



## South Eastern School District Staff Schedule Request Guide

### 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 shows the FMX web interface. On the left is a sidebar with the FMX logo and user information for 'FMX Administrator'. The main area is titled 'December 2015 Calendar' and shows a calendar grid for the month. A '+ New request' button is in the top right. A dropdown menu is open, listing three options: 'Maintenance request', 'Planned maintenance task', and 'Schedule request'. The calendar grid shows dates from 29 to 5.

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



Screenshot of the FMX 'New Schedule Request' form. The form includes the following fields:

- Request type:** General
- Event name:** Staff Meeting
- Starts:** 12/17/2015 (with an 'All day' checkbox)
- From:** 4:00pm
- To:** 5:00pm
- Repeats:** Never
- Building:** School 1
- Resources:** Auditorium
- Technology:** (Empty text area)

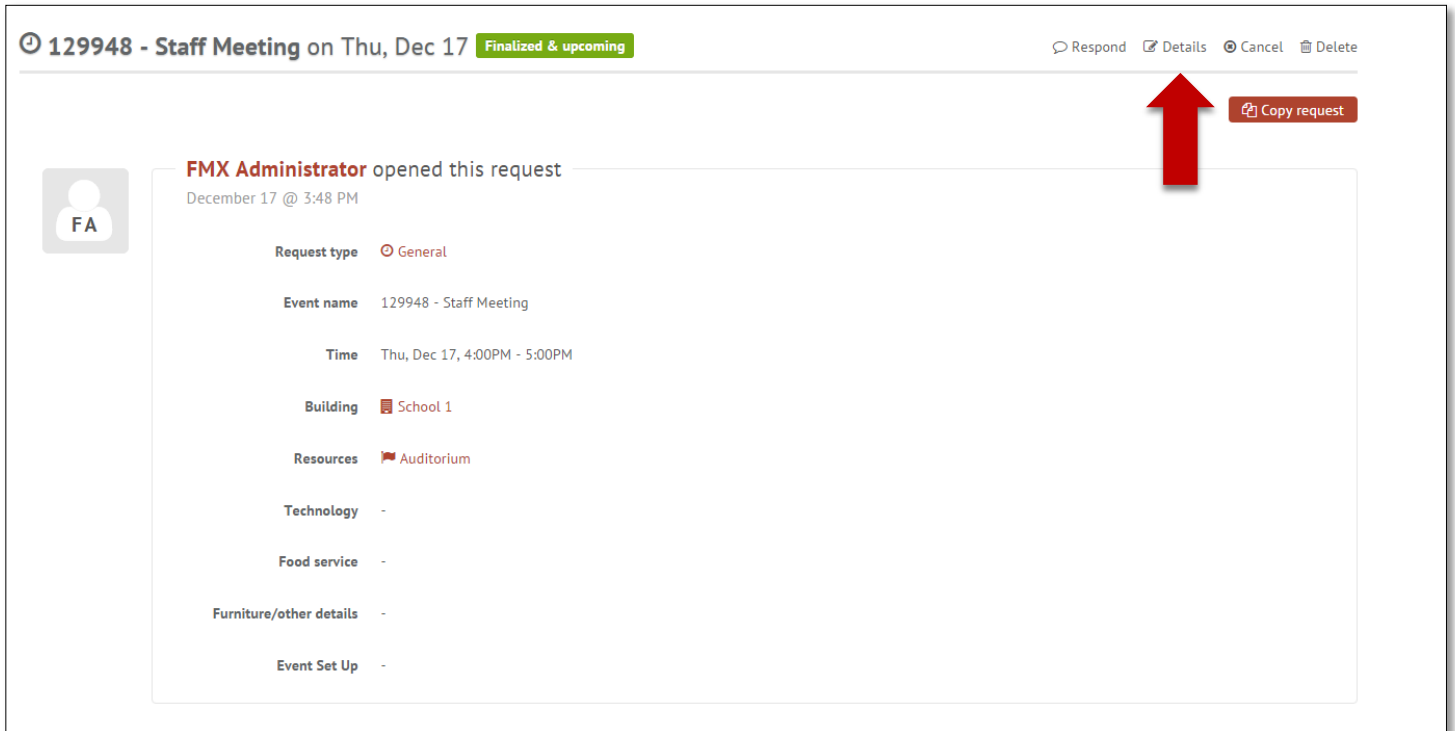
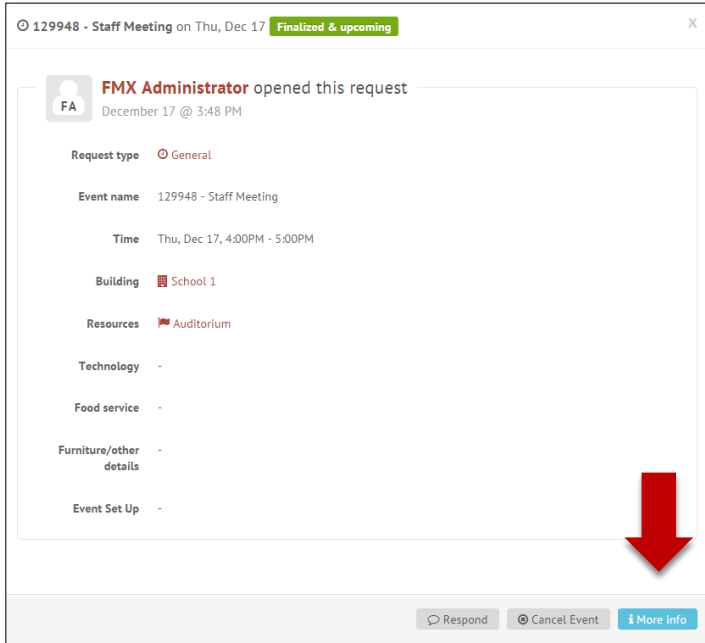
**Step 3:** Check your email for your request confirmation and a link to check the status of your request. New requests will either be finalized or move on to a “Pending” state if they will be approved.



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

**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.

129948 - Staff Meeting on Thu, Dec 17 Finalized & upcoming

**FMX Administrator** opened this request  
December 17 @ 3:48 PM

Request type General

Event name 129948 - Staff Meeting

Time Thu, Dec 17, 4:00PM - 5:00PM

Building School 1

Resources Auditorium

Technology -

Food service -

Furniture/other details -

Event Set Up -

Respond Cancel Event More info

Respond

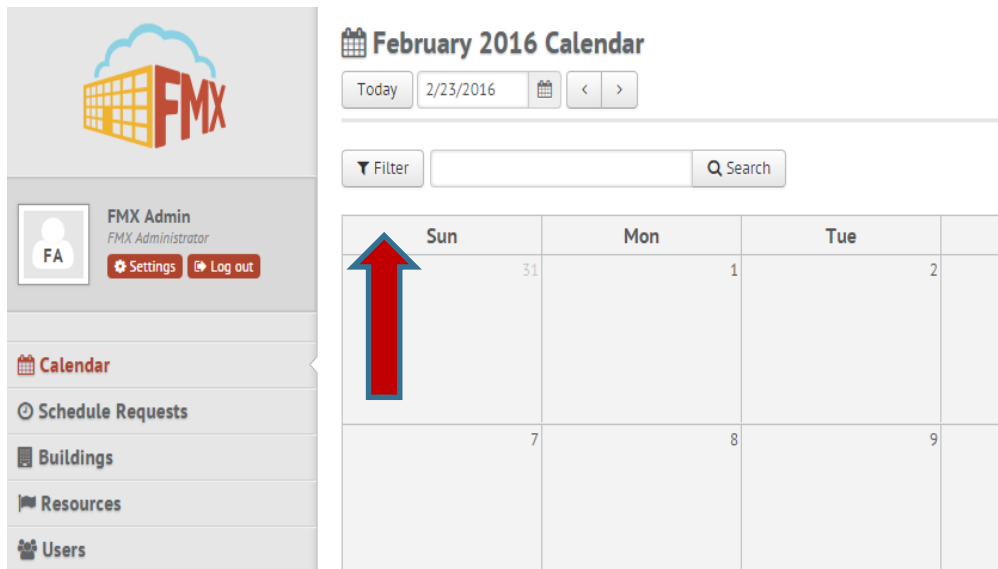
\* Response

Save Back

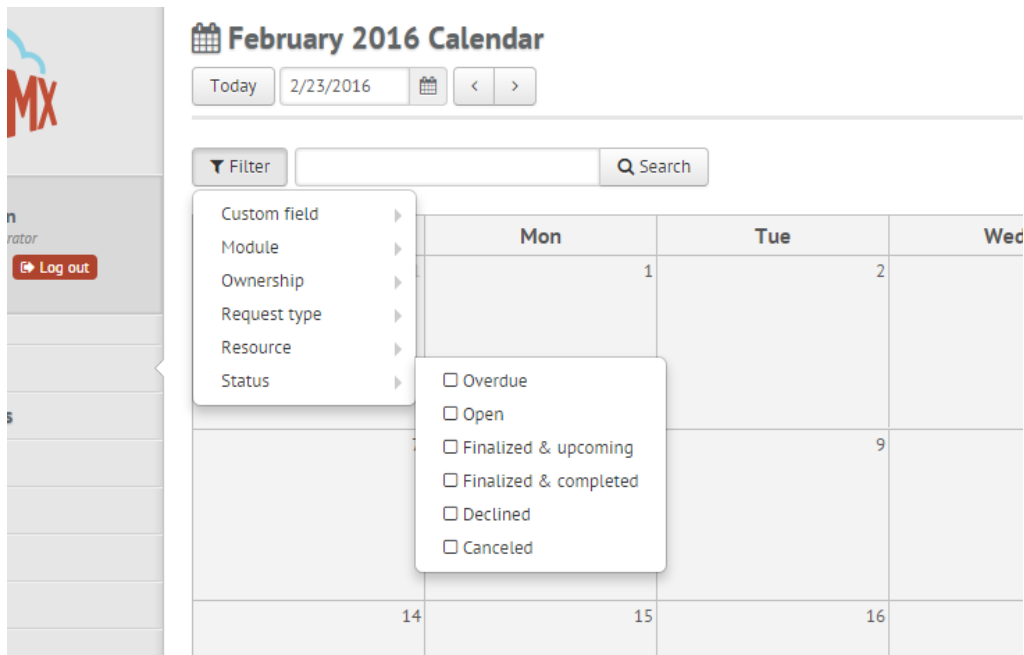


## Filter in Calendar View

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



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



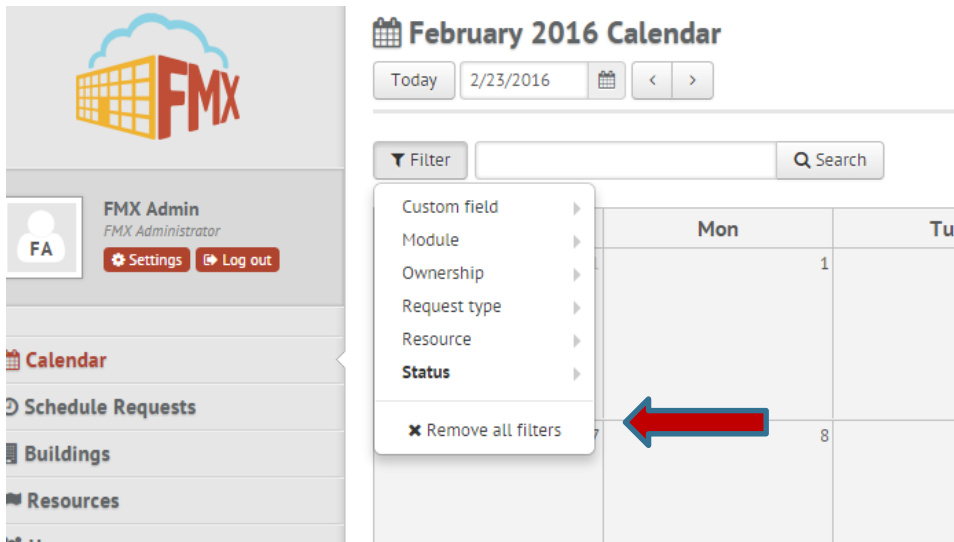
**NOTE:** You may choose more than one filter at a time



## 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)

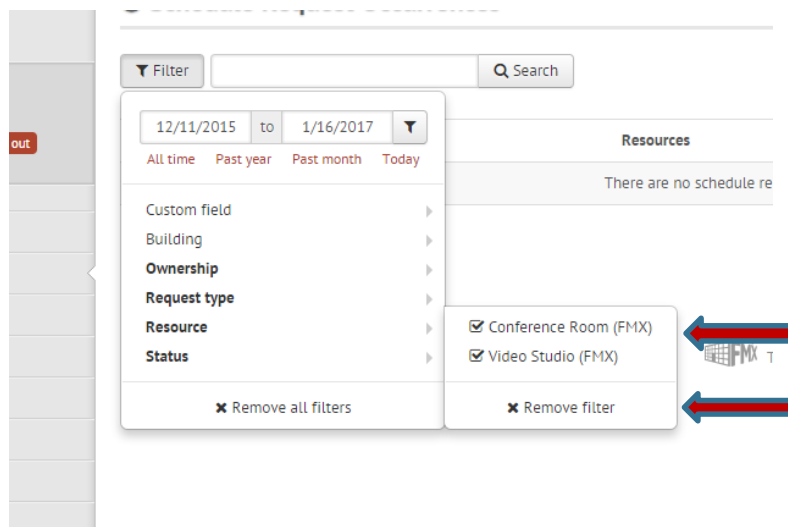


## Remove A Single Filter on a Calendar View

**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

