

How To - Maintenance

SchoolTools©

Prerequisites:

1. All users and rights must be defined using **CONFIGURATION>Users**.
2. Maintenance super administrator and maintenance director must be set for each campus, including campus ID = 000 using **CONFIGURATION>Notifications and Settings**.
3. All buildings and rooms, including room supervisors, must be defined using **CONFIGURATION>Buildings and Structures**.

User Rights for Maintenance:

- **isMaintenanceSuperAdmin** - Approves maintenance requests made by staff members. Users with this right can approve/deny maintenance requests using **ADMINISTRATION>Maintenance**. This is typically the superintendent or principal at smaller schools. It may be the maintenance superintendent at larger schools.
- **isMaintenanceAdmin** - Maintenance director or others needing to implement maintenance requests as well as edit comments, costs, and update status of maintenance requests using **MAINTENANCE>Maintenance Log**.
- **isMaintenanceMonitor** – Generate detailed maintenance reports using **REPORTS>Buildings and Structures** and choose report type **Maintenance**. This right is typically assigned to administrators, maintenance director and staff, business managers, and possibly school board personnel.

How To Use Maintenance:

1. A staff member creates a maintenance request using **MY APPS>My Maintenance Requests**.
2. Users having the right **isMaintenanceSuperAdmin** and designated as the maintenance super administrator for the campus from which the request was made either approves or denies the request using **ADMINISTRATION>Maintenance**. Approved requests are forwarded to the maintenance director.
3. Users having the right **isMaintenanceAdmin** and designated as the maintenance director for the campus from which the request was made processes the approved request using **MAINTENANCE>Maintenance Log**. Costs, comments, and updates are posted there.
4. Users with the right **isMaintenanceMonitor** can print detailed maintenance reports using **REPORTS>Buildings and Structures** and choose report type **Maintenance**.