

TripDirect Instructions



Just as the Physical Plant moved to a new software package for work orders this past January, we are implementing a new module of that package for Motor Pool reservations beginning 6/30/14. This module is called TripDirect. If you have become used to the ease of initiating a work order, you will find making a Motor Pool reservation just as simple.

Please note a few specifics for our use when submitting such a request:

1. In the field titled "Trip Name", please input the driver's name.
2. In the field marked "Mobile", please input a cell phone contact number.
3. You will note the only choice for the "Location" field is Hardacre Hall. That is fine.
4. We have tried to pre-input all the Department names and budget numbers, but if yours is missing, please contact Beth Samples to get it added to the list.
5. The password for submitting a Motor Pool request is the same as for submitting a work order: anderson
6. If you are already accessing the work order system, you can access the Motor Pool system the same way, and just click the "TripDirect" tab. If not, it can be accessed via the link below.

<https://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp?acctnum=903870464>

If you have questions about getting set up, please contact Leigh Anne Miller at x 4240, or via email. Once you are up and going, if there are questions, please send them to motorpool@anderson.edu. We have a couple of folks who will check that and will respond to your questions.