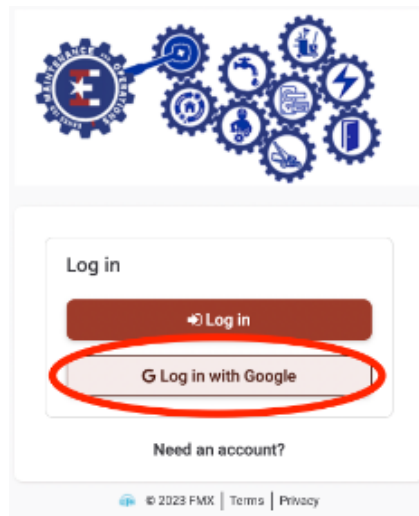


Eanes ISD Schedule and Work Order Request Guide

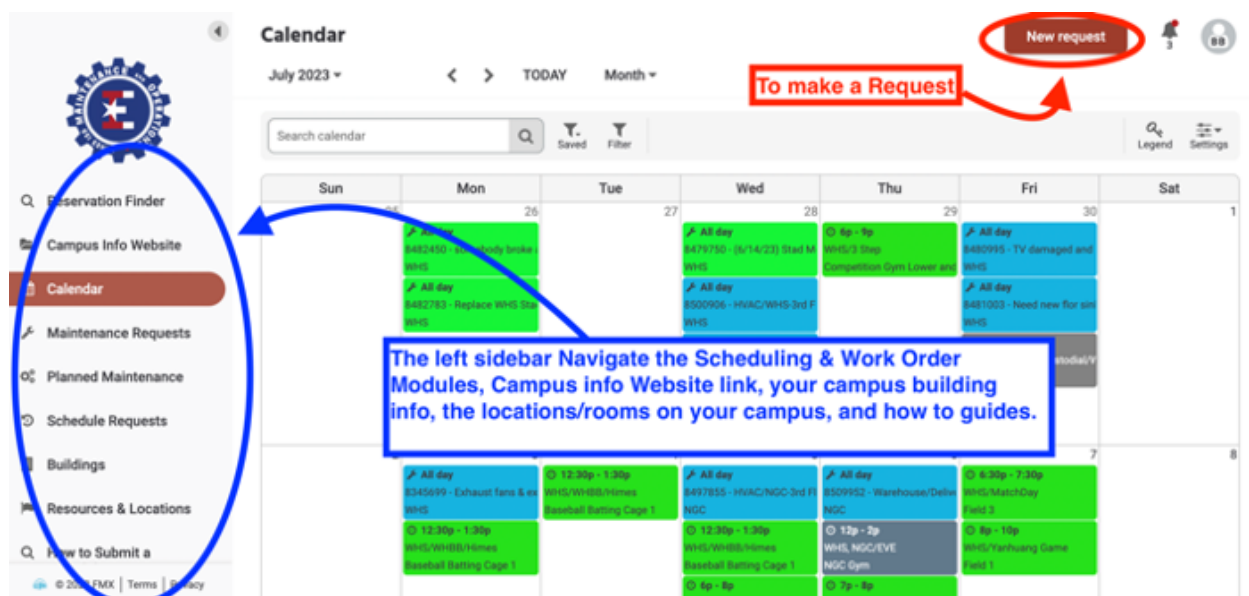
Login to FMX our new Schedule and Maintenance Work Order System

Step 1: Open an internet browser (Chrome, Firefox, Safari) and navigate to (eanesisd.gofmx.com)

Step 2: Log in by clicking “G Log in with Google”. Use your Eanes ISD Email/Password.



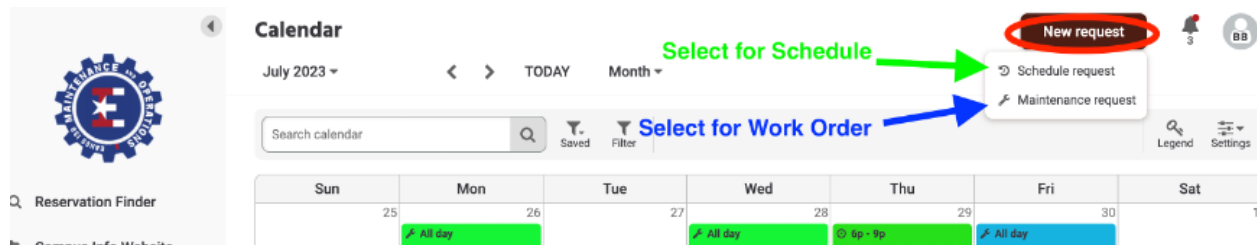
Your homepage in FMX is the Calendar module. The left sidebar will take you to the specific modules you have access to. There are multiple ways to create both Schedule Requests and Work Order Requests. The follow is a couple of example that work both with Schedule Requests (formerly School Dude FSDirect) and Maintenance Work Order Requests (formerly School Dude Maintenance Direct).



To Create a Schedule Request (Day Event, Afterschool Event, Practice, Game/Competition, Safety Drill)

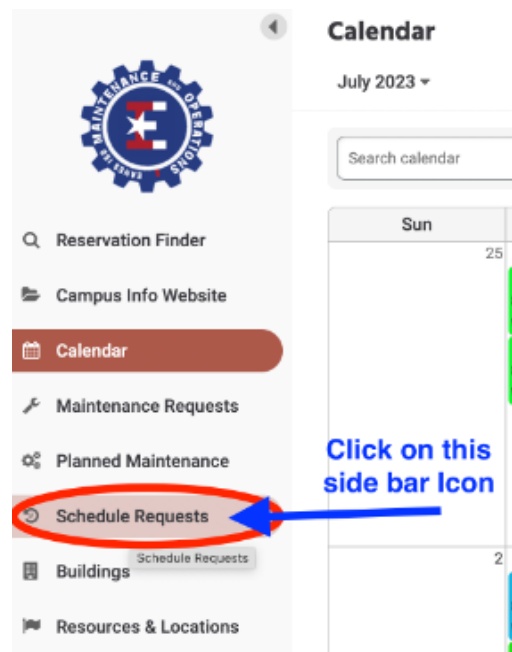
Step 1: Click **New request** in the right top corner of the calendar page.

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



Option 2 for creating a Schedule Request is from the left sidebar.

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



Schedule Requests

Requests Occurrences

Search filters: Ownership: Mine, Status: Open or Pending other's approval

Buttons: Saved, Filter, Clear

Table headers: Name, Building, Resources, Event time, Status

Message: There are no records here yet.

Top right button: New request

Sidebar menu items: Reservation Finder, Campus Info Website, Calendar, Maintenance Requests, Planned Maintenance, **Schedule Requests**, Buildings

Annotation 1: After you click on "Schedule Request" you will see this page.

Annotation 2: On this page, you would select "New Request" from the top right corner and follow the form to make your request.

Annotation 3: You can use the filter functions to customize what events you want to view on this page. (ie. Waiting Approval, Upcoming, Canceled)

Step 2: Enter the required fields (marked with an asterisk) and click **Submit** to submit the schedule request.

Requests > New Schedule Request

Eanes Independent School District Facilities Use Documents

Eanes Independent School District Facilities Terms & Conditions

Request

Select Request Type

* Request type

* Event name

* Buildings

Resource types

Dropdown options: Athletic Event/Game, Athletic Practice (WHS), Campus After School Event, Campus Day Event, Safety Drills

Info: Your options are based on your home campus and job title. [You will need to select in order your 'Request Type' then select 'Event Name'; then select "Buildings". The "Resource Type" filters the kind of location (classroom, gym, playground, field, cafe, etc.) Then you'll select the room number or specific location under the "Resource" tab.]

New Schedule Request

Requests > New Schedule Request

Phone #

Is the event point of contact (POC) different from the pro

Different POC ☐

Event Description

* Number of Attending

Access Control ☐

Custodial ☐

Grounds ☐

Security ☐

Audio Visual ☐

Other Requests/Notes ☐

Security ☐

Audio Visual ☐

Other Requests/Notes ☐

Entrances

Entrances

Door unlock timing

Door lock timing

☐ Make private

Click to Submit your Request

As needed: Select the Additional Requirements by Click on each box and follow the drop down questions.

At this point in time. Leave this "Entrances" Section blank. We will be using this feature in the future, and at that time we will send user information.

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.

(Email Notifications are customizable. Please fill out the Google Form also included in this "User Guide Email")

Option 2 for creating a **Maintenance Request** is from the left sidebar.

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

Maintenance Requests

After Clicking on the left side bar 'Maintenance Request' button. Click on the "New Request" button on the top right corner to access the request form.

Name	Building	Type	Opened	Status	Resolved
8480835 - Water leak in Gym area hall WO 159098	WHS	Interior Building	Wed, Jun 14, 2023, 1:27pm	Pending resolution	-
8480798 - Reference inspection #220286 Violation #9: All TDLR boiler certificates are expired. Please have inspections and new certificates posted as needed. WO 176376	WHS	Interior Building	Wed, Jun 14, 2023, 1:20pm	Pending resolution	-
8480291 - Repair/Replace missing bricks in walkway to Wrestling Center at Gate. WO 177255	WHS	Exterior Building	Wed, Jun 14, 2023, 10:38am	Pending resolution	-

Step 2: Enter the required fields (marked with an asterisk) and click **Submit** to submit the Maintenance request.

New Maintenance Request

Maintenance Requests > New

Select the appropriate work order request type and fill out the drop down questions.

Request

* Request type

* Request

* Building

* Location

ACE Projects
Animal/Pest (IPM)
Door Repair
Exterior Building
Interior Building

Submit **Back**

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.

(Email Notifications are customizable. Please fill out the Google Form also included in this "User Guide" email.