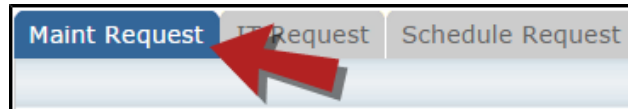# MaintenanceDirect Requester Guide
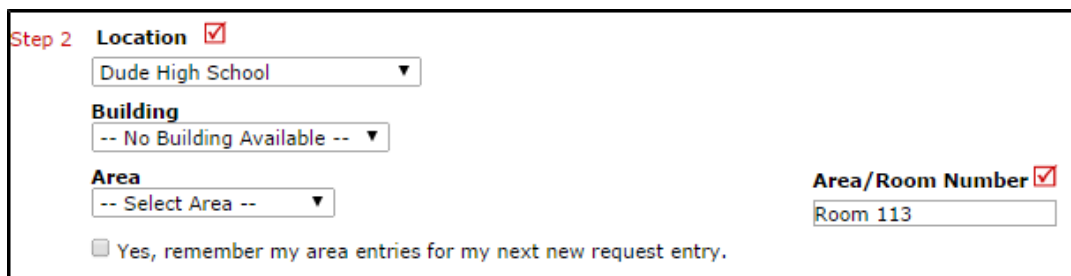
How to Submit a Request

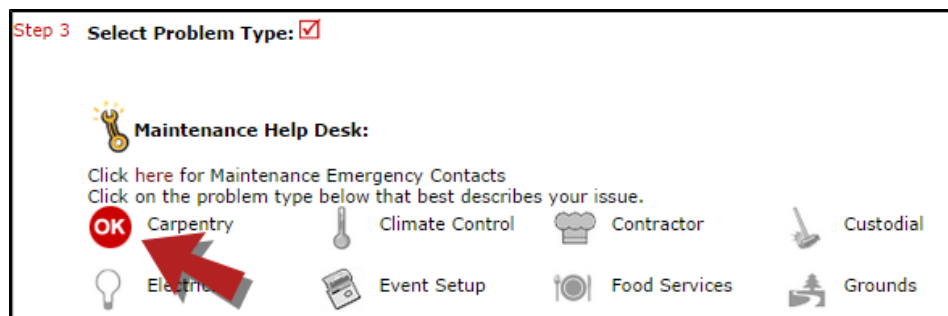- Make sure you are on the **Maint Request** tab at the top of the screen.

Note: Any field marked with a red checkmark is a required field.

- **Step 1**: These fields will already be filled in with your contact information according to how it was entered upon registration.

- **Step 2**: Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** (if available). Also, be sure to type in the area description or room number in the **Area/Room Number** field.
  There will not be any selections for the Area dropdown menu, so please skip this section

- **Step 3**: Select the **Problem Type** that best describes the request/issue you are reporting.

- **Step 4**: Type in a **Description** of the problem.

- **Step 5**: Enter the date you would like to have the work completed by.
- **Step 6**: Click the **Submit** button.

My Request Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My Maint Requests**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.
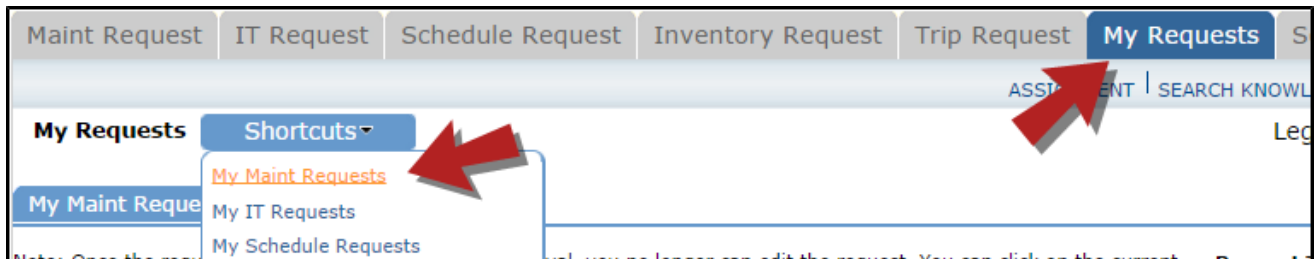
On the **My Requests** page you will see up-to-date information on your requests including the current status, work order ID number, and Action Taken notes. You can click on the number next to the status description in the **Request Totals** section to see all of your requests marked with that status. You can also search for any work order request by typing a key word into the **Search** box and clicking **Go**.