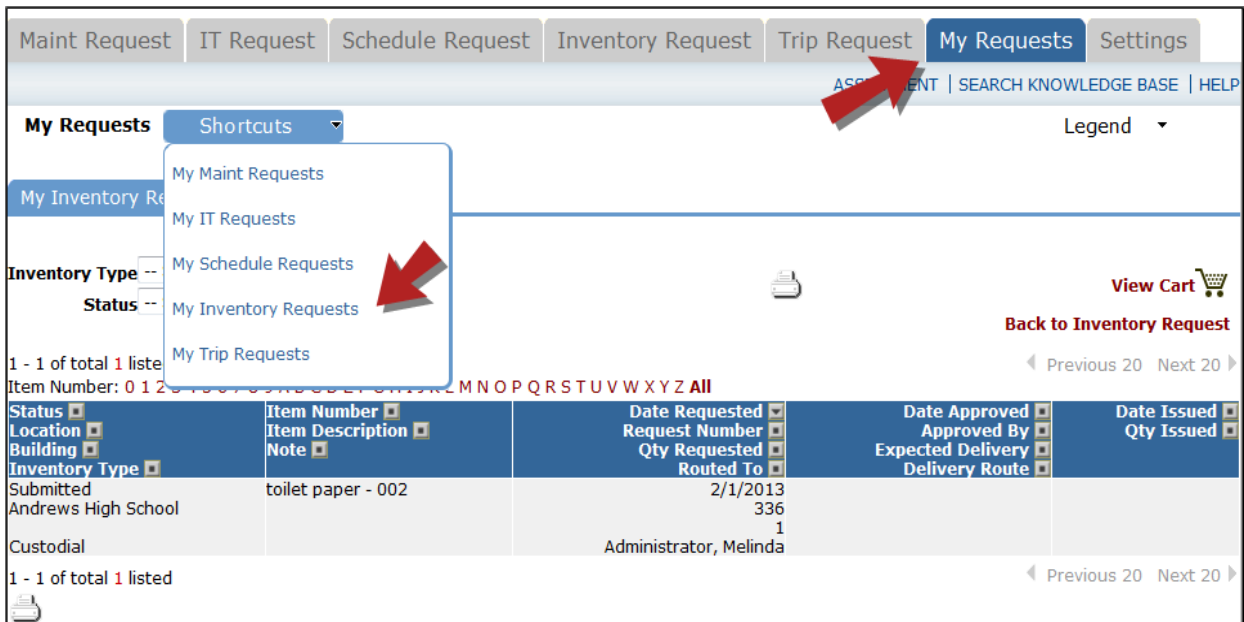
Step 6 **Password**
***** [Forgot Password?](#)



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My Requests Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover the mouse over the **Shortcuts** link and click on **My Inventory Requests**. You will see a listing of any request 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.



The screenshot shows a web application interface with a navigation bar at the top containing tabs: 'Maint Request', 'IT Request', 'Schedule Request', 'Inventory Request', 'Trip Request', 'My Requests', and 'Settings'. The 'My Requests' tab is active. Below the navigation bar, there is a search bar and a 'Legend' dropdown. A 'Shortcuts' dropdown menu is open, listing 'My Maint Requests', 'My IT Requests', 'My Schedule Requests', 'My Inventory Requests', and 'My Trip Requests'. A printer icon is visible in the main content area. Below the shortcuts, there is a table with the following data:

Status	Item Number	Date Requested	Date Approved	Date Issued
Submitted	toilet paper - 002	2/1/2013		
Andrews High School		336		
Custodial		1		
		Administrator, Melinda		

On this screen you will see up-to-date information on your request including:

- Status
- Item Number and Description.
- The date you requested the inventory.
- The Date Approved.

TIPS:

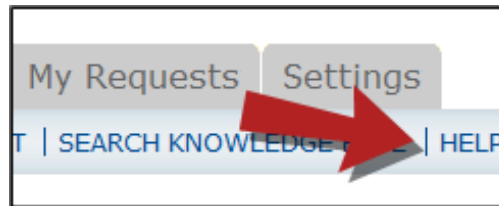
- You can search for any inventory request by typing in a keyword in the box next to **Search this results for** then click on **GO**. This will pull up any of your requests according to the keyword that you searched for. (Example: If you type in "Paper Towels", it would have pulled up any request dealing with Paper Towels).
- Click on the **Inventory Request** Tab to enter a new request.



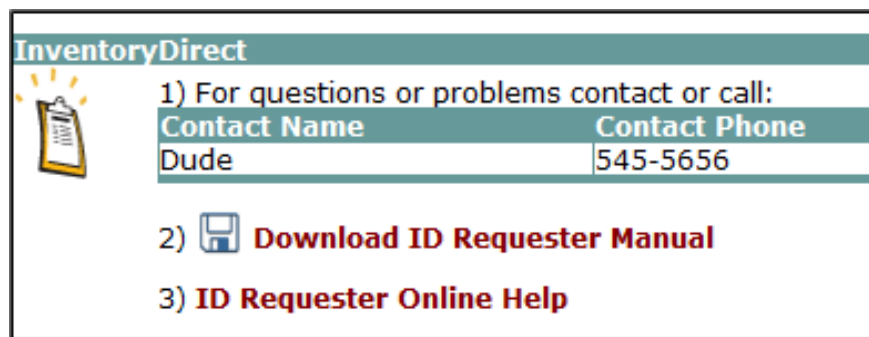
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Need Help?

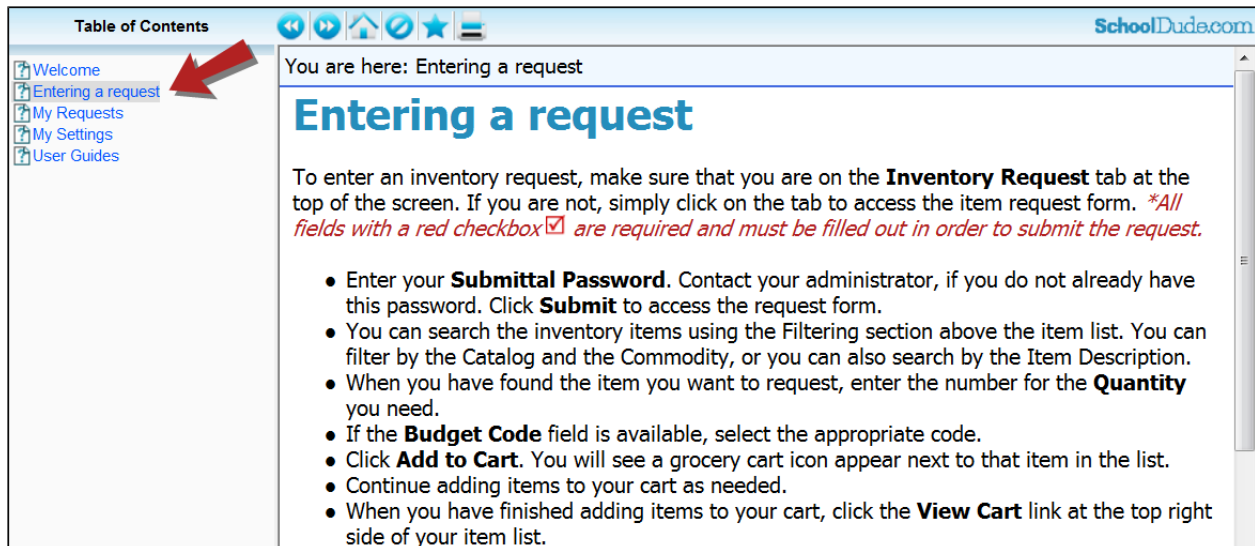
There are several ways to get help for any questions that you may have. Click on the **Help** link located in the upper right hand corner of your screen.



Once you click on Help link, you will see a screen which will list a few help options. If included, you will see a listing of local phone numbers that can be used to contact someone within your organization. Additionally, you will see a link to download the InventoryDirect Requester Manual as well as being able to access the Online Help page.

A screenshot of the 'InventoryDirect' help page. It features a green header with the 'InventoryDirect' logo. Below the header, there is a list of help options: 1) For questions or problems contact or call: Contact Name (Dude) and Contact Phone (545-5656); 2) Download ID Requester Manual; 3) ID Requester Online Help. A red arrow points to the 'HELP' link in the previous image.

If you select the **ID Requester Online Help** option you can click on the links under the **Table of Contents** heading. These headings will explain further how to navigate through the MySchoolBuilding.com page.

A screenshot of the 'Table of Contents' page for 'Entering a request'. The page has a blue header with 'Table of Contents' and 'SchoolDude.com'. A red arrow points to the 'Entering a request' link in the left sidebar. The main content area is titled 'Entering a request' and contains instructions on how to enter an inventory request, including a list of required fields and steps to follow. The instructions include: 'To enter an inventory request, make sure that you are on the **Inventory Request** tab at the top of the screen. If you are not, simply click on the tab to access the item request form. **All fields with a red checkbox are required and must be filled out in order to submit the request.*' and a list of steps: 'Enter your **Submittal Password**. Contact your administrator, if you do not already have this password. Click **Submit** to access the request form.', 'You can search the inventory items using the Filtering section above the item list. You can filter by the Catalog and the Commodity, or you can also search by the Item Description.', 'When you have found the item you want to request, enter the number for the **Quantity** you need.', 'If the **Budget Code** field is available, select the appropriate code.', 'Click **Add to Cart**. You will see a grocery cart icon appear next to that item in the list.', 'Continue adding items to your cart as needed.', 'When you have finished adding items to your cart, click the **View Cart** link at the top right side of your item list.'

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Online Requester Training

We also have video tutorials on submitting requests for MaintenanceDirect.
Click on the link below to access.

InventoryDirect Requester Training Video links:

➤ <http://vimeopro.com/user15634481/requester-training#/video/61288876>

Please feel free to contact the Client Service Center here at SchoolDude.com
for additional assistance.

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1-877-883-8337



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