

FSDirect Service Provider Guide

Instructions for Service Providers to support events at GSD facilities.

FACILITY
USAGE



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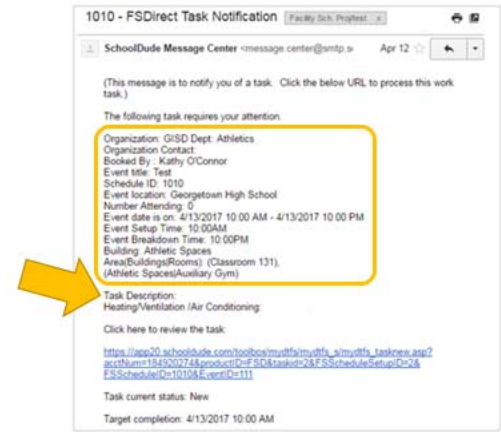
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Notifications & Setup Requirements

Email Notifications

When a task has been assigned to you, you will receive an email notification 7 days before the event. The email provides summary information about the event and shows the task assigned to you. You can access FSDirect for more information about the event.



Setup Requirements

Event support may be requested for the following areas:

- **Custodial:** This option is selected when custodial services are requested for an event (cleaning, unlocking doors, etc.). This task routes to the custodial department based on the location selected.
- **Event Setup:** This option is selected when setup is required for an event. This task routes to the custodial department or theater technical director based on the location selected. The service description box should include details about the setup requirements (such as how many tables/chairs needed, table configurations, bleacher requirements, theater setup, etc.). Additional information may be provided as a file attachment within the schedule.
- **Heating/Ventilation/Air Conditioning:** This option is selected when HVAC is requested for an indoor event. This task routes to the facilities or custodial department based on the location selected and whether the location is on manual or automated controls.
- **Lighting (Outdoor):** This option is selected when athletic field lighting is requested for an event. This task routes to the facilities department to schedule field lighting that is on the controls system.
- **Personnel:** This option is only used by the athletics coordinator when scheduling a facilitator to work an event.
- **Electronic Door/Lock Access:** This option is selected when electronic doors need to be programmed to be open for an after-hour event. This task routes to the technology department for locations that have access controlled entries.
- **General:** This option is selected when special technology support is needed. It routes to the technology helpdesk.

Setup Requirements

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

Required Maintenance Services	Service description
<input type="checkbox"/> Custodial	<input type="text"/>
<input type="checkbox"/> Event Setup	<input type="text"/>
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	<input type="text"/>
<input type="checkbox"/> Lighting (Outdoor)	<input type="text"/>
<input type="checkbox"/> Personnel	<input type="text"/>

Required IT Services	Service description
<input type="checkbox"/> Electronic Door/Lock Access	<input type="text"/>
<input type="checkbox"/> General	<input type="text"/>

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Navigate FSDirect

Access FSDirect

You can access FSDirect to view the calendar, view details about specific events, or mark your tasks as complete.

- Go to: <https://login.schoolde.com/sso/default.aspx?acctnum=184920274&productid=FSD>

If prompted to log in:

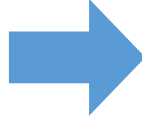
- Enter your GISD **Email Address**.
- Click Next.
- Enter your GISD **Password**.
- Click Sign in.

Google
Sign in with your Google Account

Email or phone

Next

Find my account



Google
Sign in with your Google Account

dlctesl2@georgetownisd.org

Password

Sign in

Forgot password?

Home Tab

The image below shows the view from the Home tab when you first sign on to FSDirect.

Georgetown ISD

My Account(69992719) SchoolDirect apps - Application Links - Logout

Home Calendar My Settings

Search for GO Advanced Search Services | Help

Actions: List |

Quick Launch
My SchoolBuilding
User Forum
LOGIN HERE
Hello Karen Tech1!
If you are not Karen Tech1 please click here.

Recent Event Changes
Location -- Include All Locations --
Building -- Include ALL Buildings -- Refresh

Upcoming Events
Location -- Include All Locations --
Building -- Include ALL Buildings -- Refresh

Next 5 Days

Schedule Date / Time	Organization / Function	Location Building Room / Zone
Wed July 24, 13 6:00PM - 8:00PM	Austen Association / School Meeting *Please set up 20 tables with 200 chairs. Status: New Assigned To: Tech1, Karen Create Work Order	Manfield Park High School New Gym /

Complete Complete for entire schedule

Information & Analysis
Saved Actions
To Do Tasks
Next 7 Days
7/24/2013
Please set up 20 tables with 200 chairs.
DONE
Add New Task

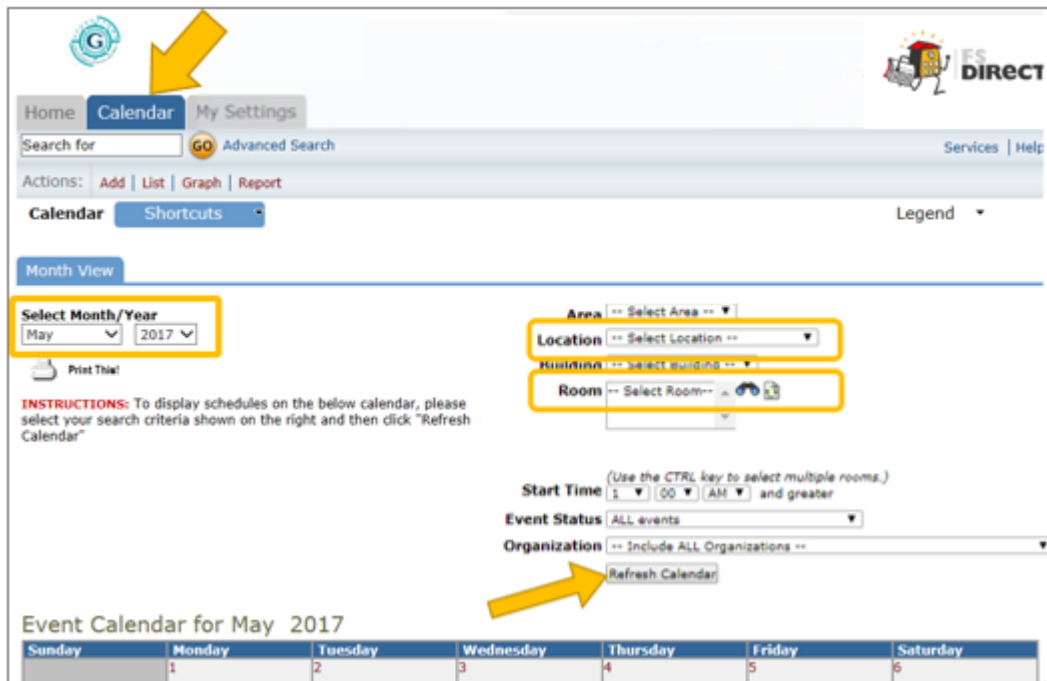


Navigate FSDirect

View the Calendar

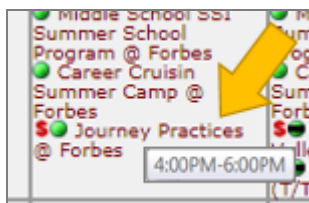
You can view the Calendar to see the events scheduled across the District, at a particular location, or even in a particular room.

- Go to the **Calendar** tab.
- Filter to see events:
 - Adjust **Month/Year**, if needed.
 - Select a **Location**.
 - Select specific **Room(s)**, if needed, by clicking on the binocular image.
 - Click **“Refresh Calendar”**.



You can click event titles or specific dates for more information.

- **Hover the pointer over an event title** to see the event time.

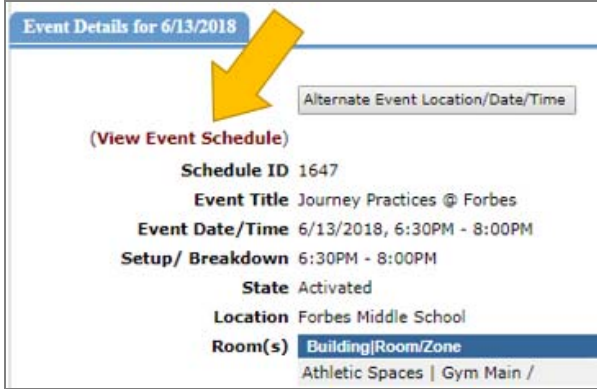


- **Click on the event title** to see more details about the event.

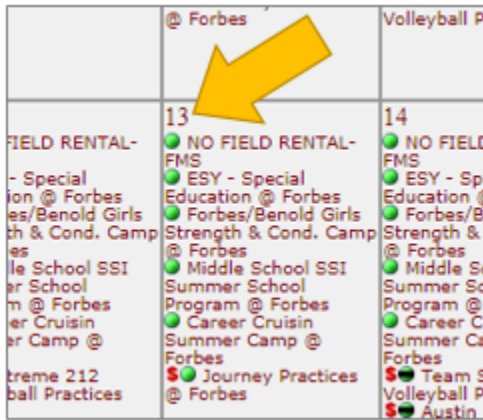


Navigate FSDirect

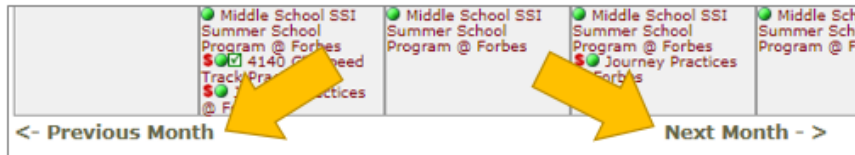
If you'd like to see the schedule details, click on the **View Event Schedule** link.



- Click on a date to see events for that particular date.



- Use the **<-Previous Month** or **Next Month->** links at the bottom to scroll between months.



Look up a Schedule ID

You can use the search box to look up a specific Schedule ID number.

- Type the 4-digit Schedule ID number into the **search box**.
- Click **GO**.

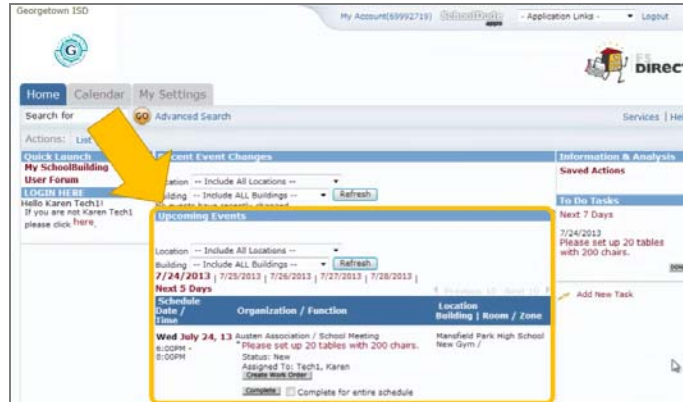




Navigate FSDirect

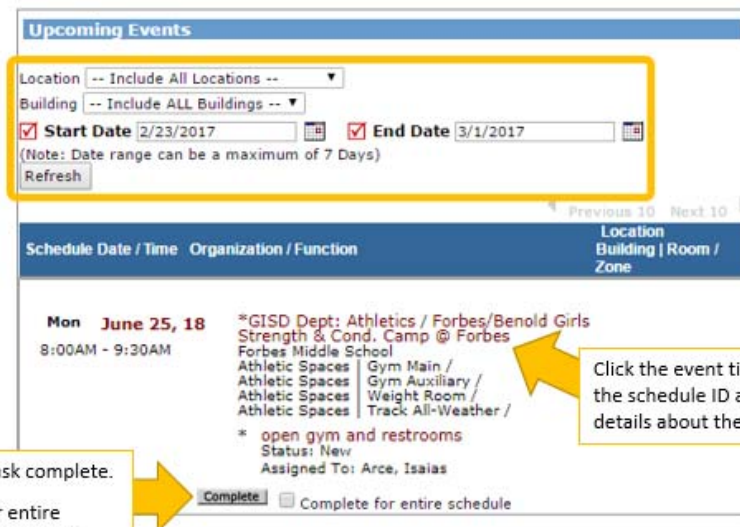
View & Complete Tasks

When a task has been assigned to you, you can view and complete the task from the **Upcoming Events** section of your FSDirect Home page.



In the **Upcoming Events** section:

- Select a **Location**.
- Select a **Start Date** and **End Date** (max of 7 days).
- Click **Refresh**. This will show you all of the events that are scheduled to occur at the selected location during the selected date range.



Click here to mark the task complete.
Check the "Complete for entire schedule" box first if you'd like to mark the task as complete for all dates on the schedule.

Click the event title to go into the schedule ID and see more details about the event.

The tasks assigned to you will show your name and an option to mark them as complete.

- To mark a task as complete, click the **Complete** button. If you mark the task as complete for the entire schedule, you won't receive additional email notifications for future dates unless there is a schedule change.
- To go into the Schedule ID for more details about the event (such as additional dates), click on the event title.



Help

Help

- If you need help, click on the **Help** link at the top right of the screen.
- For additional assistance, contact our GISD District Scheduler, Kathy O'Connor.
Email: oconnork1@georgetownisd.org
Extension: 7623
Email preferred, when possible.