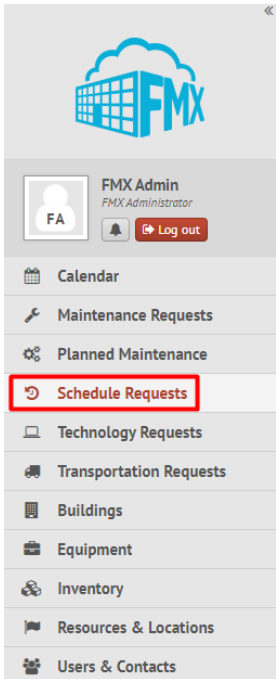
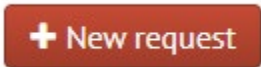


Schedule Request Module

1. From your calendar, click on the **Schedule Request** module.



2. Click on the **+New request** button in the upper right-hand corner of the grid view.



3. Fill out the schedule request form with the required information; these are fields that contain an asterisk (*).

New Schedule Request

Request

* Request type

* Event name

* Buildings

* Resources

* Starts 

All day

* From


* To

* Repeats

Setup time

Teardown time

On behalf of

Attachments 

Upcoming reminder day(s) before an event's start date.

Followers

***Request Type:** This refers to the category of schedule request.

***Request Type:** Internal

***Event Name:** This is the title of the schedule request or event.

**FMX will create a unique ID for each schedule request when submitted.*

Examples: Board Meeting, Girl Scouts, Youth Basketball Practice, Varsity Football vs. Central, etc.

***Buildings:** The building(s) where the schedule request will take place.

***Event Name:** Board Meeting

***Building:** High School

***Request Type:** Internal

***Resources:** This refers to the specific area(s) or location(s) in the building where the event will take place.

***Name:** Board Meeting

***Building:** High School

***Request Type*:** Internal

***Resource:** Conference Room

***Starts:** This is the date when the event will start. If this is an all day event (no specific duration), check the **All day** box.

***From:** the time when the event starts

***To:** the time when the event ends

***Repeats:** This field refers to the frequency of the event. The options are as follows:

- **Never** - The event occurs one time.
- **Daily** - The event occurs every (x) days.
- **Weekly** - The event occurs every (x) weeks on (x) days.
- **Monthly** - The event occurs every (x) months.
- **Yearly** - The event occurs every (x) years.
- **Custom** - frequency with a unique cadence

Daily

***Every:** the event will occur every (number) of days

***Ends:** the event will end...

- **The following week** – the event recurrences will end the week after the original event date
- **The following month** –the event recurrences will end the month after the original event date
- **The following year** – the event recurrences will end the year after the original event date
- **After a certain number of occurrences** – the event will end after (number) recurrences, including the first occurrence
- **On date** – the event recurrences will end on a specified date

Weekly

***On:** select the days the event occurs each week by marking the appropriate checkboxes

Example: an event that occurs on Monday, Wednesday, and Friday; every week

* Repeats

* On Sun Mon Tues Wed Thur Fri Sat

* Every

***Every:** the event will occur every (number) of weeks

***Ends:** the event will end...

- **The following week** – the event recurrences will end the week after the original event date
- **The following month** – the event recurrences will end the month after the original event date
- **The following year** – the event recurrences will end the year after the original event date
- **After a certain number of occurrences** – the event will end after (number) recurrences, including the first occurrence
- **On date** – the event recurrences will end on a specified date

Monthly

***By:** This refers to the manner in which the schedule request occurs. There are 4 options:

- **Day of month** - event occurs on a specific date each month (i.e. the 1st of each month)
- **Day of week** - event occurs on a specific day each month (i.e. the second Friday each month)
- **Weekday of month** - event occurs on a specific date each month, excluding weekend days (i.e. the first of each month unless it's a weekend, then move to the first weekday)

- **Weekend day of month** - event occurs on a specific date each month, excluding weekdays (i.e. the first of each month unless it's a weekday, then move to the first weekend day)

***Every:** the event will occur every (number) of months

***Ends:** the event will end...

- **The following week** – the event recurrences will end the week after the original event date
- **The following month** –the event recurrences will end the month after the original event date
- **The following year** – the event recurrences will end the year after the original event date
- **After a certain number of occurrences** – the event will end after (number) recurrences, including the first occurrence
- **On date** – the event recurrences will end on a specified date

**Quarterly events will need to be set up as Monthly, every 3 months.*

**Semi-Annual events will need to be set up as Monthly, every 6 months.*

Yearly

***Every:** the event will occur every (number) of years

***Ends:** the event will end...

- **The following week** – the event recurrences will end the week after the original event date
- **The following month** –the event recurrences will end the month after the original event date
- **The following year** – the event recurrences will end the year after the original event date
- **After a certain number of occurrences** – the event will end after (number) recurrences, including the first occurrence
- **On date** – the event recurrences will end on a specified date

**Biannual events will need to be set up as Yearly, every 2 years.*

Custom

***On:** If the event has multiple recurrences without a particular cadence, enter the individual dates.

* Repeats

Custom

* On

1/12/2021, 1/19/2021, 2/10/2021, 2/25/2021



Setup time: the time needed prior to the start time for the event set up

Teardown time: the time needed following the end time for the tear down of the event

On behalf of: If another user requested the event but didn't directly enter the request in FMX, select their name in here.

Attachments: if the event needs any documentation submitted (seating charts, approval forms, etc.), you can add those files here

Upcoming reminder: receive an email notification (x) days before the event's start date

Followers: If you'd like to add any other users as followers to the event (like copying someone on an email), select their name here. Followers have the ability to receive progress update notifications.

Custom Fields: Custom fields are always an option if you need to add any other required/non-required details to your schedule request form. Custom fields must be added by a site administrator.

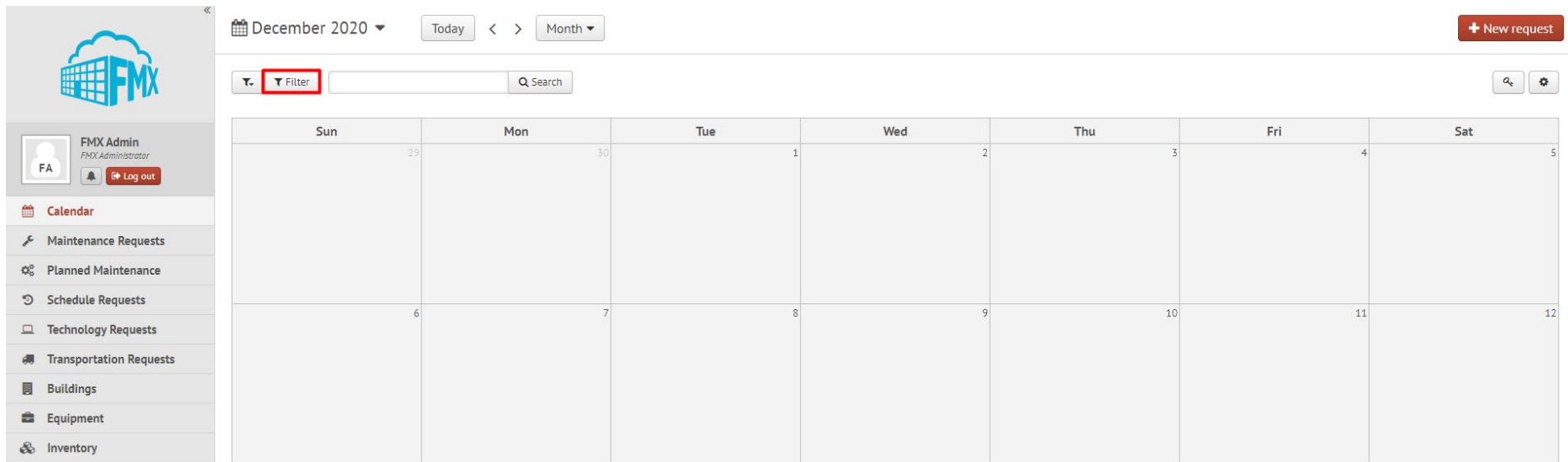
5. Once you have completed filling out the form, click the green **Submit** button at the bottom.

 Submit

Saved filters are a great way to easily access specific data in either the calendar or grid view. Please follow the steps below to learn how to use this feature.

From the Calendar

1. Click on the **Filter** button.



The screenshot displays the FMX Admin interface. On the left is a sidebar with the FMX logo and a navigation menu including: FMX Admin (FA), Log out, Calendar, Maintenance Requests, Planned Maintenance, Schedule Requests, Technology Requests, Transportation Requests, Buildings, Equipment, and Inventory. The main area shows a calendar for December 2020. At the top of the calendar, there are controls for the month (December 2020), navigation buttons (Today, <, >, Month), and a '+ New request' button. Below these is a search bar with a 'Filter' button highlighted in red and a 'Search' button. The calendar grid shows dates from 29 to 12, with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12