

## ZPS Site Administrator / Supervisor II Instructions:

1) Go to [www.ZPS.org](http://www.ZPS.org) website, select Quick Links -> ZPS Staff Links -> Schooldude.

2) Log In: Enter your full email ([name@zps.org](mailto:name@zps.org))  
Password: **newuser** (note: **Only use when logging in for the first time, system will prompt you to set your own password**)

Password: Enter your personal password (that you set at an earlier time)

Go To box: Select Product from drop down: (first time use FS Scheduling)

- Maintenance Direct (for work orders)
- FS Scheduling (for Facility Scheduling & Calendar)

Click on **Sign In**

3) As a Site Administrator / Supervisor II you will be able to switch between Maintenance Direct and FS Scheduling by using **Quick Links** drop down at the top of your screen.

4) **Maintenance Direct** – For Maintenance Work Orders

- Click on the drop down arrow and highlight a Location, Area, and enter a Room # for work to be done.
- Click on the drop down arrow and highlight a Problem Type
- Type in your description of the problem
- Enter when you would like the work completed (type in or use calendar to choose date)
- Type in the submittal password of: **ZPS**
- Click: **Submit**

5) **FS Direct** – For Facility Scheduling

- **Home Page Tab** will show your buildings activities
- **Calendar Tab** – To review calendar of scheduled events
  - Choose Month, Day, or Week Calendar
  - Using drop downs, select Location, Area, and Time as desired
  - Select Month and Year
  - Click on **Refresh**
  - Click on specific event to view information
- **New Schedule Tab** – For Facility Scheduling (*for Site Administrator's only*)
  - Select your schedule type: Normal, Recurring, or Irregular
  - Fill out all boxes with a check mark beside it. Type in your Event name. Click on the drop down arrows to see your selection choices for each box. Choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Also use the "Check Availability" button to verify you are not double booking a room.
  - Organization - Choose one of the following from the drop down box:
    - Your school name* - if you are scheduling a school activity
    - School Staff* – if you are scheduling a personal event
    - Public Facility Rental* – if you are scheduling an event for a public rental
  - Follow the same process to fill in the sections below with the red check marks.
  - Click: **Save**

- **\*\*To Schedule Events for Supervisor II only**
  - At FS Direct Home page, locate Quick Launch on left side of page
  - Click on *My School Building*
  - Select your schedule type: Normal, Recurring, or Irregular
  - Fill out all boxes with a check mark beside it. Type in your Event name. Click on the drop down arrows to see your selection choices for each box. Choose your event dates by clicking on the date in the calendar boxes. You can click on the black arrows in the calendar boxes to change months. Also use the “*Check Availability*” button to verify you are not double booking a room.
  - Organization - Choose one of the following from the drop down box:
    - Your school name - if you are scheduling a school activity
    - School Staff – if you are scheduling a personal event
    - Public Facility Rental – if you are scheduling an event for a public rental
  - Follow the same process to fill in the sections below with the red check marks.
  - Type in the submittal password of: **ZPS**
  - Click: **Save**

6) **My Settings Tab** – Use to update your personal settings/password.

Questions? Call x-3010