



Follow the link: [Login - FMX \(gofmx.com\)](https://gofmx.com)

Community members, please click on 'Need an account?' to create one. Once your account is set up, be sure to use only the **red** log-in option.



Log in

Log in

Log in with SSO

Need an account?

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L'Anse Creuse Public Schools Schedule Request Guide

Login to FMX

Step 1: Open an internet browser and navigate to ([Login - FMX \(gofmx.com\)](https://gofmx.com))

Step 2: Log in with the following credentials:

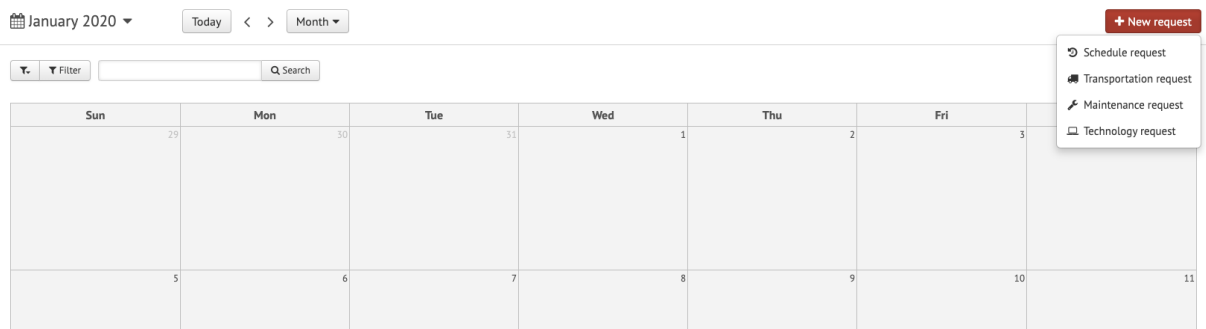
- Email
- Password

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**.

A screenshot of the 'New Schedule Request' form in a web application. The left sidebar contains a list of navigation items: 'Calendar', 'Maintenance Requests', 'Schedule Requests' (highlighted in red), 'Technology Requests', 'Transportation Requests', 'Buildings', 'Resources & Locations', 'Help & Updates', and 'My Logs'. The main content area is titled 'New Schedule Request' and contains a 'Request' section with the following fields: 'Request type' (dropdown menu), 'Event name' (text input), 'Building' (dropdown menu), 'Resources' (dropdown menu), 'Starts' (date and time picker set to 1/23/2020), 'All day' (checkbox), 'From' (time input set to 5:00pm), 'To' (time input set to 6:00pm), and 'Repeats' (dropdown menu set to 'Never').

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 the **Edit** icon (from the grid) or click **on the request** and then click the **Edit** icon (from the calendar, see picture below).



FMX Community opened this request

January 23, 2020 @ 9:40 AM

Request type Community Event

Event name 2113828 - Awards Banquet

Building Auditorium

Resources Stage

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).


Requests > Awards Banquet


2113828 - Awards Banquet on Thu, Jan 30, 2020 Pending Athletic Director's approval Respond More

 **FMX Community** opened this request
January 23, 2020 @ 9:40 AM Edit


Request type Community Event

Event name 2113828 - Awards Banquet

Building  Auditorium

Resources  Stage

Response

 **Response**

Step 3: Click **Respond** 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 and select the filter you would like:

Configure Filter

Search

Accessibility

☐ Private ☐ Public

Assigned to

Not filtered

Building

☐ Building 1 ☐ Elementary School
☐ Event Center ☐ High School
☐ Middle School

Custom fields ☒ Any ☐ All

Not filtered

Equipment

☐ AHU 1 (Building 1) ☐ Bus 1 (High School)
☐ Heating & Cooling System (Building 1) ☐ Printer B (High School)

Event/reservation options

☐ Show reservation time

Meter

☐ Mileage

Module

☐ Maintenance request ☐ Planned maintenance
☐ Schedule request ☐ Technology request
☐ Transportation request

Ownership

☐ Following ☐ Internal
☐ Mine ☐ Outsourced

Planned maintenance mode

☐ Meter-based ☐ Time-based

Request type

Not filtered

Resource/location

Not filtered

Status

Not filtered

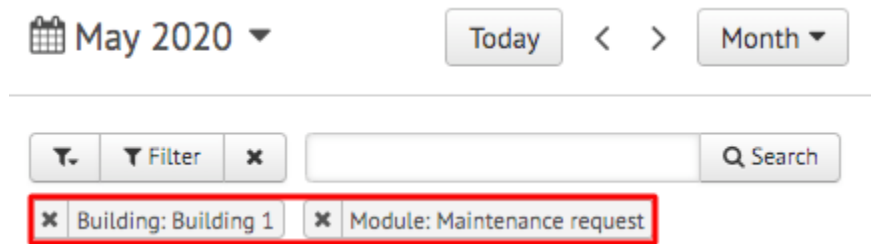
Save filter

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

Remove Filters

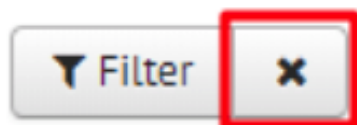
If you're having trouble locating certain requests, events, or other information on your FMX calendar or in your FMX grids it could be because you have a filter selected that is hiding the information you're looking for.

You can see the filters that have been applied by looking underneath the Filter and Search bar:



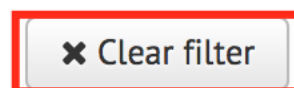
Remove All Filters

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



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

Status



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:

Filter x

Search

x Building: Building 1 x Module: Maintenance request

Save Filters

To save your current filters for future use, click the button at the bottom that says "Save Filter":

Save filter x Clear filter

Then type in the name of this saved filter. Once done, click the checkmark to save:

Save filter x Clear filter

Filter name ✓ x