

Eanes ISD FMX “Filtering” Guide

Log in to FMX our new Schedule and Maintenance Work Order System

Filter in Calendar View (These steps will work in Schedule Request & Maintenance Request Modules)

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

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

Calendar

Jul 16 - Jul 22, 2023 < > TODAY Week ▾

Filters

Status
Not filtered ▾

Workflow status
☐ Active ☐ On hold

Building
Not filtered ▾

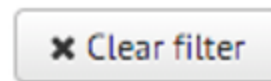
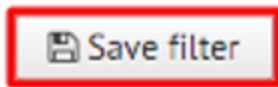
Assigned to
Not filtered ▾

Ownership
☐ Following ☐ Internal
☐ Mine ☐ Outsourced

Press Filter to view your preferences, press Save - Name the filter and click outside the filter box to return to the Calendar screen.

Save Filters

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



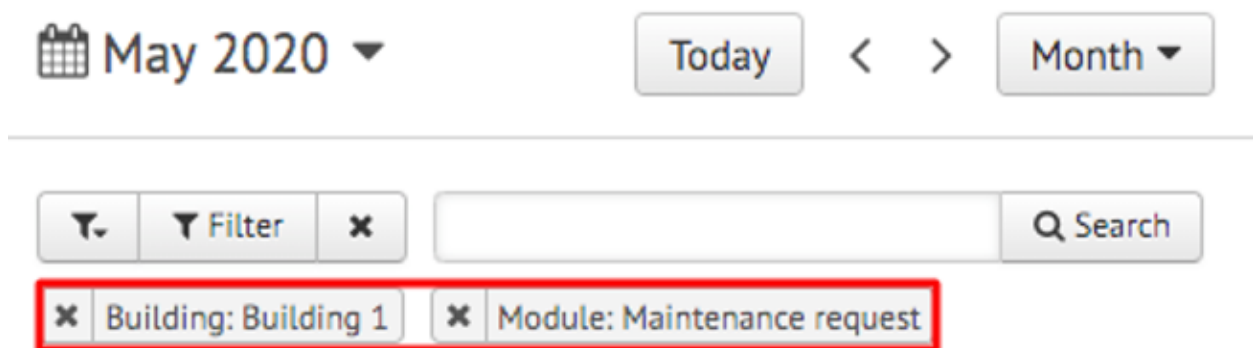
Then type in the name of this saved filter. Once done, click the checkmark to save:



Remove Filters

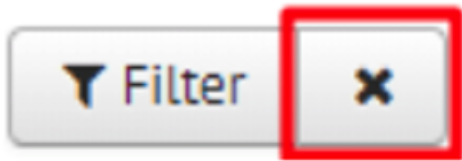
If you're having trouble locating certain requests, events, or other information on your FMX calendar or in your FMX grids it could be because you have a filter selected that is hiding the information you're looking for.

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



Remove All Filters

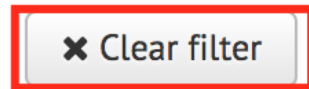
To quickly remove all of the filters that are currently selected, click on the "x" attached to the filter button:



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

Status

Deleted x ▼



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:

📅 May 2020 ▼

Today

<

>

Month ▼

▼ Filter x

Search

x Building: Building 1

x Module: Maintenance request