1. **Unlock iPad**
   - Press the **power button** to wake up your iPad
   - Enter your **6-digit Pin**
   - No internet? Tap the **Settings icon**
   - Tap **Wi-Fi**
   - Make sure **greatschools** is selected (if needed, your login is your email address & network password)

2. **Open SchoolDude**
   - Tap the **SchoolDude icon**
   - Tap **SchoolDude Login**
   - Enter your user login; it's the **first part of your city schools email address** and your **network password**
   - Select **MaintenanceDirect**
   - Tap **proceed**

3. **Find Work Order**
   - Scroll through the work orders under the **Assigned Work** section
   - Click the **red** work order number **OR**
   - On the **Home** tab type the work order number into the **Search for** box
   - Tap the gold **GO** button

4. **Add Actions Taken**
   - From the **Status** dropdown box tap **Complete** (**or Work In Progress**)
   - Tap **Save**
   - Scroll down to **Action Taken**
   - Tap the white box under **Action**
   - Either type what you did or tap the **microphone** and speak what you did (text will appear in the box)

5. **Add Labor Hours**
   - Scroll down to **Transactions**
   - Tap **New Labor Transaction**
   - Tap the white box under the appropriate date and type in time
     
     .25 = **15 minutes**
     .50 = **30 minutes**
     .75 = **45 minutes**
     **1.0 = 1 hour**
   - Tap **Save** and then **Back to WO**

6. **Add Photo**
   - Scroll to very bottom of page to **File Attachments**
   - Tap **Attach New File**
   - Tap **Choose File**
   - Tap either **Take a Photo or Video** to take a new photo or Photo Library to select an existing photo
   - Tap **Submit** and then **Work Order**
   - Back at the top, from the Status dropdown box tap Complete (**or Work In Progress**)
   - Tap **Save**