



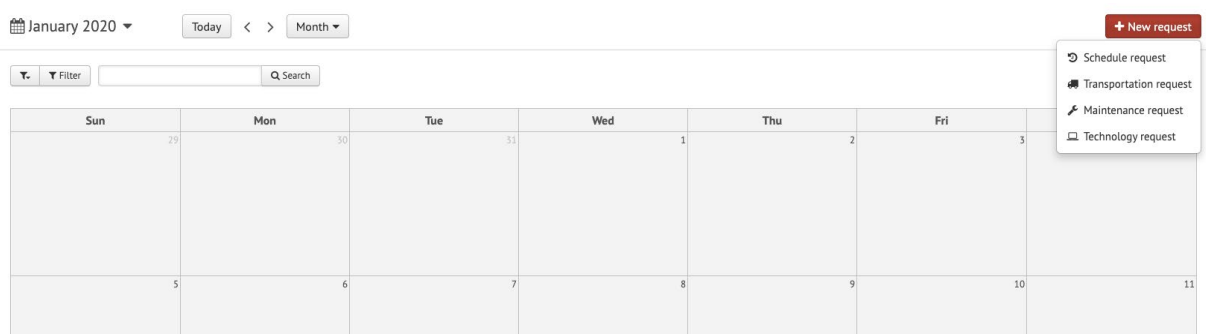
## (MTSD) Requester Schedule Request Guide

### Login to FMX

- Step 1:** Open an internet browser and navigate to (mtsd.gofmx.com)
- Step 2:** Log in with your District credentials via the 'Staff Login' button.

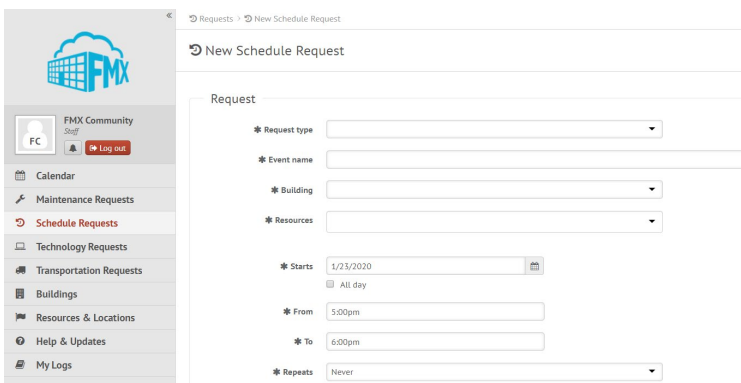
### Create a Request (Shortcut)

- 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 the required fields (marked with an asterisk) and click **Submit** to submit the schedule request.




**Step 3:** 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


 **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

 **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

Empty text input area for providing a response to the request.

**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:

The screenshot shows a 'Configure Filter' dialog box with the following sections and options:

- Accessibility:**  Private,  Public
- Assigned to:** Not filtered (dropdown)
- Building:**  Building 1,  Elementary School,  Event Center,  High School,  Middle School
- Custom fields:**  Any,  All, Not filtered (dropdown)
- Equipment:**  AHU 1 (Building 1),  Bus 1 (High School),  Heating & Cooling System (Building 1),  Printer B (High School)
- Event/reservation options:**  Show reservation time
- Meter:**  Mileage
- Module:**  Maintenance request,  Planned maintenance,  Schedule request,  Technology request,  Transportation request
- Ownership:**  Following,  Internal,  Mine,  Outsourced
- Planned maintenance mode:**  Meter-based,  Time-based
- Request type:** Not filtered (dropdown)
- Resource/location:** Not filtered (dropdown)
- Status:** Not filtered (dropdown)

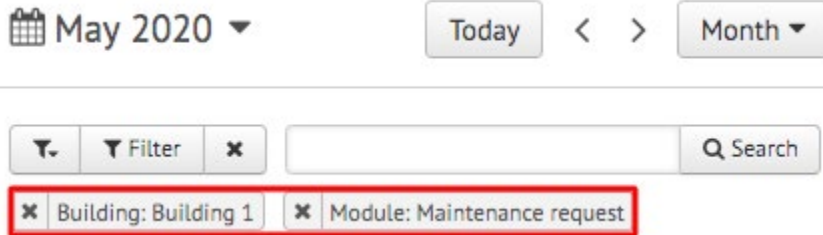
A 'Save filter' button is located at the bottom left of the dialog.

**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:



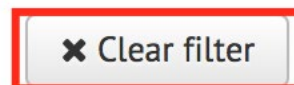
## Remove All Filters

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



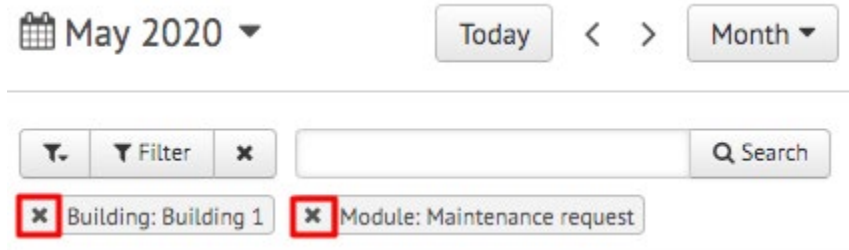
Another way to remove filters is to click on the "Filter" button and choose "Clear Filter" at the bottom of the page:

### 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:

