



Staff – Facilities Use Request Guide

Login to FMX

Step 1: Open an internet browser and navigate to (bangorsd.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.

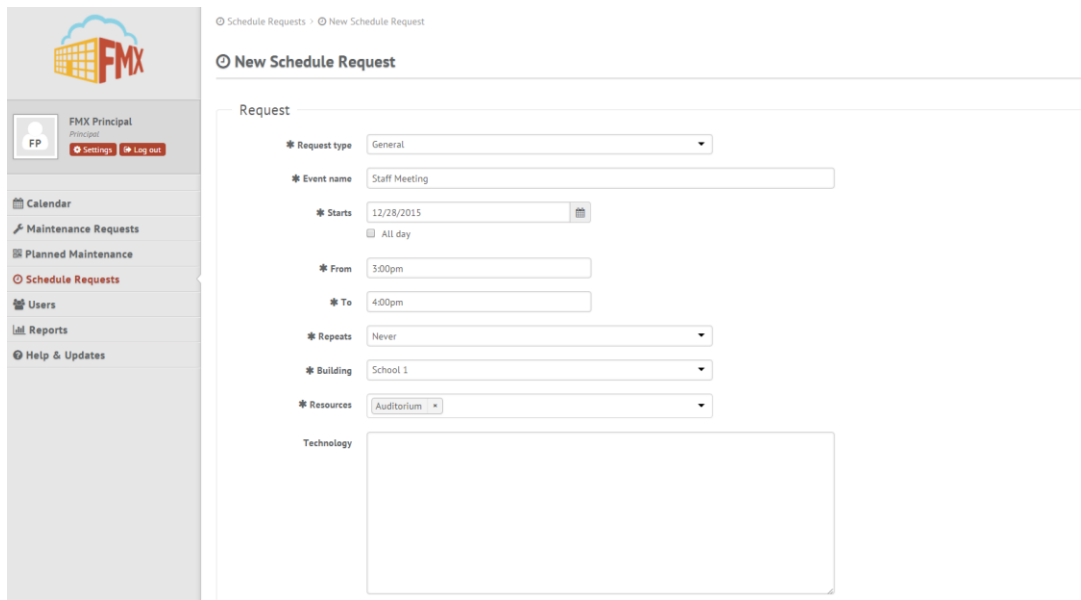
Step 2: Choose the request type you would like to submit from the drop-down list (see picture below).

The screenshot displays the FMX web interface. On the left, a sidebar shows the FMX logo and a user profile for 'FMX Administrator' with 'FA' initials, including 'Settings' and 'Log out' buttons. The main area is titled 'December 2015 Calendar'. It features a date picker showing 'Today' as 12/17/2015, navigation arrows, and a '+ New request' button. Below the calendar header is a search bar with a 'Filter' button and a 'Search' button. A dropdown menu is open, listing three options: 'Maintenance request' (with a wrench icon), 'Planned maintenance task' (with a gear icon), and 'Schedule request' (with a clock icon). The calendar grid shows dates from Sunday the 29th to Saturday the 5th.



Create a Schedule Request

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



The screenshot shows the 'New Schedule Request' form in the FMX system. The left sidebar contains navigation links: FMX Principal (with a profile icon and 'Settings' and 'Log out' buttons), Calendar, Maintenance Requests, Planned Maintenance, Schedule Requests (highlighted), Users, Reports, and Help & Updates. The main content area is titled 'New Schedule Request' and contains a 'Request' form. The form fields are: Request type (General), Event name (Staff Meeting), Starts (12/28/2015 with an 'All day' checkbox), From (3:00pm), To (4:00pm), Repeats (Never), Building (School 1), Resources (Auditorium), and Technology (a large empty text area).

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



(Note: The Attachment Field is Mandatory. If you have no insurance information to upload, just upload anything you want. Be professional!)


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 **Details** (from the grid) or click **More info** and then **Details** (from the calendar, see picture below).


593991 - Girl Scout Meeting on Mon, Oct 2 Pending invoice  



 **John Adams** opened this request
September 29 @ 10:31 AM







 Edit

Request type  Internal Event

Event name 593991 - Girl Scout Meeting

Buildings  High School

Resources  Room 201
 Room 204

 Assign  Invoice  Respond  Cancel  Follow 

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).

593991 - Girl Scout Meeting on Mon, Oct 2 Pending Invoice

 **John Adams** opened this request
September 29 @ 10:31 AM Edit


Request type Internal Event

Event name 593991 - Girl Scout Meeting

Buildings High School

Resources Room 201
Room 204

Assign Invoice Respond Cancel Follow



Response

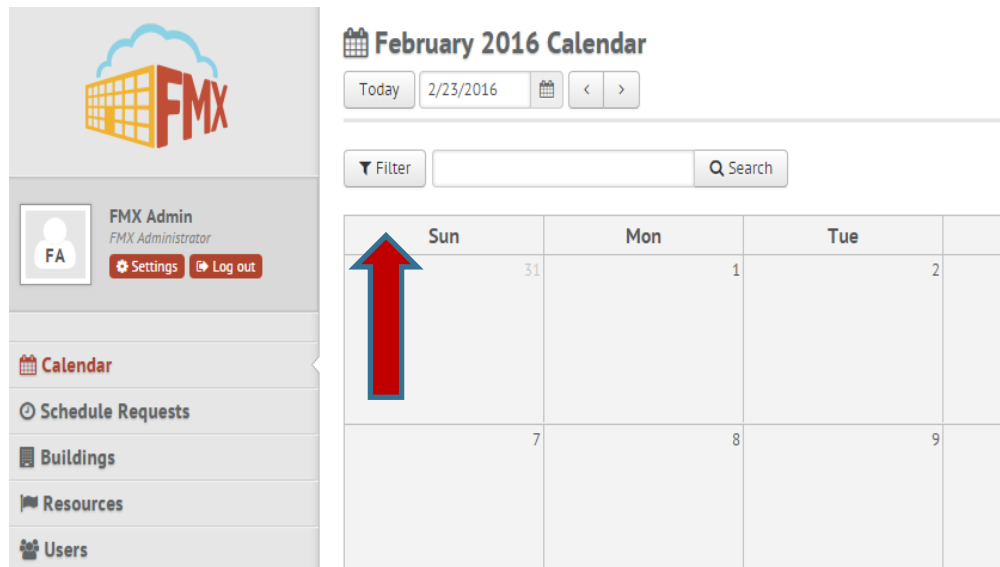
* Response

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

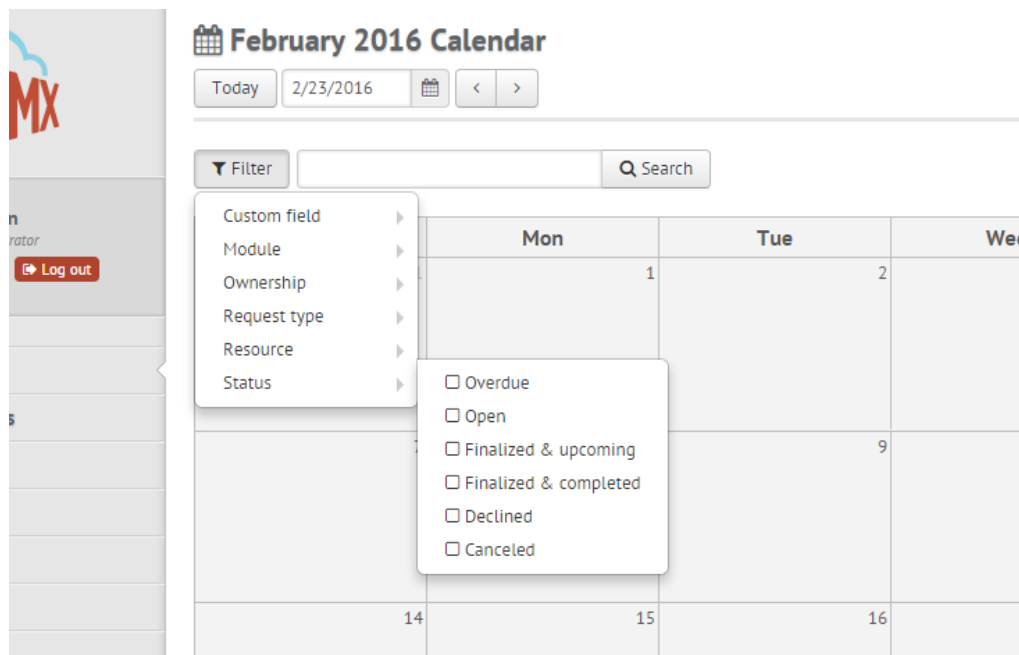


Filter in Calendar View

Step 1: Click the **Filter** button above the calendar view (see picture below)



Step 2: Select the filter you would like (see picture below)



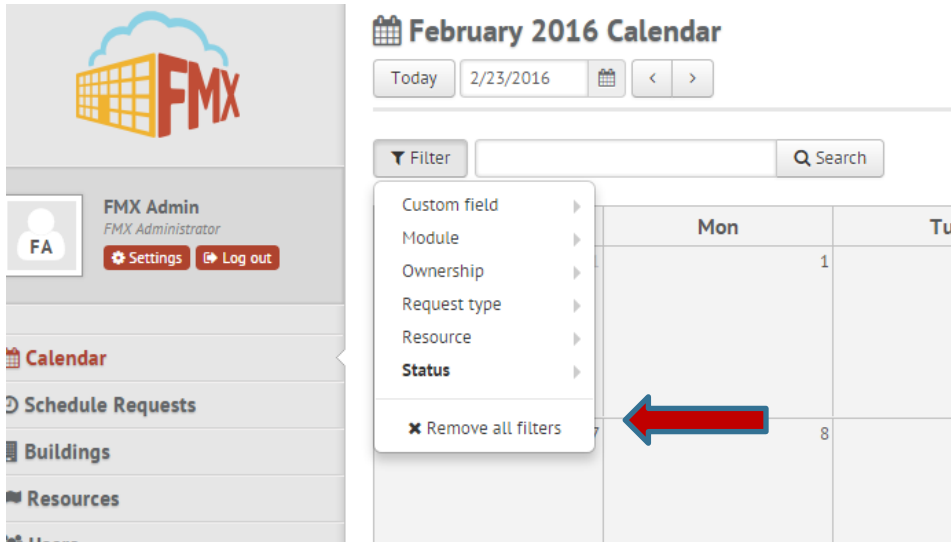
NOTE: You may choose more than one filter at a time



Remove All Filters on a Calendar View

Step 1: Click on the Filter Button above the Calendar

Step 2: Click the Remove Filters Button to remove all filters set in place (see picture below)

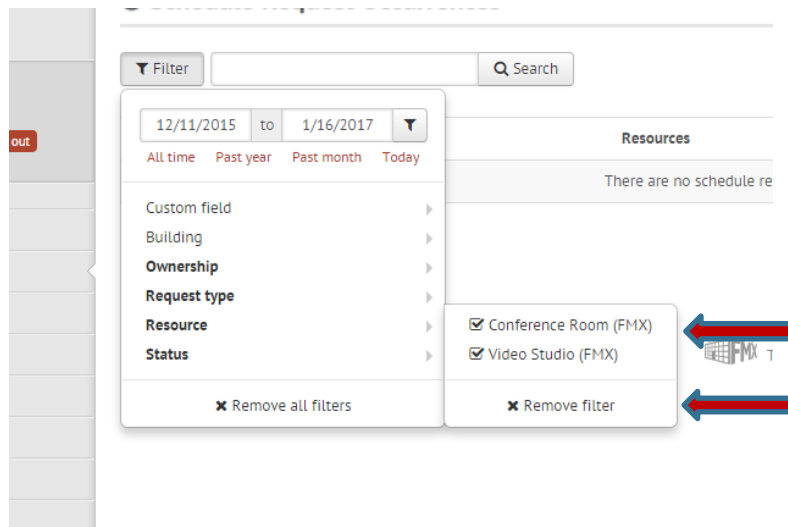


Remove A Single Filter on a Calendar View

Step 1: Click the Filter Button above the Calendar

Step 2: Find the filter you wish to remove

Step 3: Click the specific filter you want to remove, OR, click the remove filter button at the bottom (see picture below)



Note: Bolded filter fields means a filter is already selected for that specific field

