



St. Patrick's Parish Requester Schedule Request Guide

Login to FMX

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

The screenshot displays the FMX web interface. On the left, there is a sidebar with the FMX logo and a user profile for 'FMX Administrator' with 'Settings' and 'Log out' buttons. The main area is titled 'December 2015 Calendar' and shows a calendar grid for the month of December. The current date is 12/17/2015. A '+ New request' button is located in the top right corner. A dropdown menu is open, showing three options: 'Maintenance request', 'Planned maintenance task', and 'Schedule request'. The calendar grid shows days from Sunday (29) to Saturday (5).



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

The screenshot shows the 'New Schedule Request' form in the FMX Administrator interface. The left sidebar contains navigation options: Calendar, Maintenance Requests, Planned Maintenance, Schedule Requests (highlighted), Buildings, Equipment, Resources, Users, Reports, Organization, and Help & Updates. The user is logged in as 'FMX Administrator'. The form fields are as follows:

- Request type:** General (dropdown menu)
- Event name:** Staff Meeting (text input)
- Starts:** 12/17/2015 (calendar icon)
- All day:**
- From:** 4:00pm (time input)
- To:** 5:00pm (time input)
- Repeats:** Never (dropdown menu)
- Building:** School 1 (dropdown menu)
- Resources:** Auditorium (dropdown menu)
- Technology:** (empty text area)

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 **Edit**.

Step 2: After making the necessary editing changes click **Save**.

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

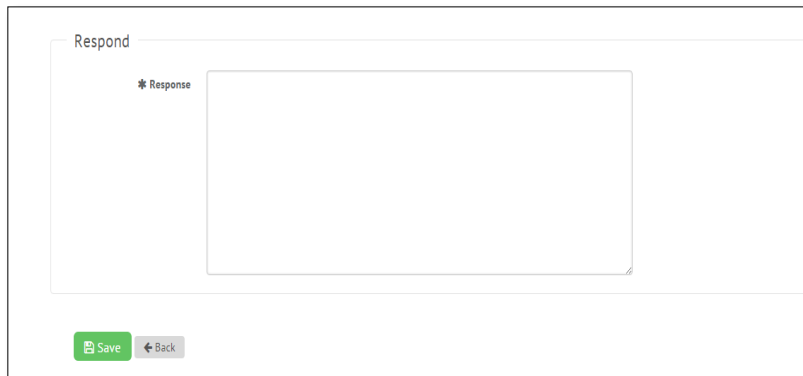
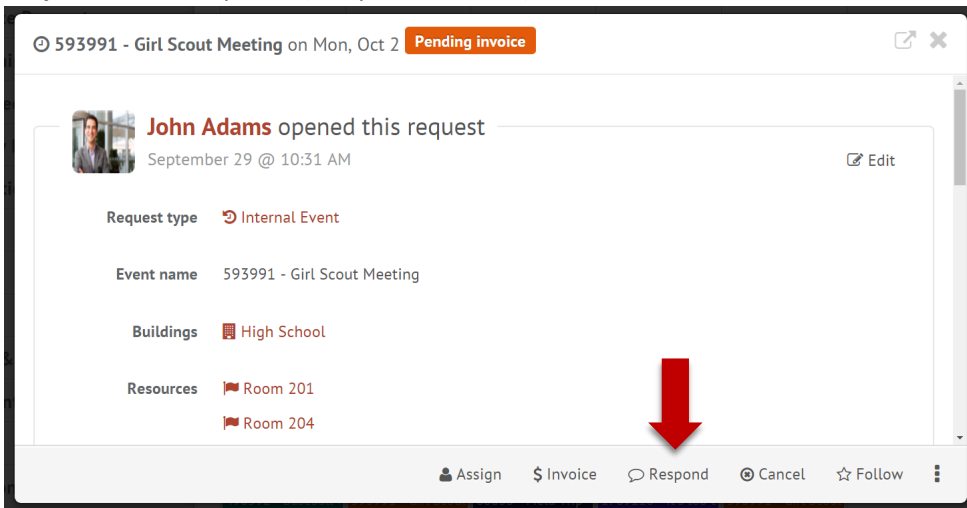
Assign Invoice Respond Cancel Follow



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).

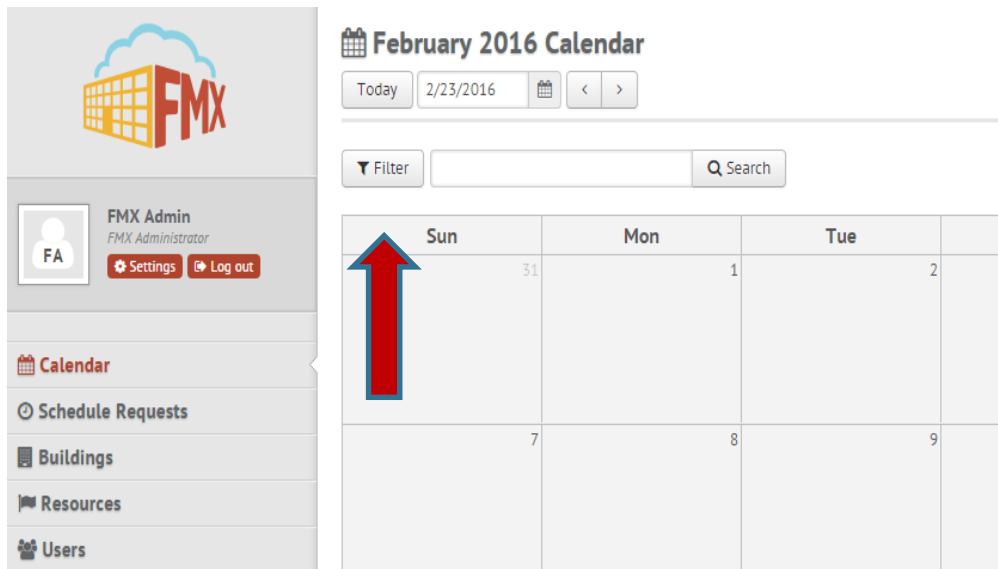
A screenshot of a "Respond" form. The form has a title "Respond" and a text area labeled "Response" with a small asterisk icon. Below the text area, there are two buttons: "Save" and "Back".

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

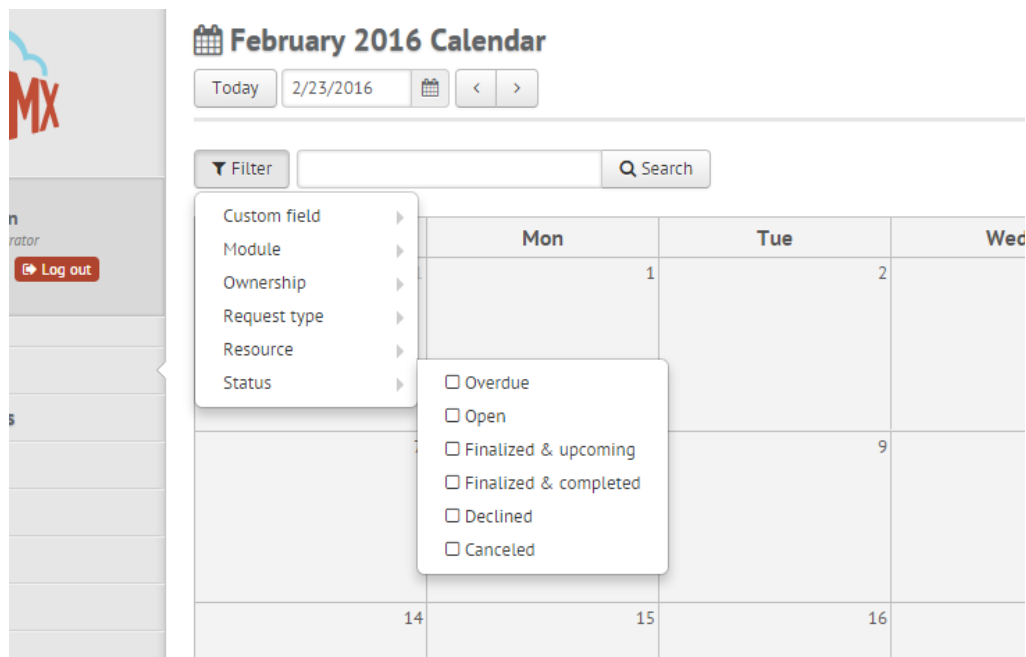


Filter in Calendar View

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



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



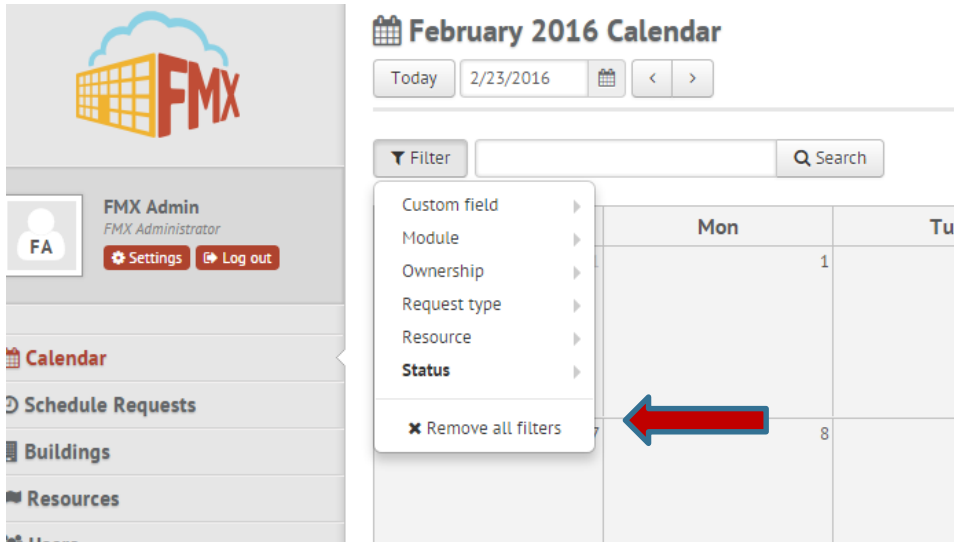
NOTE: You may choose more than one filter at a time



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)

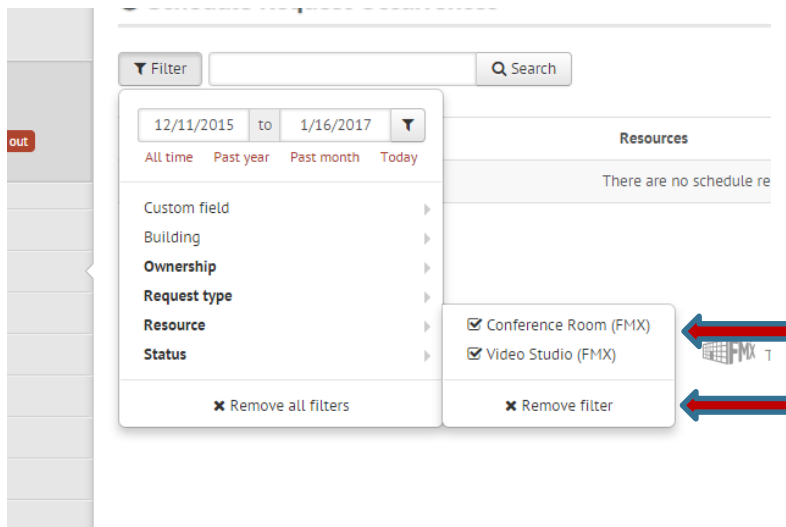


Remove A Single Filter on a Calendar View

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

