

ERUSD SchoolDude Maintenance Guide

How to check on the Status of a Work Order

Step 1: Go to <https://www.myschoolbuilding.com>

Step 2: Enter Login Name & Password

El Rancho Unified School District



El Rancho Unified School District

Current SchoolDude User? Login Here!

Email: Password: **Enter information**

Forgot Password?


Never Submitted a SchoolDude Request? Register Here! ▾

This page defaults to Maint Request

Step 3: Click on MY REQUESTS to look at status

El Rancho Unified School District

SchoolDude apps - Application Links - Logout



El Rancho Unified School District

Maint Request IT Request My Requests **Click on My Requests**

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

Legend ▾

Maintenance Request

Maintenance Request Form
To submit your request complete the following form.

Step 1 Please be yourself, click here if you are not Belinda Larrache

| | | |
|---|---|--|
| First Name <input type="text" value="Belinda"/> | Last Name <input type="text" value="Larrache"/> | Email <input type="text" value="blarrache@erUSD.org"/> |
| Phone <input type="text" value="562-801-5252"/> | Pager <input type="text"/> | Mobile Phone <input type="text"/> |

Step 2 Location

-- Select Location -- ▾

Building
-- No Building Available -- ▾









Area
-- Select Area -- ▾

Area/Room Number

Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type:

Maintenance Help Desk: Click on the problem type below that best describes your issue.

| | | | |
|--|---|---|--|
|  Air Conditioning |  Burglar Alarm |  Carpentry |  Clocks/Bells |
|  Custodial |  Delivery |  Desk Repair |  Doors and Hardware |

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Here is a sample picture when you choose My Requests

El Rancho Unified School District

SchoolDude
apps

- Application Links - ▾

Logout



El Rancho Unified School District

Maint Request IT Request **My Requests** Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

My Requests

Shortcuts ▾

Legend ▾

My Maint Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "

Search this results for:

GO Show All

1 - 10 of total 263 listed

◀ Previous 10 Next 10 ▶

Request Totals
 1 Work In Progress
 195 Complete
 39 Declined
 3 Duplicate Request
 6 Void
 1 Waiting More Information
 18 Forwarded

| Status | Location | Action Taken | Complete Date |
|----------------|---|---|---------------|
| WOID | Building | Request Date | |
| Area | Description | Type | |
| Area Number | | | |
| Forwarded 8798 | Information Technology Please check network wire path for S Ranchito Portable Room 20 facing ALMO street - thank you! Time Available: any | No Action Note 4/18/2017 Electrical | |
| Forwarded 8767 | Information Technology Gate keys needed for Shawn Valenzuela-SB-37 & C-20. Also, Fire Alarm Key - 1289. Thank you Time Available: any | No Action Note 4/17/2017 Key and Lock | |
| Forwarded 8765 | Information Technology Master key for North Park needs to be replaced for Shawn Valenzuela. He will return non-working key to Al Gettman. Thank you! Time Available: any | No Action Note 4/17/2017 Key and Lock | |
| Forwarded 8733 | Rivera Elementary School Hi, please check CAT6 wires in the bungalow for VoIP Telephone system. Thank you Time Available: any | No Action Note 4/10/2017 Electrical | |
| Forwarded 8732 | El Rancho High School Hola! Please pull CAT6 in the old ROTC Bungalow at ERHS for VoIP telephone installation. Thanks Time Available: any | No Action Note 4/10/2017 Electrical | |

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You can now see the Status above the Work Order ID (WOID).

| | | | |
|--|---|---|-----------|
| Forwarded 8731 Main Office | <p>Forwarded</p> <p>Hi! Please enter Shawn Valenzuela (New Kern-Computer Network Specialist) to the alarm access. His last four digits are 8390. Time Available:</p> | No Action Note 4/10/2017 Burglar Alarm | |
| Work In Progress 8717 Meeting Rm | <p>Work in Progress</p> <p>Please install two powerstrip outlets in mtg rm. One for the 72' TV & one for computers on North wall. Thanks!! Time Available: any</p> | <p>4/17 Installed 1 multiple outlet strip on north wall. This appears to be on the same circuit as Rolland, Karen and Belinda's computers. A separate circuit is necessary to avoid overloading the existing circuit.</p> <p>4/7/2017 Electrical</p> | |
| Complete 8716 Main Office | <p>Complete</p> <p>Please check the function on our A/C - sweep is not working. Thank you Time Available: any</p> | No Action Note 4/7/2017 Air Conditioning | 4/20/2017 |

Sample of Forwarded WO - this has been sent to Electrical Tech

| | | | |
|----------------------------------|---|--|--|
| Forwarded 8731 Main Office | <p>Information Technology</p> <p>Hi! Please enter Shawn Valenzuela (New Kern-Computer Network Specialist) to the alarm access. His last four digits are 8390. Time Available: anv</p> | No Action Note 4/10/2017 Burglar Alarm | |
|----------------------------------|---|--|--|

Sample of Work in Progress- assessed job and entered notes

| | | | |
|--|--|---|--|
| Work In Progress 8717 Meeting Rm | <p>Information Technology</p> <p>Please install two powerstrip outlets in mtg rm. One for the 72' TV & one for computers on North wall. Thanks!! Time Available: any</p> | <p>4/17 Installed 1 multiple outlet strip on north wall. This appears to be on the same circuit as Rolland, Karen and Belinda's computers. A separate circuit is necessary to avoid overloading the existing circuit.</p> <p>4/7/2017 Electrical</p> | |
|--|--|---|--|

Sample of Completed WO - job has complete and dated on

| Status | Location | Action Taken | Complete Date |
|---------------------------------|---|--|---------------|
| WOID | Building | Request Date | |
| Area | Description | Type | |
| Area Number | | | |
| Complete 8716 Main Office | <p>Information Technology</p> <p>Please check the function on our A/C - sweep is not working. Thank you Time Available: any</p> | No Action Note 4/7/2017 Air Conditioning | 4/20/2017 |