

FMX Requester

Schedule Request Training Guide

help.gofmx.com

Login to FMX

Step 1: Open an internet browser and navigate to patersonk12.gofmx.com

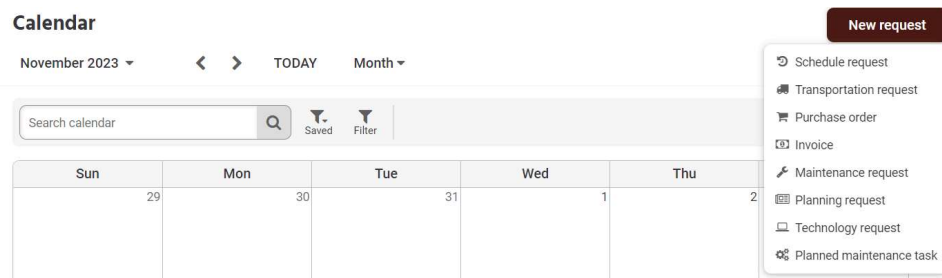
Step 2: Log in with the following credentials:

- Email
- Password

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**.

New Schedule Request

Requests > New Schedule Request

Request

* Request type: Community Event

* Event name: Test Event

* Building: Main Building

* Resources: Classroom 100

* Starts: 11/16/2023
☐ All day

* From: 2:00pm

* To: 3:00pm

* Repeats: Never

Setup time:

Step 2: Enter the required fields (marked with an asterisk) and click **Submit** to send 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 the **Edit** icon (from the calendar, see picture below).

STATUS: Pending FMX Administrator's approval

DATE: Sun, Nov 26, 2023

FMX Community Member opened this request
 November 16, 2023 @ 3:04 PM

Request type: Athletic Event

Event name: 2431140 - Football booster meeting

Building: Main Building

Resources: Classroom 100

Event time: Sun, Nov 26, 2023, 5:00pm - 6:00pm

Food service: -

Furniture/other details: -

Technology: -

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).

Response

* Response

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

Filter Schedule Requests in Calendar View

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

Schedule Requests

Requests Occurrences

Search Saved Filter

Filters

Status

Not filtered

Building

☐ Main Building

Ownership

☐ Following ☐ Mine

Request type

☐ Athletic Event ☐ Community Event

☐ General ☐ Staff Event

Custom fields

☐ Food service ☐ Furniture/other details

☐ Any ☒ All

Technology

Resource

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:

Schedule Requests

Requests Occurrences

 Building: Main Building  Request type: Community Event

Remove All Filters

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

Requests Occurrences

 Building: Main Building  Request type: Community Event

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

Schedule Requests

Requests Occurrences

Filters

Status

Not filtered

Building

☒ Main Building

Ownership

☐ Following ☐ Mine

Request type

☐ Athletic Event ☒ Community Event

☐ General ☐ Staff Event

Custom fields

☐ Food service ☐ Furniture/other details

☐ Technology

Resource

☐ Any ☒ All

Save filter Clear filter

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:

Schedule Requests

Requests Occurrences

Building: Main Building Request type: Community Event

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:

Schedule Requests

Requests Occurrences

Filters

Status

Not filtered

Building
☒ Main Building

Ownership
☐ Following ☐ Mine

Request type
☐ Athletic Event ☒ Community Event
☐ General ☐ Staff Event

Custom fields
☐ Food service ☐ Furniture/other

☒ ☐

Save filter

Clear filter

Source: help.gofmx.com/hc/en-us/articles/207050666