St. Patrick's Parish Requester Schedule Request Guide

Login to FMX

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

Step 2: Enter the required fields (marked with an asterisk) and click **Submit** to submit 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 **Edit**.
Step 2: After making the necessary editing changes click **Save.**
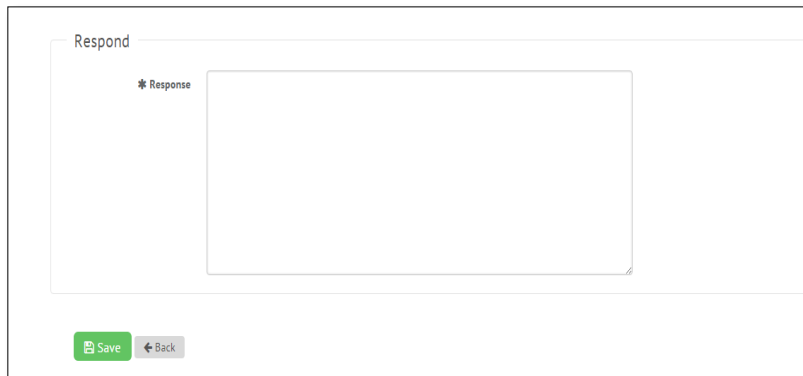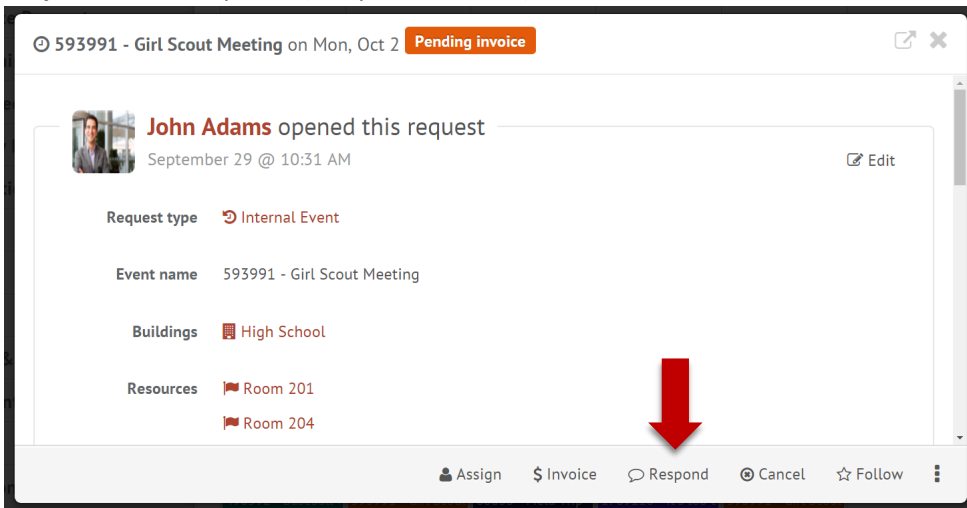
Respond to a Schedule Request

Step 1: Find the schedule request you wish to respond to (on the calendar or in the schedule requests grid), then click **Respond.**
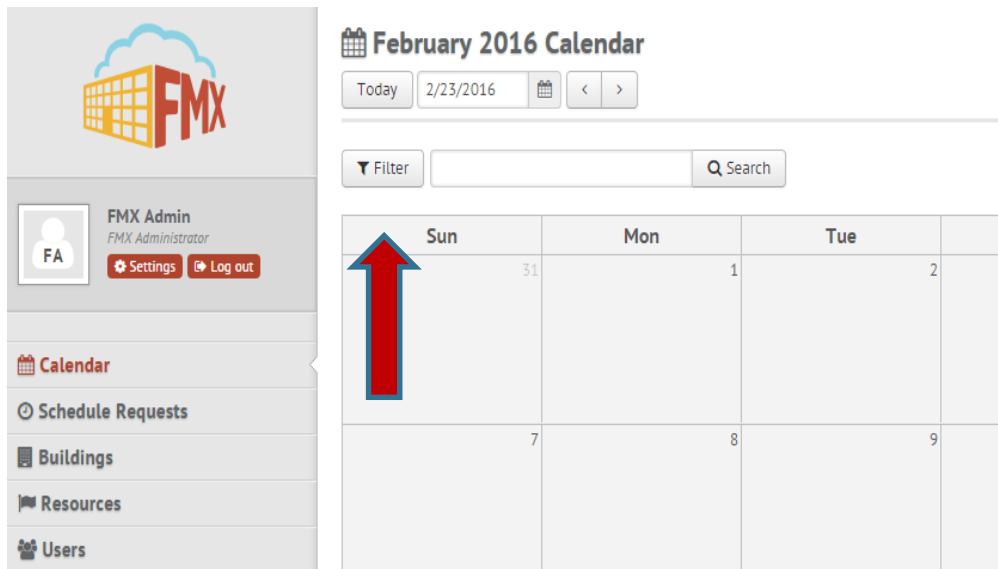
Step 2: Enter a response (see picture below).

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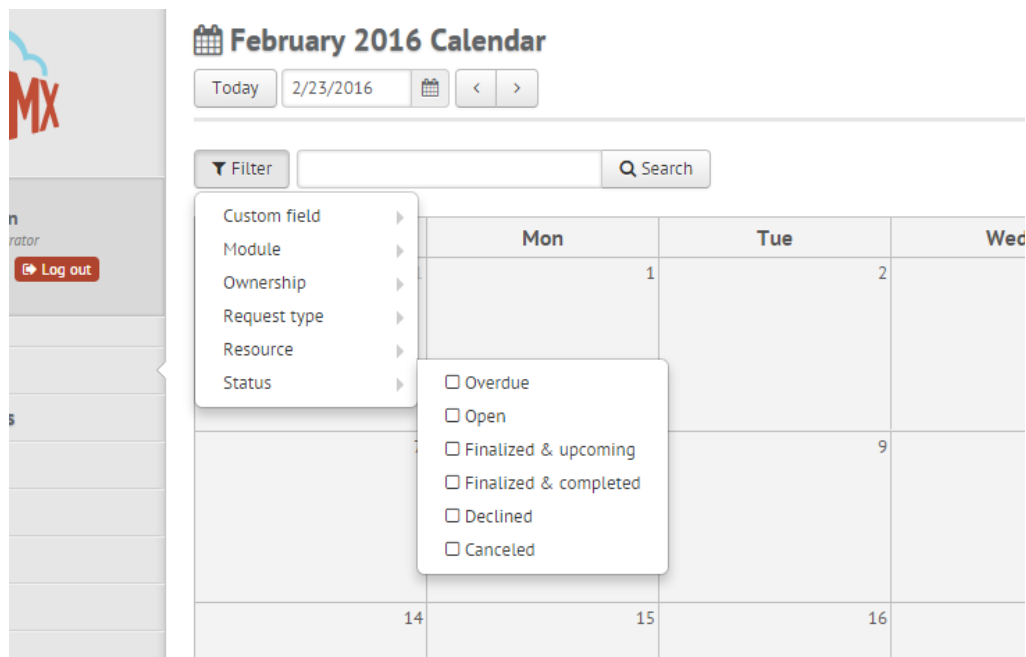
Filter in Calendar View

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

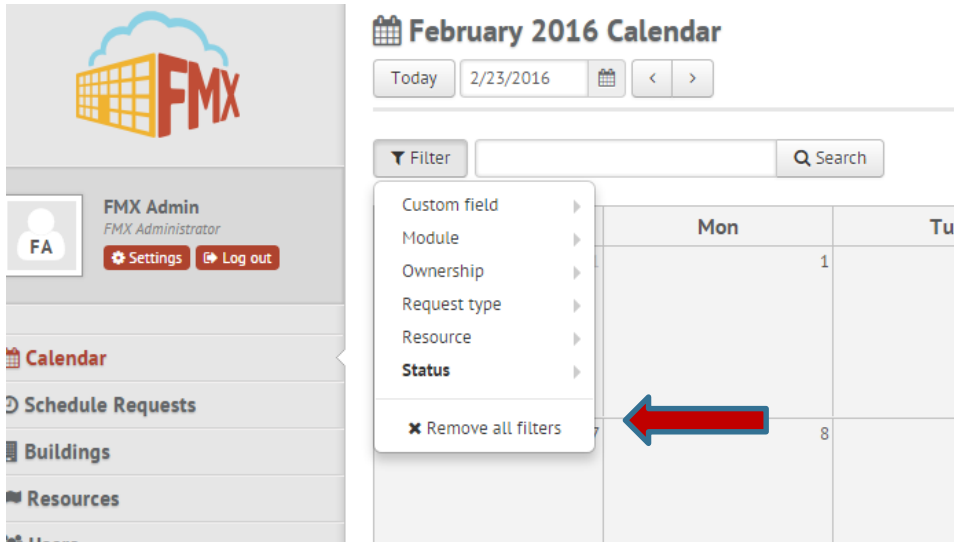**Step 2:** Select the filter you would like (see picture below)

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

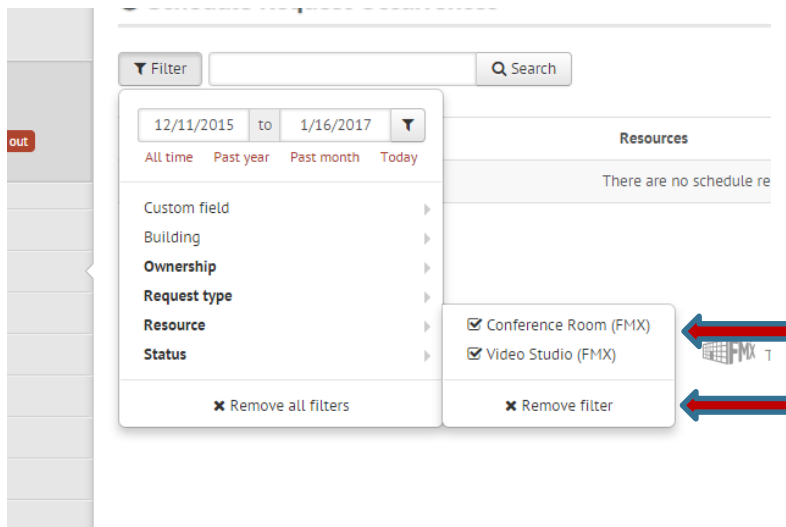**Step 2:** Click the Remove Filters Button to remove all filters set in place (see picture below)

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