COVID PPE Supplies SchoolDude Inventory Request

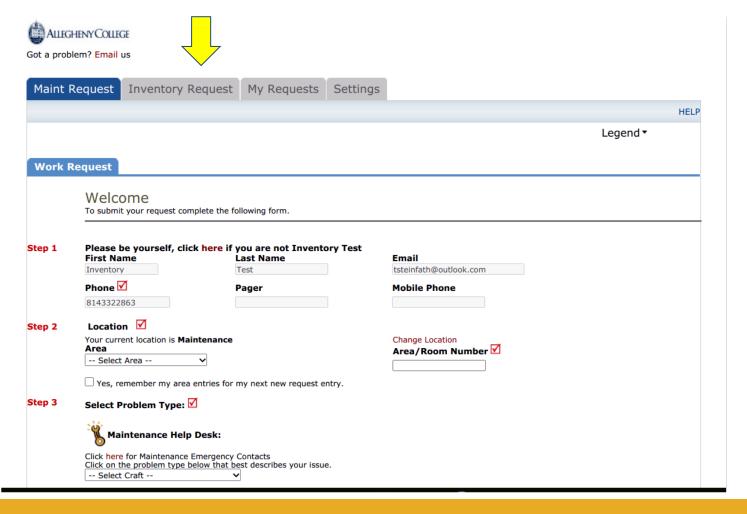


Submit a PPE Supply Request

- Go to the My Allegheny home page
- On the right hand side under College Resources select
 <u>"Forms"</u>
- Under forms, under Physical Plant, click "PPE Supply Request"
- Complete the Request through SchoolDude

Sign into your Schooldude Account

You now have a new "Inventory Request" tab



Password Submittal Your password is "password"

• You will be prompted to change your password in your initial email notification

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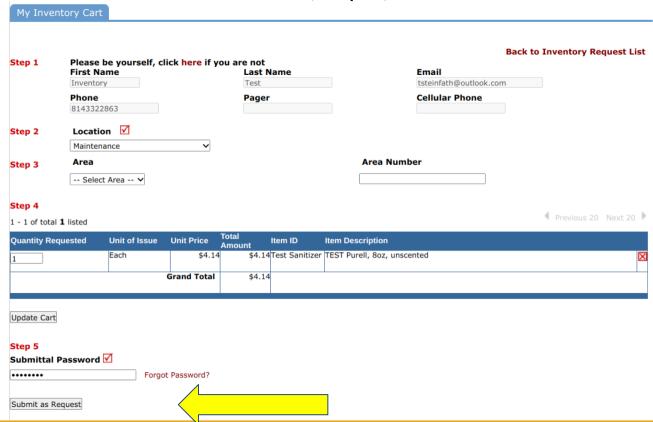
Fill in Quantity Request, then add to cart Click on <u>View Cart</u> to complete your request

Click on "Next 20" to see additional screens



Review your Request Click "submit as Request"

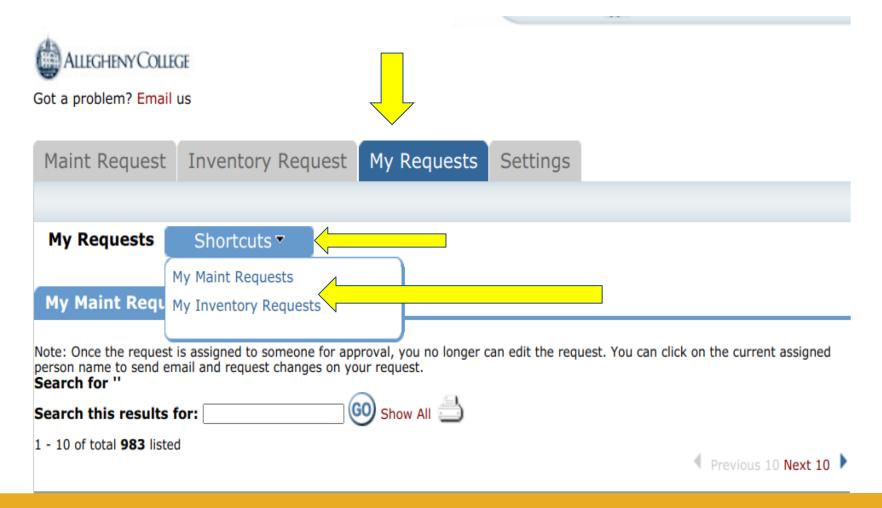
- Make sure your Location is Correct
- You do not need to fill in Area (Step 3)



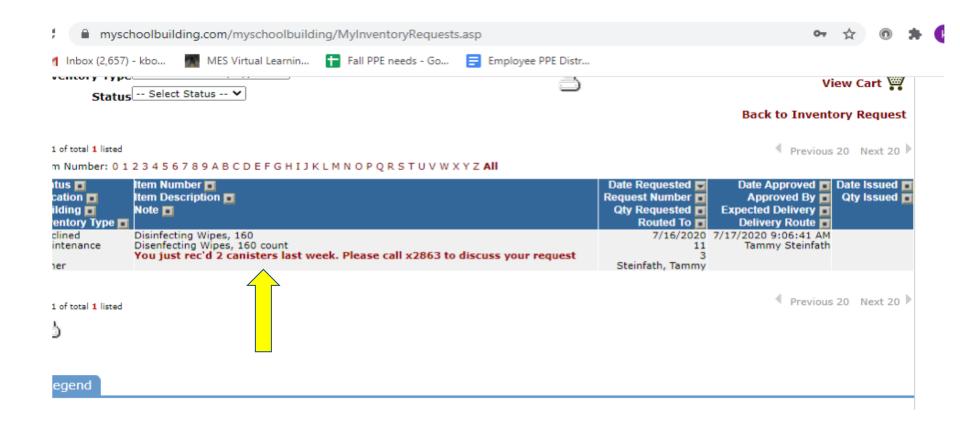
Request Approval

- Request approval will be at the discretion of the Inventory Control Coordinator and Logistics Team with guidance from your AEC member when needed.
- You may be contacted for additional information.
- Request Status can be seen via the My Requests tab (see next 2 slides)
- Once approved, you will be contacted to arrange pick up from the Loomis Street parking lot.
 - Other arrangements may need to be made depending on unique situations that are likely to happen during this pandemic

Finding Your Inventory Requests



Your Inventory Requests



Please Note

- Only Building Coordinators are being assigned as Inventory Requesters at this time.
- Building Coordinators will notify their department about these procedures.
- Requests should be made with an understanding that the availability and cost of supplies have been significantly disrupted by the COVID-19 pandemic.
- Request approval will be at the discretion of the Inventory Control Coordinator with guidance from the work of the Allegheny College Health Agency (ACHA), the Pandemic Operational Groups, and your AEC member.
- Additional information may be requested.

For more information Contact:

• Tammy Steinfath <u>tsteinfath@allegheny.edu</u> x2863

• Kelly Boulton <u>kboulton@allegheny.edu</u>