

FS Direct Requesters Quick Step Guide

(Updated 9-17-18)

Logging in:




Click on <https://login.schoolde.com/login.asp?productid=FSD> or type in fsd.schoolde.com in your browser's address bar (recommended: bookmark FSD and add it to your bookmark's toolbar).

If you are a new user, enter the login information you received via e-mail. **If you already have a login in MaintenanceDirect**, your user name and password will be the same. Make sure **FSDirect** is selected in the **Go To Box**.

Click on 

Click the "New Schedule" tab. 

New Schedule

 <p>Normal Schedule</p> <ul style="list-style-type: none">• Single date• Multiple dates• Same Location/areas	 <p>Recurring Schedule</p> <ul style="list-style-type: none">• Daily• Weekly• Monthly• Same Location/areas	 <p>Irregular Schedule</p> <ul style="list-style-type: none">• Single date• Multiple dates• Multiple Rooms/areas
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Normal Schedule is for any single event that will occur once or on multiple dates. It also covers events that occur in the same Area/Location. Up to 20 dates.
Ex: Spring Dance

Recurring Schedule is for an event that will recur over a period of time in the same Area/Location. Up to 100 dates. *Ex: Tues/Thurs D-Hall 3:00-4:00 p.m. in the Cafeteria*

Irregular Schedule is for events that are going to be in different rooms at different points during the same day or at different times and different locations on different days, etc. *Ex: JV Boys Basketball Games*

Normal or Recurring Schedule

Select Normal Schedule or Recurring Schedule

"Status:" Approved

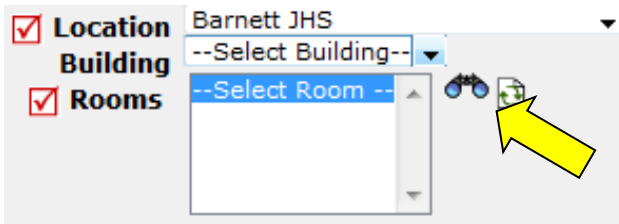
"Event Title:" Example: Orchestra Night

"Area": Skip this step

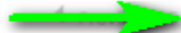
"Location": From drop box, choose the location of the event. (Your Campus)

"Building": Skip this step

"Rooms:"



Click on the binoculars to see the rooms for your building. You may select multiple rooms. Some buildings have more than 1 page of rooms. Use the "Next 15" to navigate your rooms.

1 - 15 of total 20 listed  Next 15
Room: 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

Room Lookup

Quick Search

Location: Barnett JHS

1 - 15 of total 20 listed

◀ Previous 15 Next 15 ▶

Room: 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

Select all rooms

Room
<input type="checkbox"/> Band RTU-C4
<input type="checkbox"/> Cafeteria AHU-C1
<input type="checkbox"/> Computer Lab (Room 105) AHU-B1-1
<input type="checkbox"/> Computer Lab (Room 205) AHU-B1-2
<input type="checkbox"/> Entire School
<input type="checkbox"/> Gym A RTU-D7/8
<input type="checkbox"/> Gym B RTU-D9/10
<input type="checkbox"/> Kitchen RTU-C7
<input type="checkbox"/> Library RTU-B1
<input type="checkbox"/> Office AHU-B1
<input type="checkbox"/> Orchestra RTU-C6
<input type="checkbox"/> Rooms 101-104, 106-110 AHU-B1-4
<input type="checkbox"/> Rooms 111-115 AHU-A1-1
<input type="checkbox"/> Rooms 201-204, 206-209 AHU-B1-5
<input type="checkbox"/> Rooms 210-213, 113 A1-2

You will notice they have either "AHU" or "RTU" listed beside the room number or range of rooms. This refers to the type of HVAC equipment for that room. **Generally speaking, "RTU" will cost less to operate so choose areas with that option when possible.**

Ranges of rooms listed are in the same HVAC zone. Specific room number(s) can be entered in the event description. When multiple rooms are needed, try to use rooms that are listed together.

Use "Next 15" to move to the next page of rooms or filter by letter/number.

For Normal Schedule (Max 20 dates):

"Event Date(s):" Select date(s) by clicking the dates on the calendars. You may choose multiple dates if start and end times are the same for all days.

Event Date(s) 3/22/2013

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

"Start/End Time:" Select actual time needed for the event. Setup Begin and Breakdown End times should be the same as Start/End. Climate Control will determine appropriate times to begin and end HVAC. Pay close attention to your AM/PM selection.

Start Time 6 00 PM

End Time 8 00 PM

Setup Begin Time 6 00 PM

Breakdown End Time 8 00 PM

Duration 2 hours 00 minutes. Spans over 1 days.

Unless this is an overnight event (such as After-Prom), **leave duration set to 1 day,** regardless of the number of days requested.

For Recurring Schedule (Max 100 dates):

"Start Recurrence:" Select start date

Recurrence Pattern

Daily

Weekly Recur every 1 week(s) on:

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Monthly Day of every month(s)

The first day of every month(s)

End Recurrence

Daily – Only if 1 week long running consistently Ex: Mon 6/1/09 - Fri 6/5/09

Weekly – Recur every **1** week(s) on: Select Days (Mon, Weds, Fri) (Tues, Thurs) etc.

Monthly – For example, if you are having a meeting on the first Monday of each month for 6 months. Another example would be if you had an event on the 10th of every month for 3 months.

"End Recurrence:" Select end date


"Additional Information"

Leave all the questions in the section **unanswered**. Questions are for rental purposes.

Additional Information

Is this a 501(c)(3) IRS-designated Non-Profit Organization?	<input type="radio"/> Yes	<input type="radio"/> No
Has the signed Facility Use Agreement been submitted to the AISD Rentals Dept?	<input type="radio"/> Yes	<input type="radio"/> No
Did you read, print off, sign and return the terms and agreement to the AISD Facility Rentals office?	<input type="radio"/> Yes	<input type="radio"/> No
Are the majority of the persons using the facility residents within or attendees of AISD?	<input type="radio"/> Yes	<input type="radio"/> No

"Organization Information:"

Click on the binoculars . For internal after-hours requests, you must select one of the following:

- AISD – Athletics
- AISD – Fine Arts
- AISD – Fundraiser
- AISD – Instructional Use
- AISD – *Other (Non-Instructional Use)*

Do Not create a new organization.

If there is a contact other than yourself, enter information under "Contact Name". **Please include your direct extension and e-mail address.** Confirmations are given through email and it is vital information for processing the facility event.

"Setup Requirements:"

*****Only select CLIMATE CONTROL. All other options are strictly for RENTAL purposes. *****

<input checked="" type="checkbox"/> Climate Control	AHS
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Please type school name to allow quick reference for Climate Control. ****If an event is over multiple days, please note that here.** Ex: Barnett JHS recurring schedule – see event details.

****DO NOT check the *Event Visibility* box.**** Our district events need to stay private as we move towards allowing community use of FS Direct for rentals.

The screenshot shows a form with the following fields:

- Booked by**: A label above two input fields.
- First Name**: An input field containing the text "John".
- Last Name**: An input field containing the text "AISD-Requester".
- Email**: An input field with a placeholder "j...@...".
- Event Visibility**: A label followed by an unchecked checkbox and the text "Yes, this is a schedule of public events". This entire section is circled in yellow.
- Inactive Sched...**: A partially visible label at the bottom left.

A red arrow points from the text "Leave this box UNCHECKED" to the unchecked checkbox in the "Event Visibility" section.

**Leave this box
UNCHECKED**

Once the form is complete, click "Save".

Irregular Schedule

Click New Schedule Tab


Select Irregular Schedule

"Status:" Approved

"Event Title:" Example: Varsity Basketball Games

"Location:" From drop box, choose the location of the event.

"Organization Information:"

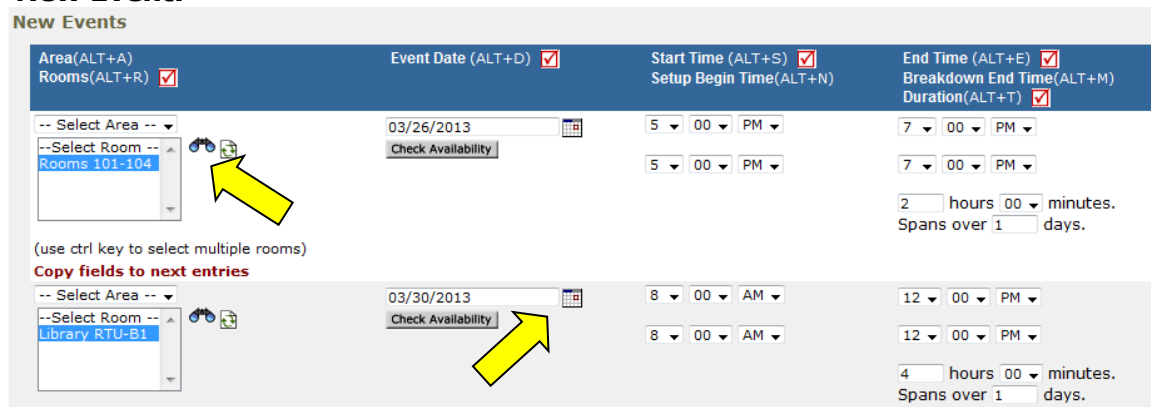
Click on the binoculars . For internal after-hours requests, you must select one of the following:

- AISD – Athletics
- AISD – Fine Arts
- AISD – Fundraiser
- AISD – Instructional Use
- AISD – Other (Non-Instructional Use)





Do Not create a new organization.

If there is a contact other than yourself, enter information under "Contact Name". **Please include your direct extension and e-mail address.** Confirmations are given through email and it is vital information for processing the facility event.

"New Event:"



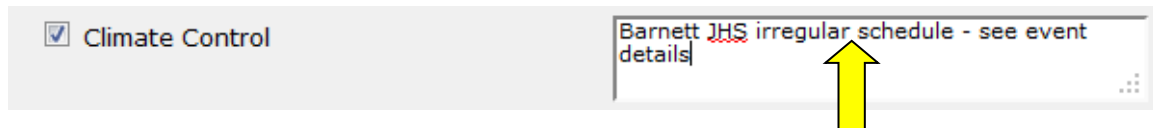
New Events

Area(ALT+A) Rooms(ALT+R) <input checked="" type="checkbox"/>	Event Date (ALT+D) <input checked="" type="checkbox"/>	Start Time (ALT+S) <input checked="" type="checkbox"/> Setup Begin Time(ALT+N)	End Time (ALT+E) <input checked="" type="checkbox"/> Breakdown End Time(ALT+M) Duration(ALT+T) <input checked="" type="checkbox"/>
-- Select Area -- --Select Room -- Rooms 101-104 	03/26/2013  <input type="button" value="Check Availability"/>	5 00 PM 5 00 PM	7 00 PM 7 00 PM 2 hours 00 minutes. Spans over 1 days.
(use ctrl key to select multiple rooms) Copy fields to next entries -- Select Area -- --Select Room -- Library RTU-B1 	03/30/2013  <input type="button" value="Check Availability"/>	8 00 AM 8 00 AM	12 00 PM 12 00 PM 4 hours 00 minutes. Spans over 1 days.

Click on binoculars to select room(s). Multiple rooms may be selected using the ctrl key. Click on the calendar to select dates. Select actual time needed for the event. Setup Begin and Breakdown End times should be the same as Start/End. Climate Control will determine appropriate times to begin and end HVAC.

“Setup Requirements:”

**** Only select CLIMATE CONTROL. All other options are strictly for RENTAL purposes. ****

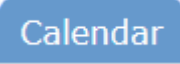


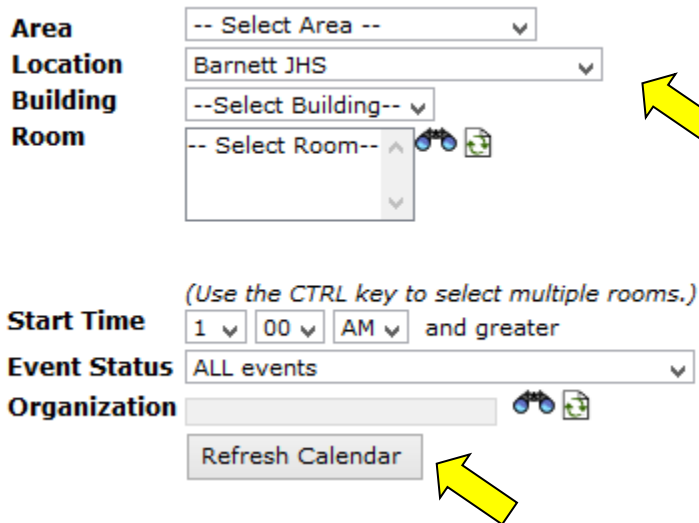
A screenshot of a form with a checked checkbox labeled "Climate Control". To the right, there is a text box containing the text "Barnett JHS irregular schedule - see event details". A yellow arrow points upwards from below the text box to the "Climate Control" checkbox.

If the schedule is irregular and cannot be clearly explained in the Service Description, please make a note to flag it for Climate Control to ensure the correct dates and times are scheduled.

Once the form is complete, click “Save”.




Viewing an Existing Event

From your home page, click on the  tab. This will open the calendar for the current month. Select your school from the drop-down menu for Location and click “Refresh Calendar”.



A screenshot of a form for filtering calendar events. It includes several dropdown menus: "Area" (set to "-- Select Area --"), "Location" (set to "Barnett JHS"), "Building" (set to "--Select Building--"), and "Room" (set to "-- Select Room--"). Below these is a "Start Time" section with dropdowns for "1", "00", and "AM", followed by the text "and greater". There is also an "Event Status" dropdown set to "ALL events" and an "Organization" dropdown. A "Refresh Calendar" button is at the bottom. A yellow arrow points to the "Location" dropdown, and another yellow arrow points to the "Refresh Calendar" button.

Click on the event title to view full details on the schedule. When viewing your schedule, a yellow dot indicates the event has been requested. A green dot indicates it has been processed through our building automation system and will run as requested. Red dots are rental requests waiting for campus approval.

-  Approved/inactive events
-  Approved/active events
-  Requested, but not approved events

Cancellations

If you need to cancel a scheduled event, please send an e-mail through Outlook to the Energy Management Group: energymanagement@aisd.net.

Changes

Please e-mail Shauna Alderman (sdibella@aisd.net) or call at x77646 to request any schedule adjustments.

Approving Rental Requests

When a rental is entered through Community Use by the requesting organization it will be entered as a submitted request and you will get an e-mail notifying you that you have a request awaiting approval. There will be a link in the e-mail that will take you directly to that request. Alternately, from your Home Page in FS Direct, you will see a request waiting for approval alerting you that your action is required. Please check your school calendars and upcoming events to see if the dates, times, and areas will be available for the rental.

The screenshot shows a dashboard titled "Facility Schedules & Events". It is divided into three main sections: "Waiting Your Approval", "Schedules", and "Events".

- Waiting Your Approval:** Shows a count of 1. Below it is "Waiting to be Invoiced" with a count of 0. There is a "Period" dropdown menu set to "All".
- Schedules:** Features a pie chart with a legend for "Canceled" (blue) and "Submitted" (yellow). A "Refresh Pie" button is located at the bottom of this section.
- Events:** Lists events for the months of April through September 2013.
- Billings:** Shows counts for "Invoiced", "Outstanding", "Paid", and "Past Due".

On the left side of the dashboard, there is a list of schedule categories with checkboxes and counts:

- 1 Submitted
- 0 Approved
- 0 Active
 - 0 Recurring
- 0 Pending
 - 0 Recurring
- 0 Inactive
 - 0 Recurring
- 41 Canceled
- 2 Declined
- 0 Duplicate

Click on the number under "Waiting Your Approval" to bring up a list of events that have been requested for rental.

Note from Penny: "Now that external users are able to request schedules online, you are the "first line of defense". This gives you the opportunity to review schedule details, prior to clicking your approval, to be sure everything has been submitted according to a conversation you've (hopefully*) already had with the requester. *They are instructed to check with their requested location before creating the schedule in an attempt to avoid too much schedule conflict/back-and-forth/frustration on everyone's part."

Waiting Your Approval 1121 - RENTAL TEST Filter on: Inactive Pending

Event / Organization				
Route To	Location Room / Zone	Begin / End	Begin/End Time Recurrence	Setup Begin Time Setup End Time
RENTAL TEST / League of Women Voters				
John AISD-Approver				
Process/Approve Now	Barnett JHS Cafeteria AHU-C1 /	4/6/2013	8:00PM - 10:00PM Non-recurring	8:00PM-10:00PM

Cancel

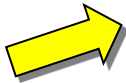
 Notify Booked By

 Decline Notify Contact Person

 Duplicate

Approval Process

Date Approved	Approved By	Note
No Approval Process on record.		



If your facility is unavailable, you can select "Decline", then "Save". To approve the request, click "Process/Approve Now"

Schedule ID 22341

Status Submitted

Notify Booked By

Notify Contact Person

Date Created 9/24/2015 4:29:06 PM



Using the drop-down arrow, change the Status to "Approved", leave "Notify Booked By" and "Notify Contact Person" checked.

Schedule ID 22341

Status Approved

Notify Booked By

Notify Contact Person

Date Created 9/24/2015 4:29:06 PM



Please add "**Rental:**" to the schedule title

Event Title RENTAL:

Under the "**Organization Information**" for "**Budget**" use the drop down to choose "**Rental Charge for Facility Use**" it's the only choice available.

Organization Information

Organization YMCA-Sports Program
 or new YMCA-Sports Program
 Type Exempt (Local, Non-Profit, AISD Student-Focused)

Contact Name -- Select Contact Name --

First Name Last Name

Email Day-Time Phone

Evening Phone Cellular Phone

Billing Address 2200 S Davis
 Arlington, TX 76013
 Use Organization Billing Address

FEIN Sales Tax Exemption No.

Yes, add this contact to the organization's contact list.

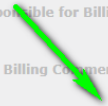
Invoice Type? Charge back Payment No charge

Responsible for Billing

Yes, invoices or usages fees have been generated.

Billing Comments

Budget -- Select Budget Account -- Charge backs requires a budget code.



Please select only the necessary setup requirements for the event if the organization has not already selected them. Please make sure the request is reasonable. In the service description box simply type "SCHOOL NAME – FYI ACTIVITY ON SITE"

Setup Requirements

Note: Tasks already generated for events will not reflect changes in service description.

Required Maintenance Services

Athletic Fields

Audio/Visual

Climate Control

Custodial

Food Services

Grounds

Security

Service description

Select if the Athletics Department needs to be notified that an athletic area such as fields and gyms will be used.

Please note that the Audio/Visual support box should only be checked if Telecommunications (i.e. Eddie Kight & crew) needs to come set up. This is typically only for a press box at the big stadiums.

Select if the event will require air conditioning/heating


Please consider your night custodians' assigned tasks, before assuming the group does not need an additional custodian on site. More often than not, we will want to assign a separate custodian for a rental.

Please select if the Kitchen will be used.

Please select to notify Grounds if there will be an activity on a field area.

Select to notify Security if they will be needed on site during the event.

***Please route Rentals Only to Penny.**

Booked by	First Name	Last Name
	<input type="text" value="John"/>	<input type="text" value="AISD-Requester"/>
	Email	
	<input type="text" value="john@aisd.net"/>	
Route to	<input type="text" value="Stotts, Penny"/> 	

You're all done! Click Save! 😊

NOTE: After you click save, if you receive the error pop-up "Charge Backs Require a Budget Code" go back up to the organization section and under budget select "Rental Charge for Facility Use" *see example on page 10

All organizations need to be approved by Penny Stotts.

Frequently Asked Questions

How do I get a new employee on FSDirect?

- Send an e-mail to Shauna Alderman with the following information:
 - Employee Name
 - Full AISD E-mail Address
 - Job Title/Function
 - Direct Phone Extension
- Once set up in FSDirect, the new employee will receive an e-mail from SchoolDude with login information.
- If you need to remove a user or make any other changes, please e-mail Shauna Alderman.

What if I lost my password?

- If you have lost your password to FSDirect, go to the login page. Click the "Forgot Login" link and enter your e-mail address. A new password will be sent to your e-mail address.

What else?

- If you leave the web page open, it will not automatically refresh.
- If your question is specific to rentals, please contact Penny Stotts @ pstotts@aisd.net or 682-867-7243
- If you have any other questions, contact Shauna Alderman @ sdibella@aisd.net or 682-867-7646.