



## Facility Scheduling – FSDirect

### Site Administrator

### Quick Step Guide

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#### \*Logging in

Go to <https://login.schoolsde.com/login.asp?productid=FSD>

Or


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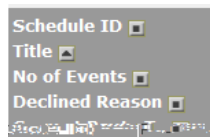


## Your homepage

Once you've logged in on the top of the page, you will find a breakdown of all the events in your school by their status. Any of the numbers in red next to the statuses will take you to a list of those schedules.

5 Submitted
187 Approved
172 Active
39 Recurring

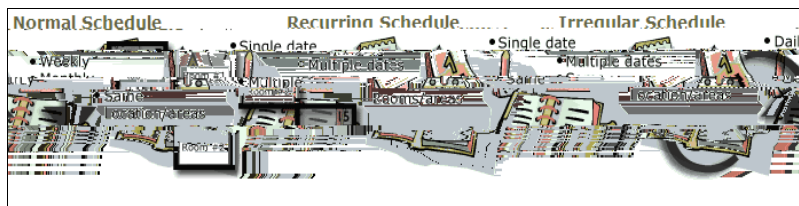
After the next page loads, you can click on any field that has this symbol  to sort that list.



\*Click once to sort lowest to highest (1-9, A to Z), click a second time for highest to lowest (9-1, Z to A)

## Entering a Schedule Request

Click on the New Schedule tab  to get started



There are 3 Schedule Types.

**Normal Schedule:** most commonly used. Pick the dates from a calendar or type them in manually. Up to 20 events can be selected. All events occur in the same room(s) at the same time.

**Recurring Schedule:** Up to 100 events can be added. Events occur in a pattern; "Every Monday and Wednesday



When filling out the New Schedule Request form there are some required fields. For simplicities sake this guide covers the Normal Schedule.

- Schedule ID-** a permit number will generate once the schedule has been saved successfully
- Status-** default status is Submitted
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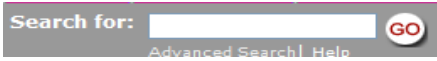


*Additional Information - Click on Yes*



There should also be an email confirmation that is sent back to the person making the request (referred to as the Booked By in FSDirect)

You can make changes to the schedule while it is still in submitted status. After the schedule has been approved, you will need to contact Facilities Services to make changes.

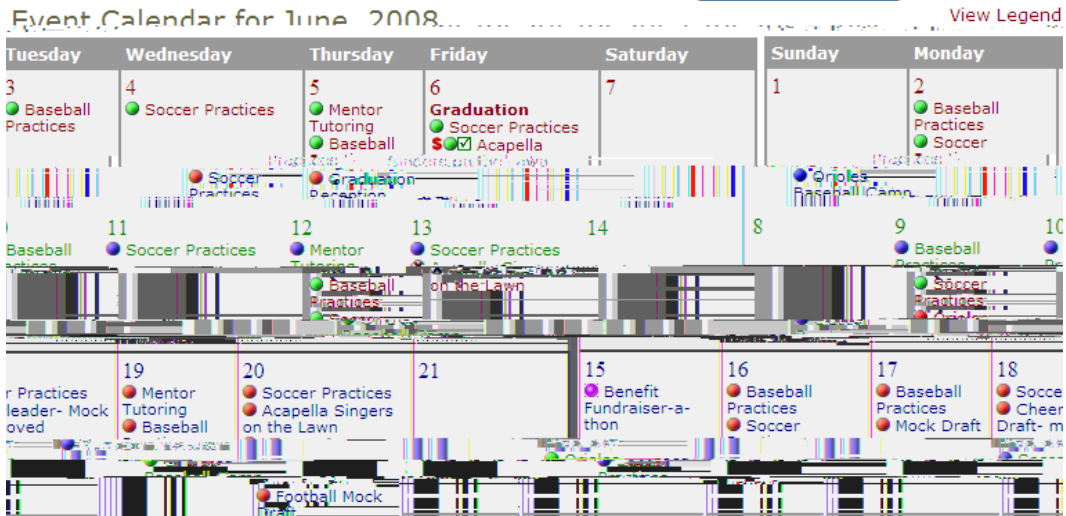
You can use the 'Search for'  box to access schedules, or view them on the Calendar.

**Viewing the Calendar**

Click on the Calendar Tab  to view the monthly calendar.

Use the Calendar Shortcuts to see different views of the calendar.





When viewing the calendar, you can move your mouse pointer over the event title to see the

