



District Requester Schedule Request Guide

Login to FMX

Step 1: Open FMX by clicking on the FMX Icon on your district desk top.

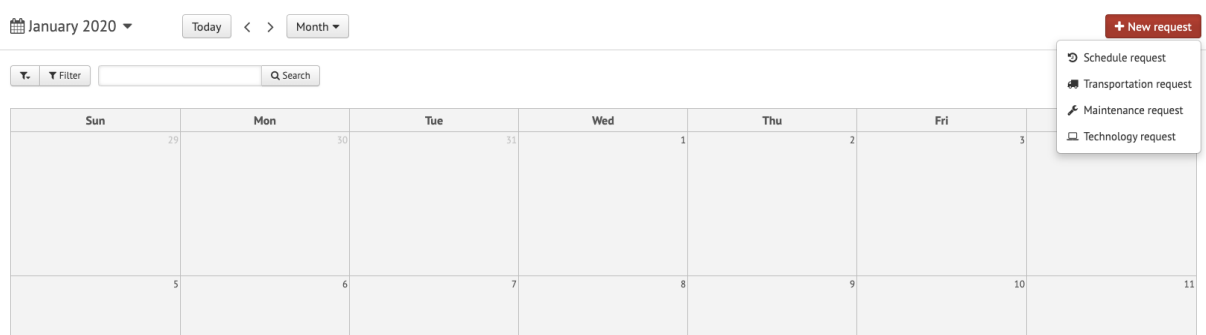
Step 2: Log in using the following credentials:

- Email (Your district email)
- Password (Password you use to login to your district email)

Create a Request

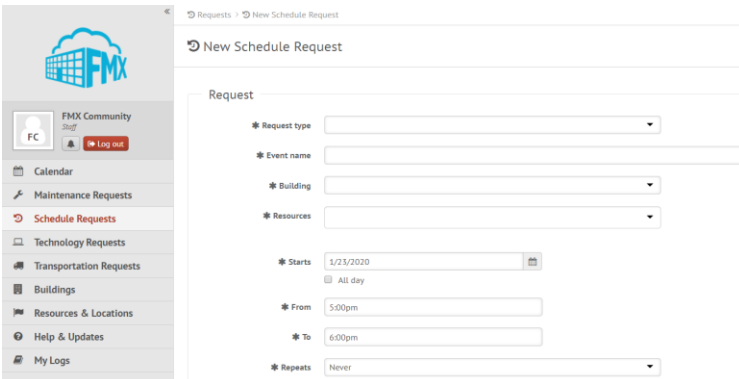
Step 1: Click **New request** in the right top corner of the calendar page.

Step 2: Choose the request type you would like to submit from the drop down list (see picture below).



Create a Schedule Request

Step 1: Click **Schedule Requests** in the left sidebar, then click **New request**.



Step 2: Enter information in the required fields (marked with an asterisk). *(Please note, a district employee should not choose outside organization event when submitting a request. Only an outside organization who is requesting to rent our facilities should choose this option)*

Step 3: Repeats field

A: Daily – If you choose daily, FMX will schedule your request 7 days a week. *(This choice is not recommended for use)*

B: Weekly – This is for when you have an event that will occur on the same day of the week for a specific time period.

D: Monthly – This is for when you have an event that will occur on the same day of the week every Month.

E: Yearly – This would be used when you have an event that will occur yearly on the same date. *(This choice is not recommended for use)*

F: Custom – This allows you to choose any dates needed. There are no restrictions on how many dates can be listed or the length of time on a request. *(This is the easiest, most functional selection)*

Step 4: Select your Setup and Teardown times.

Step 5: Select submit your request. Do not check off the Make Private box next to the submit button. This should only be used if you are scheduling an event that the public should not be aware of.

Step 6: Check your email for your request confirmation and a link to check the status of your request. New requests will either be finalized or move on to a “Pending” state if they will be approved.

Edit a Schedule Request

Step 1: Find the schedule request you wish to edit (on the calendar or in the schedule requests grid), then click the **Edit** icon (from the grid) or click **on the request** and then click the **Edit** icon (from the calendar, see picture below).

Requests > Awards Banquet

2113828 - Awards Banquet on Thu, Jan 30, 2020 Pending Athletic Director's approval Respond More

FC

FMX Community opened this request
January 23, 2020 @ 9:40 AM

Request type Community Event

Event name 2113828 - Awards Banquet

Building Auditorium

Resources Stage

Edit

Step 2: After making the necessary editing changes click **Save**



Respond to a Schedule Request

Step 1: Find the schedule request you wish to respond to (on the calendar or in the schedule requests grid), then click **Respond**.

Step 2: Enter a response (see picture below).

Requests > Awards Banquet

2113828 - Awards Banquet on Thu, Jan 30, 2020 Pending Athletic Director's approval Respond More

FC **FMX Community** opened this request
January 23, 2020 @ 9:40 AM Edit

Request type Community Event

Event name 2113828 - Awards Banquet

Building Auditorium

Resources Stage

Response

* Response

Step 3: Click **Respond** to send your response. This will generate an email notification to all users involved with the request.



Filter in Calendar View

Step 1: Click the Filter button above the calendar view and select the filter you would like:

Filter Search

Configure Filter X

Accessibility

- Private
- Public

Assigned to

Not filtered

Building

- Building 1
- Event Center
- Middle School
- Elementary School
- High School

Custom fields Any All

Not filtered

Equipment

- AHU 1 (Building 1)
- Heating & Cooling System (Building 1)
- Bus 1 (High School)
- Printer B (High School)

Event/reservation options

- Show reservation time

Meter

- Mileage

Module

- Maintenance request
- Schedule request
- Transportation request
- Planned maintenance
- Technology request

Ownership

- Following
- Mine
- Internal
- Outsourced

Planned maintenance mode

- Meter-based
- Time-based

Request type

Not filtered

Resource/location

Not filtered

Status

Not filtered

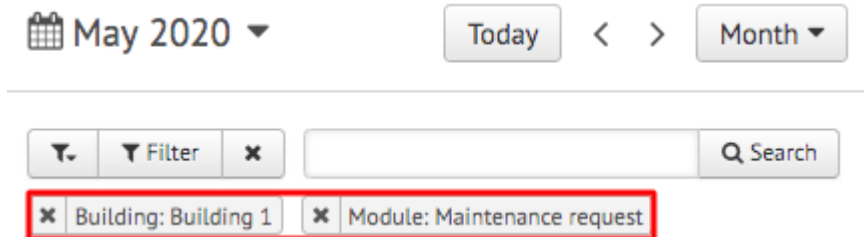
Save filter

NOTE: You may choose more than one filter at a time

Remove Filters

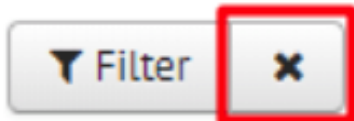
If you're having trouble locating certain requests, events, or other information on your FMX calendar or in your FMX grids it could be because you have a filter selected that is hiding the information you're looking for.

You can see the filters that have been applied by looking underneath the Filter and Search bar:



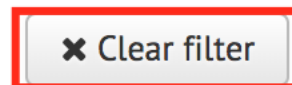
Remove All Filters

To quickly remove all of the filters that are currently selected, click on the "x" attached to the filter button:



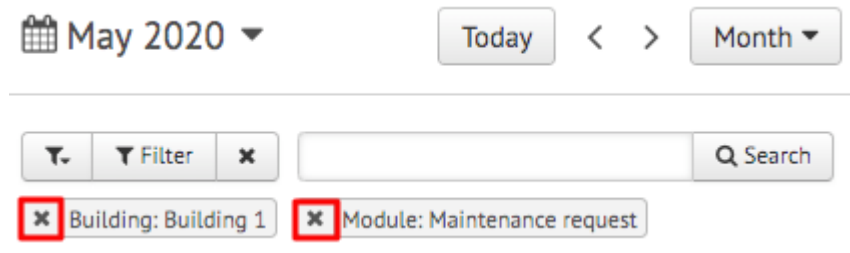
Another way to remove filters is to click on the "Filter" button and choose "Clear Filter" at the bottom of the page:

Status



Remove a Single Filter

To remove filters one at a time, click on the "x" button next to the filter(s) you would like to remove:



Save Filters

To save your current filters for future use, click the button at the bottom that says "Save Filter":



Then type in the name of this saved filter. Once done, click the checkmark to save:



Hit the control key & click on the link below to watch a video on how to create a Schedule Request for Use of Facilities.

<https://help.gofmx.com/hc/en-us/articles/203386439-Creating-Schedule-Requests>