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How to Enter a Schedule Request

There are 3 different types of schedules that can be entered in FSDirect:

- **Normal Schedule:** *Most commonly used* (Up to 20 event dates can be included). This schedule is used when all event dates will share the same time and room(s).
- **Recurring Schedule:** (Up to 100 event dates can be included). This schedule is used for events that follow a pattern (Every Monday and Wednesday for a semester or the 3rd Friday of the Month for the entire year). All event dates will share the same time and room(s).
- **Irregular Schedule:** (Up to 20 events can be selected). This schedule type can be used when each event will take place in a different room and/or a different time slot than the other event dates within the schedule. For example: The Boy Scouts will use the Gym on January 1st from 9am to noon and their next meeting will take place on January 31st in Room 200 from 1pm to 2pm.

The screenshot shows the 'New Schedule' page in FSDirect. The navigation bar includes 'Home', 'Calendar', 'Availability', 'New Schedule' (highlighted), 'Documents', 'My Settings', and 'MyDude'. Below the navigation bar is a search bar with a 'GO' button and 'Advanced Search' link. Under 'Actions', there are links for 'Add', 'List', 'Graph', and 'Report'. The 'New Schedule' section features a 'Shortcuts' dropdown menu. Three schedule types are presented with icons and bullet points:

- Normal Schedule**
 - Single date
 - Multiple dates
 - Same Location/areas
- Recurring Schedule**
 - Daily
 - Weekly
 - Monthly
 - Same Location/areas
- Irregular Schedule**
 - Single date
 - Multiple dates
 - Multiple Rooms/areas

Entering a Normal Schedule

- Click on the **New Schedule** tab and click the **Normal Schedule** icon.
- The schedule **Status** will default to **Submitted** for a new schedule. You can enter a schedule in the **Approved** status by selecting **Approved** from the drop down box. This will check the **Notify Booked By** and **Notify Contact Person** boxes. If you do not want these email notifications to go out, uncheck the boxes.
- Enter the **Event Title**.
- Select the **Location** and **Room(s)** you would like to reserve for your event.
- Enter the **Event Date(s)** by typing into the box or clicking on the dates in the calendar box to the right.
- Enter the **Start Time** and **End Time**, making sure to select **AM** or **PM** in the drop down boxes.

- If the **Setup Begin** and **Breakdown End Time** are different from the Start and End time, select those times next.
- Do not change the **Duration** or **Spans over** fields. These will calculate for you. **Note: Spans over should be left as 1 day unless you are requesting an overnight event.*
- You can click on the **Check Availability** button to make sure that you are not double booking a room.

Event Date(s)

3/6/2017
 3/8/2017
 3/9/2017

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

February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Start Time 4 ▾ 00 ▾ PM ▾ **End Time** 7 ▾ 00 ▾ PM ▾

Setup Begin Time 4 ▾ 00 ▾ PM ▾ **Breakdown End Time** 7 ▾ 00 ▾ PM ▾

Duration 3 hours 00 minutes. Spans over 1 days.

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Additional Information

This section will appear if you are using the Questions feature in FSDirect. These questions may or may not be required depending on how they are set up in the system.

Organization Information

- Select the **Organization** requesting the facility from the drop down menu or you may be able to enter a new organization in the box below the drop down.
- If contacts have been added to the Organization, you will see them listed in the **Contact Name** drop down box. If the contact name is not in the list, you can add the contact by filling in their name and contact information in the boxes.
- Type the **Billing Address** or check the box to use the Organization's billing address.
- If you are invoicing in FSDirect, select the user in charge of creating the invoices in the **Responsible for Billing**. This will put the schedule on their home page under the Waiting to be Invoiced heading.

Insurance Information

Any insurance policy information that you have entered for the organization auto-populates in this section on the request form. If no information has been entered yet, you can fill it in here and check the box to **Update organization record with the above insurance information**. Insurance information is not required for your organizations. If you do track policies and the coverage expires for an organization, the system will let you know on your home page and when you select the organization on a schedule request.

Services

The Services feature will only be used by those who also own FSAutomation.

<http://help.dudesolutions.com/Content/Documentation/Facility%20Usage/FSDirect/User%20Roles/Site%20Administrator%20I/How%20to%20Enter%20...> 2/3

Setup Requirements

Activated Maintenance and IT Services can be selected in this section. Check the box next to the requested service and enter a description in the box to let the service providers know what setup requirements are needed for this event.

Setup Requirements

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

<p>Required Maintenance Services</p> <p><input checked="" type="checkbox"/> Custodial</p> <p><input type="checkbox"/> Electrical</p> <p><input checked="" type="checkbox"/> Heating/Ventilation /Air Conditioning</p> <p>Required IT Services</p> <p><input checked="" type="checkbox"/> Audio / Visual</p>	<p>Service description</p> <p>Custodian after school hours.</p> <p> </p> <p>AC on.</p> <p>Service description</p> <p>Projector.</p>
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Rental Requests

If you are creating a brand new schedule, this section will not show any available Rental Requests to start. Once you save your schedule, you can come back to this section and click the **Add Rental Request** link on the right side of the screen to see a list of charge types that you can add to the schedule. Select the charge type from the list, enter the quantity, and write a rental description. Click **Submit** to save. Only Charge Types that you have allowed to be requested by MySchoolBuilding users will show in the list.

Additional Fields

- Enter **Number Attending**. You can also break this number into number of adults and number of children.
- Enter any **Other Needs**.
- The **Booked By** section will be automatically filled in with your information.

File Attachments

- Attach a file to your schedule request by clicking the **Add New File** link.
- Browse your computer for the file and select it. You can also enter a **File Description**. Click **Submit**.
- The attached file will now be listed in the File Attachments section at the bottom of the schedule. **Note: There is no limit to the number of files that can be attached, however the total size of all uploaded files on the schedule must be less than 5MB.*

Click **Save** at the bottom of the screen to submit the schedule request.

Entering a Recurring Schedule

Entering an Irregular Schedule

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