InventoryDirect is a Cloud-based inventory management solution that tracks all inventory transactions. It helps you streamline the process of requesting, ordering, and tracking supplies and tools and allocating supplies to upcoming work requests. Here’s what you need to get started with your account:

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**CONTACT US**

Got questions? Answers are what we’re here for.
Phone: 877.868.3833 – 8:00 am to 6:00 pm EST
Email: support@schooldude.com
Logging into InventoryDirect

- Open your web browser and type *id.schooldude.com* into the address bar and hit the Enter key. Bookmark this page or create a shortcut on your desktop to make it easy to come back to this page later.
- On the Account Login screen, enter your **Login Name** and your **Password**.
- Make sure that **InventoryDirect** is selected in the Go To box.
- Click **Sign In**.
- Be sure to check out the announcements to the right each time you log in. We will post important updates, articles, and events here.

InventoryDirect Home Page

The elements of the InventoryDirect Home Page will vary for each user role, although the basic layout will be the same. Here are some highlighted sections of the Clerk page:

My Account Link

- The **Quick Links** drop down box allows you to easily access your other SchoolDude applications. Select the application name from the list to jump between the different programs.
- Click the **Logout** link to exit the system.
- Click on the **My Account** link to go to your personal information page, where you can change your password or update your information.
- The **Help** link on the far right will take you to a page that lists ways to contact our support team.

Home Page Banner

- The tabs at the top of the screen help you navigate to important areas of the application.
  - **Home** - takes you to the InventoryDirect home page.
  - **Calendar** - takes you to the Calendar page.
  - **Catalog** - where you can view a catalog of current inventory items.
  - **Issue** - where you can view issue transactions, create new ones, and run issue reports.
  - **Receiving** - where you can view receiving transactions, create new ones, and run receiving transaction reports.
  - **Adjustment** - where you can view adjustment transactions, create new ones, and run reports.

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- **Inventory** - where you can view a list of all the inventory items in the account and add new items.
- **My Settings** - where you can access your InventoryDirect Participant Information page.
- The **Search For** box under the Home tab can be used to find specific inventory items. Enter an Item number or keyword to search for items.
- The **Advanced Search** link takes you to a more advanced search form where you can select multiple criteria to find inventory items, transactions, or requests.

### Current Levels

This section will show you the current levels of inventory items that are below the set low and/or high quantity amount you have set for that item. This helps you to manage your on-hand quantities and reorders.

### Home Page Pie Charts

The pie chart sections in the middle of the home page give you a summary of the inventory requests currently in the system.

- The **Waiting for Approval** section gives you a breakdown of inventory requests by status. Click on the number under Waiting for Approval to process those requests.
- The **New Inventory Requests** section gives you a breakdown of all new requests by Location. Click on the number in red next to each location to view and process those requests.
- The **PM Work Orders Needing Supplies** section will show any inventory requests that are automatically generated from your PMDirect schedules. They will appear in these two pie charts, one is sorted by the Assigned To information and the other is sorted by Location. Click on the numbers in red to view a list of those requests and process the transactions.
Entering New Inventory Items

InventoryDirect is designed to track consumable goods and tools. Once you have entered these items into your account, you will be able to streamline the process of requesting, ordering, and tracking supplies and tools. Required fields are indicated by a red check box.

How to add new Inventory Items

- Click on the Inventory tab at the top of the screen. You can also click on the Inventory link in the Information & Analysis section of the home page.
- From the My Inventory list, click on the + Add New Inventory Item link on the right side of the list.
- Enter an Item Number for this inventory item. *Note: Choose item numbers that are easily recognizable and be consistent as this field is the primary sort for the inventory item. For example some clients will put an abbreviation at the start of every item number - EL for electrical items, PL for plumbing items, etc. Choose a naming convention that works for your organization and stick to it.
- Enter a Description for this item.
- Select the Inventory Type for this item.
- If you would like to automatically route inventory requests for this item by commodity, select the appropriate Primary Commodity for Request Routing.
- Put a check mark next to any Commodity that this inventory items falls under. You can select as many commodities as needed.

Asset Info

The Asset Info section is only used when you are entering a Tool that will be checked in and out of the system, similar to a library book.

- Enter the Tag Number for the tool.
- Be sure to check the box marked Asset Item as this indicates to the system that this is a individual tool that will be checked in and out, rather than consumed.
- Enter the Serial Number for the tool if needed.
- Enter the Date Purchased.
Entering New Inventory Items

Disposition

- Select if this item is **On Contract**, the **Expiration** date, **Contract Type**, and **Contract number**.
- Select if this is an item you keep in **Stock**.
- If this item has been **Discontinued**, you can mark that here and enter the discontinued date.
- If you would like requesters and site administrators to be able to request this item, select Yes next to **MySchoolBuilding and site administrator request item**?
- Enter **Notes** if needed. *Note: These notes will be available for requesters to view unless you check the Private Note box.

Order Info

In this section, you will enter information that is important when reordering this inventory item.

- The **Product Order Description** will be automatically populated with the same text that you entered in the Description box at the top of the form. You can change it if the manufacturer or supplier description differs from yours, as this description will be included in reorders.
- Select the **Primary Supplier** from the drop down list. If the supplier is not in the list, you can add the supplier using the New Supplier field. *Note: Be sure to check the existing supplier list carefully before adding a new one to avoid adding duplicate suppliers.*
- Enter the **Supplier Part Number** and **Part URL** if needed.
- Select the **Manufacturer** from the drop down list. If the manufacturer is not in the list, you can add the manufacturer using the New Manufacturer field. *Note: Be sure to check the existing manufacturer list carefully before adding a new one to avoid adding duplicate manufacturers.*
- Enter the **Model Number** if needed.
- In the **Lead Time** field, enter the number of days it takes to receive the item once it has been ordered.
- Check the box if you want to use the **fixed unit cost for reorders**.
- If the item is already on order, enter the **Quantity On Order** amount and check the **On Order** box. Put the date of the last order in the **Last order place on** field.
Entering New Inventory Items

Transaction Defaults

- Select the **Unit of Issue** for this inventory item from the drop down list. *Note: Be sure to select how you will issue this item out to your users, instead of how you receive it. For example, you may receive a case of paper towels, but you issue them by the roll. You would select Rolls for the Unit of Issue.*

- Enter a **Tolerance Level %** for this item. This percentage is based on the high level reorder amount that you set for this item. It determines how much inventory you can issue from each pool when the on hand quantity of the item in that pool is zero. If you leave this field blank or enter a zero, you will not be able to issue inventory when there are no items in the pool.

- Choose whether you will use **Avg Unit Cost** or **Fixed Unit Cost** for this inventory item. The red check box with the gray background (✓) indicates that one of these two fields is required.
  - **Avg Unit Cost** means that the system will average the unit cost for the items to make them all the same even if they were purchased at different costs.
  - **Fixed Unit Cost** means that the system will issue at the fixed cost that you set when creating the inventory item. When you receive new items into your inventory, you can decide whether or not to update that fixed unit cost for both the existing items and new items.

- Enter a **Markup %** if needed.

Pool Management

- Select the **Pool(s)** where these items will be stored and issued from.
- Enter the **Aisle** and **Bin** location for this item, if applicable.
- When entering a new inventory item, we recommend enter a zero (0) for the **Beginning Balance** to start.

The Dude Says:

When entering a new inventory item, SchoolDude recommends that you enter a zero (0) for the **Beginning Balance** to start out. Once you have done a physical count of your inventory and are ready to start using the system, you can enter Adjustment transactions through the clerk form to correct the on hand balance. This saves you from having to count your inventory multiple times before you are ready to implement InventoryDirect as your quantities will change as you set up the account.
Entering New Inventory Items

- Enter a **Minimum Reorder Qty**.
- Set your **Low** and **High Reorder Amounts**. This numbers indicate the minimum and maximum number of this item that you would like to keep on hand.
- Click **Submit** to save this inventory item.

## Pool Management

![Pool Management Table]

**CONTACT US**

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**Phone:** 877.868.3833 – 8:00 am to 6:00 pm EST  
**Email:** support@schooldude.com
InventoryDirect Transactions

There are several different transactions that can be performed in InventoryDirect to help you manage your consumable and tool items. You can access the transaction links from the Transaction section on the right side of your home page. Below is a list of the available transactions and their definitions:

**Receivings**
Receiving Transactions are entered when you need to add shipments of items from your suppliers into your inventory stock. These items are added to your on-hand quantity and are immediately available to be issued out.

**Issues**
Issue transactions are created whenever you fulfill a user’s request for items from your inventory. The amount and cost of the items issued will subtract from your total on-hand quantity and cost of that item.

**Adjustments**
Adjustment transactions are used when you need to correct the on-hand quantity value in the system.

**Transfers**
Transfer transactions are used when you need to move inventory items from one pool to another. Transfers do not change the on-hand quantity amount or the total cost of the inventory, they only change the quantities in the individual pools.

**Returns**
There are two types of Return transactions in InventoryDirect, Supplier Returns and Inventory Returns. In a supplier return, you are removing the inventory items from your on-hand quantity and returning the items to the supplier you purchased them from. An inventory return is when items that were previously issued out for use are returned back to your stock, adding that amount back to your on-hand quantity.

**Tool Transactions**
In addition to tracking your consumable inventory items, you can also use InventoryDirect to track tools that you keep in stock. This equipment can be checked in and out of the system similar to a library book. There are two types of Tool transactions in InventoryDirect, Tool Issues and Tool Returns.

**Requests**
Inventory requests will often be entered by your requesters through the MySchoolBuilding request portal, but you may need to enter a request for another user or enter a request for approval. You can enter a Request transaction and issue the inventory in the same time.
Receiving Transactions

Receiving Transactions are entered when you need to add shipments of items from your suppliers into your inventory stock. These items are added to your on-hand quantity and are immediately available to be issued out. Required fields are indicated by a red check box [✓].

**Entering a Receiving (Long Form)**

- Click on the **Receiving** tab at the top of the screen. You can also click on the **Receiving** link in the Transactions section of the home page.
- From the My Receiving list, click on the **Add New Receivings** link on the right side of the list.
- Select the **Inventory Type** of the item from the drop down list.
- Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- If you entered a **Supplier Item ID** and **Supplier** information to the Inventory Item detail page, they will populate for you.
- Select the **Pool** where the inventory will be stored from the drop down list. The only pools that will be available to select from are the ones where this item is currently stocked. You will also see the on-hand quantity for this item beside each pool name.
- Select the **Budget Code** if needed.
- Select the **Reorder Batch Number** if this shipment was entered as an order through InventoryDirect.
- Enter the **Invoice Number** for the shipment.
- The **Transaction Date** will automatically populate with today's date.
- Enter the **Quantity** of the item you are receiving. The Unit of Issue will populate for you. *Note: Remember to enter the quantity amount as you plan to issue it, not as you received it. For example you may have received 2 cases of paper towels containing a total of 24 rolls. If you plan to issue them by the roll, you will need to enter 24 as the quantity.*
If the item received is set to use the Fixed Unit Cost, the system will populate the Unit Cost field for you. You can update that field if the cost has changed and check the box to Update Fixed Unit Cost. This will update the cost of the items already in the system to the new fixed cost.

If the item received is set to use the Avg Unit Cost, the system will populate the unit cost of the items already in stock. You can update this in the Unit Cost field if the cost has changed. The system will then average this new cost with the existing cost and assign a new cost for all of the items.

Enter Tax, Shipping/Freight, and Other Charges as needed.

Enter the PO Number for the shipment.

Enter Notes if needed.

If the item is currently On Order, put a check mark in the box.

Click Submit to save the transaction.

**Entering Multiple Receivings (Clerk Form)**

You can add up to five Receiving transactions at a time using the Clerk form.

- Click on the Receiving tab at the top of the screen. You can also click on the Receiving link in the Transactions section of the home page.

- From the My Receivings list, click on the New Receiving (Clerk Form) link in the Shortcuts section at the top of the page.

- On this page, you can enter up to five receiving transactions at one time. The field headings in the teal bar at the top correspond to the entry fields in the columns below.

- The Transaction Date will automatically populate with today's date.

- Select the Inventory Type of the item from the drop down list.

- Type the Item Number into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.

- Select the Pool from the drop down list.

- Enter the Quantity of the item you are receiving.

- Update the Unit Cost of the item if necessary.

- Enter Notes if needed.

- Click Save at the bottom of the page to save the transactions.
Issue transactions are created whenever you fulfill a user’s request for items from your inventory. The amount and cost of the items issued will subtract from your total on-hand quantity and cost of that item. Required fields are indicated by a red check box.

The Dude Says:

Issue Transactions can also be created directly from a work order in MaintenanceDirect. Entering an New Issue Transaction in the Transaction section of a work order will automatically create an Issue in InventoryDirect. Any MaintenanceDirect user that has access to enter transactions on the work order can perform this action without being a user in InventoryDirect.

Entering an Issue (Long Form)

- Click on the Issue tab at the top of the screen. You can also click on the Issues link in the Transactions section of the home page.
- From the My Issues list, click on the + Add New Issue link on the right side of the list.
- Select the Inventory Type of the item from the drop down list.
- Type the Item Number into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- The Transaction Date will automatically populate with today's date.
- If you are issuing this item for use on a work order, enter the WOID. This will populate the Location, Building, Project, Assign To and Budget Code fields automatically with the information from the work order. An Issue transaction will also be recorded in the Transaction section of the work order in MaintenanceDirect.
- If you are not issuing this item to a work order, you can select Location, Building, Assign To, and Budget Code as needed.
• Select the **Pool** from the drop down list. The only pools that will be available to select from are the ones where this item is stored. You will also see the on-hand quantity for this item beside each pool name.

• You can assign this issue to a **Pick List** if needed.

• Enter the **Quantity** of the item you are issuing out.

• The **Unit of Issue**, **Unit Cost**, and **Total Cost** will all fill in for you based on the information on the Inventory Item.

• Enter **Notes** if needed.

• Click **Submit** to save the transaction.

### Entering Multiple Issues (Clerk Form)

You can add up to five Issue transactions at a time using the Clerk form.

• Click on the **Issue** tab at the top of the screen. You can also click on the **Issues** link in the Transactions section of the home page.

• From the My Issues list, click on the **New Issue (Clerk Form)** link in the Shortcuts section at the top of the page.

• On this page, you can enter up to five issue transactions at one time. The field headings in the teal bar at the top correspond to the entry fields in the columns below.

• The Transaction **Date** will automatically populate with today's date.

• Select the Inventory **Type** of the item from the drop down list.

• Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.

• Select the **Pool** from the drop down list.

• Enter the **Quantity** of the item you are issuing out.

• The **Unit of Issue**, **Unit Cost**, and **Total Cost** will all fill in for you based on the information on the Inventory Item.

• Enter a **WOID** if needed. This will enter information into the other fields for you. Or you can select that information manually.

• Enter **Notes** if needed.

• Click **Save** at the bottom of the page to save the transactions.
Adjustment transactions are used when you need to correct the on-hand quantity value in the system. For example, InventoryDirect indicates that you have 5 widgets in the warehouse, but you just did a physical count for all of your inventory items and you actually have 6. You can enter an adjustment to correct the total in the system. Required fields are indicated by a red check box.

**Entering an Adjustment (Long Form)**

- Click on the Adjustment tab at the top of the screen. You can also click on the Adjustments link in the Transactions section of the home page.
- From the My Adjustments list, click on the + Add New Adjustment link on the right side of the list.
- Enter the **Reason for Adjustment**.
- Select the **Inventory Type** of the item from the drop down list.
- Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- The **Transaction Date** will automatically populate with today's date.
- Select the **Pool** from the drop down list. The only pools that will be available to select from are the ones where this item is stored. You will also see the on-hand quantity for this item beside each pool name.
- Select the **Budget Code** if needed.
- The **Quantity** will automatically fill in for you with the current count.
- Enter the **New Quantity** for that item.
- **Quantity Adjusted**, **Unit of Issue**, **Unit Cost**, and **Total Cost** will all fill in for you based on the information on the Inventory Item.
- Enter **Notes** if needed.
- Click **Submit** to save the transaction.
Entering Multiple Adjustments (Clerk Form)

You can add up to five Adjustment transactions at a time using the Clerk form.

- Click on the **Adjustment** tab at the top of the screen. You can also click on the **Adjustments** link in the Transactions section of the home page.
- From the My Adjustments list, click on the **New Adjustment (Clerk Form)** link in the Shortcuts section at the top of the page.
- On this page, you can enter up to five adjustment transactions at one time. The field headings in the teal bar at the top correspond to the entry fields in the columns below.
- The Transaction **Date** will automatically populate with today's date.
- Select the Inventory **Type** of the item from the drop down list.
- Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- Select the **Pool** from the drop down list.
- Enter the **Reason** for the adjustment.
- Select the **Budget Code** if needed.
- Enter the **New Quantity** for that item.
- Enter **Notes** if needed.
- Click **Save** at the bottom of the page to save the transactions.
Transfer transactions are used when you need to move inventory items from one pool to another. Transfers do not change the on-hand quantity amount or the total cost of the inventory, they only change the quantities in the individual pools. Required fields are indicated by a red check box.

**Entering a Transfer (Long Form)**

- Click on the **Transfers** link in the Transactions section of the home page.
- From the My Transfers list, click on the **+ Add New Transfer** link on the right side of the list.
- Select the **Inventory Type** of the item from the drop down list.
- Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- The **Transaction Date** will automatically populate with today's date.
- Enter the **Quantity** of items that you want to transfer.
- Select the **Budget Code** if needed.
- In the **Transfer From** field, select the Pool that the inventory items are being moved from.
- In the **Transfer To** field, select the Pool that the inventory items are being moved to.
- Enter **Notes** if needed.
- Click **Submit** to save the transaction.

**Entering Multiple Transfers (Clerk Form)**

- Click on the **Transfers** link in the Transactions section of the home page.
- From the My Transfers list, click on the **New Transfer (Clerk Form)** link in the Shortcuts section at the top of the page.
- On this page, you can enter up to five transfer transactions at one time. The field headings in the teal bar at the top correspond to the entry fields in the columns below.
- Enter the information into the appropriate fields and click **Save** at the bottom of the form.
Supplier and Inventory Returns

There are two types of return transactions in InventoryDirect, Supplier Returns and Inventory Returns. In a supplier return, you are removing the inventory items from your on-hand quantity and returning the items to the supplier you purchased them from. An inventory return is when items that were previously issued out for use are returned back to your stock, adding that amount back to your on-hand quantity. Required fields are indicated by a red check box.

**Entering a Supplier Return (Long Form)**

- Click on the **Returns** link in the Transactions section of the home page.
- From the My Returns list, click on the **Add New Supplier Return** link on the right side of the list.

![Add/Update Supplier Return](image)

- Enter a **Return Reason**.
- Select the **Inventory Type** of the item from the drop down list.
- Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- The **Transaction Date** will automatically populate with today's date.
- Select the **Supplier** from the drop down list.
- Select the **Pool** that the items are being removed from.
- Select the **Budget Code** if needed.
- Enter the **Quantity** of items you are returning. The cost information will automatically populate.
- Enter **Notes** if needed.
- Click **Submit** to save the transaction.

**Entering Multiple Supplier Returns (Clerk Form)**

- Click on the **Returns** link in the Transactions section of the home page.
- From the My Returns list, click on the **New Supplier Return (Clerk Form)** link in the Shortcuts section at the top of the page.
- On this page, you can enter up to five supplier return transactions at one time. The field headings in the teal bar at the top correspond to the entry fields in the columns below.
- Enter the information into the appropriate fields and click **Save** at the bottom of the form.
Entering an Inventory Return (Long Form)

- Click on the **Returns** link in the Transactions section of the home page.
- From the My Returns list, click on the **Add New Inventory Return** link on the right side of the list.
- Enter a **Return Reason**.
- Select the **Inventory Type** of the item from the drop down list.
- Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- The **Transaction Date** will automatically populate with today's date.
- Enter the **Work Order ID** number (WOID) that these items were issued to, if applicable. *Note: When you save a return from a work order, the cost for those items will automatically be deducted from the total cost on the work order. You will see that the item was returned in the Transaction section of the work order in MaintenanceDirect.*
- If you enter a WOID for this return, the **Location**, **Building**, **Project**, **Assign To**, and **Budget Code** will populate based on the information on that work order. If needed, you can select this information manually if the issue was not related to a work order.
- Select the **Pool** that the items are being returned to.
- Enter the **Quantity** of items that are being returned. The cost information will automatically populate.
- Enter **Notes** if needed.
- Click **Submit** to save the transaction.

Entering Multiple Inventory Returns (Clerk Form)

- Click on the **Returns** link in the Transactions section of the home page.
- From the My Returns list, click on the **New Inventory Return (Clerk Form)** link in the Shortcuts section at the top of the page.
- On this page, you can enter up to five inventory return transactions at one time. The field headings in the teal bar at the top correspond to the entry fields in the columns below.
- Enter the information into the appropriate fields and click **Save** at the bottom of the form.
In addition to tracking your consumable inventory items, you can also use InventoryDirect to track tools that you keep in stock. This equipment can be checked in and out of the system similar to a library book. There are two types of Tool transactions in InventoryDirect, Tool Issues and Tool Returns.

**Tool Issues**

- Click on the **Tools** link in the Transactions section of the home page.
- From the My Tool Transactions list, click on the **+ Add New Tool Issue** link on the right side of the list.

Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the tool. If a **Tag Number** was entered for this tool, it will automatically populate in the field.

- The **Transaction Date** will automatically populate with today's date.
- If you are issuing this tool for use on a work order, enter the **WOID**. This will populate the Location, Building, Project, Assign To and Budget Code fields automatically with the information from the work order. A Tool Issue transaction will also be recorded in the Transaction section of the work order in MaintenanceDirect.
- If you are not issuing this tool to a work order, you will need to select either a **Location** or **Assign To** user before saving the transaction. One of these two fields is required and will help you track where or who the tool is loaned to.

- Select the **Pool** that the tool is being removed from.
- You can assign this tool issue to a **Pick List** if needed.
- Enter the **Expected Return Date**.
- Enter **Notes** if needed.
- Click **Submit** to save the transaction.
Tool Return

- Click on the **Tools** link in the Transactions section of the home page.
- In the Tool Shortcuts section at the top of the page, click on **Tool Return**. *Note: We recommend that you use the shortcut link rather than the New Tool Return link to the right of the list, because the tool information will automatically populate into the form for you.*
- Click the **Return** button next to the tool you are returning.

The Tool Return form will already be filled in with the appropriate information from the Issue form.
- Double check to make sure the information listed is correct and click **Submit** to save the return.
- If this tool was issued to a work order, a Tool Return transaction will be recorded in the Transaction section of the work order in MaintenanceDirect.
Inventory requests will often be entered by your requesters through the MySchoolBuilding request portal, but you may need to enter a request for another user or enter a request for approval. You can enter a request transaction and issue the inventory in the same time. Required fields are indicated by a red check box.

**Entering a Request through InventoryDirect**

- Click on the **Requests** link in the Transactions section of the home page.
- From the My Requests Transactions list, click on the **+ Add New Request** link on the right side of the list.
- Select the **Inventory Type** of the item from the drop down list.
- Type the **Item Number** into the field or click on the binoculars icon to open a pop-up window where you can search for and select the item.
- Select if you would like to **Issue the Inventory Now**.
- Select the **Status** for the request. If you are issuing the inventory now, the system will automatically select Approved.
- Select the **Requested On Date**.
- Enter the **Qty Requested**. If you are issuing the item, enter the **Quantity Approved**. If you are not able to fulfill the entire request, you can create a back order request for the remaining quantity not issued by checking the box.
- Enter the **Location**, **Building**, **Area**, **Area Number**, and **Budget Code** information as necessary.
- Enter an **Expected Delivery Date**.
- If this request needs to be routed to another user for approval, select their name from the **Route To** drop down list.
- Enter the contact information for the user that requested these items by selecting their name under **Requested By**.
• If you are issuing the inventory now, you can submit it to a **Pick List** by checking the box. You will then be able to select an existing pick list or create a new one.

• Select the **Pool** that the item is being issued from. This is only required if you are issuing the inventory now.

• Enter a **Project ID** if needed.

• Enter the **WOID** if this request is tied to a MaintenanceDirect work order.

• Enter **Notes** if needed.

• Click **Submit** to save the transaction.

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**CONTACT US**

Got questions? Answers are what we’re here for.

Phone: 877.868.3833 – 8:00 am to 6:00 pm EST

Email: support@schooldude.com
Call, Email, or Chat - Reach out anytime

Have a question? Need more information? Contact our Legendary Support Team!

A friendly "Dude" or "Dudette" will answer the phone within 3 rings and direct you to a knowledgeable team member who can help. Send us an email! We answer 99% of our support emails within 1 hour.

Call: 1.877.868.3833  
Email: support@schooldude.com  
Chat: Use the links within the products to chat live with support.

The Client Service Center is open Monday to Friday 8am - 6pm ET. After hours inquiries will be responded to the next business day.

Training, Support, and Resources

QuickStart
Included with each subscription, every SchoolDude client gets our QuickStart online training and support. QuickStart includes product launch services, training, support, online client community and more.

Professional Services
Professional services offer clients the right combination of success resources, support, and training. Clients that take advantage of Professional services often achieve a 50% higher return on their SchoolDude investment. Contact us for more information on our Onsite Training Services, Data Services, and Implementation Services.

Online Product Help
Access our Product Help where you'll find information to help you get the most from your SchoolDude solution. Here you'll find How-To guides, Webinars, Help Videos, and more!

SchoolDude Community
With over 6,000 SchoolDude clients, this is the largest educational community on the planet. The SchoolDude community is designed for you to Discover, Engage and Contribute. Call us to get involved today!

SchoolDude University
Make sure you don’t miss our annual user conference! SchoolDude University offers 4 days of valuable professional development and industry best practices for educational operations professionals. Learn more about what 1,100 attendees experienced and make sure to reserve your spot today!