



St. Patrick's Parish Requester Schedule Request Guide

Choose one of the two options below to get started:

1) Login to FMX

Step 1: Open an internet browser and navigate to (stpatselkhorn.gofmx.com)

Step 2: Log in with the following credentials:

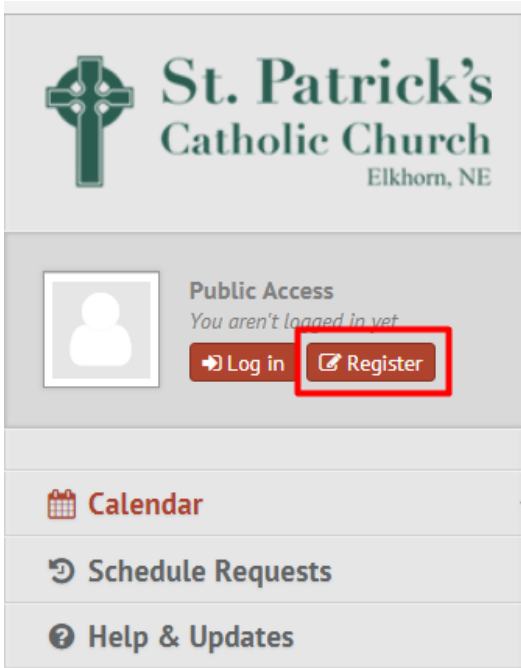
- Email
- Password

or

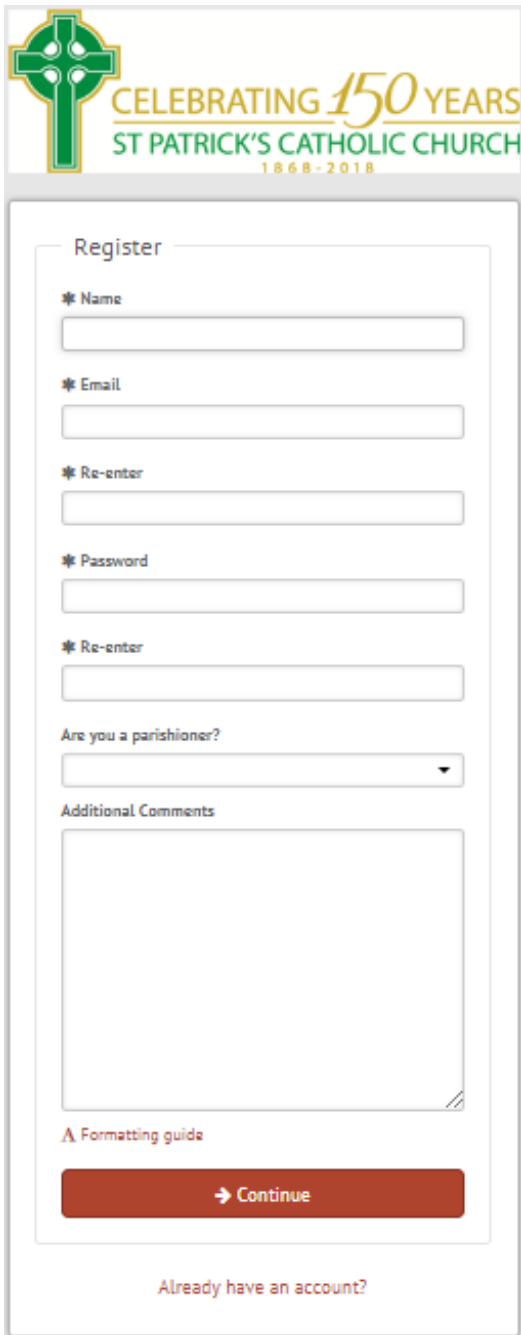
2) Create an FMX Account

Step 1: Open an internet browser and navigate to (stpatselkhorn.gofmx.com)

Step 2: Click "Register" towards the top left corner:



Step 3: Complete the required fields and click “Continue”:



The registration form is titled "Register" and is set against a header for St Patrick's Catholic Church celebrating its 150th anniversary (1868-2018). The form includes the following fields and elements:

- Name:** A text input field with an asterisk indicating it is required.
- Email:** A text input field with an asterisk indicating it is required.
- Re-enter:** A text input field for re-entering the email address.
- Password:** A text input field with an asterisk indicating it is required.
- Re-enter:** A text input field for re-entering the password.
- Are you a parishioner?:** A dropdown menu.
- Additional Comments:** A large text area for providing extra information.
- Formatting guide:** A small icon and text link below the comments area.
- Continue:** A prominent red button with a right-pointing arrow and the text "Continue".
- Already have an account?:** A link located below the "Continue" button.

*If you forget your credentials, click “Log in” and select “Forgot password”. This will send you an email detailing how to change your 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 shows the FMX interface for December 2015. The user is logged in as 'FMX Administrator'. 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 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. The form includes the following fields:

- * 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
- Technology: (empty text area)



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 **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

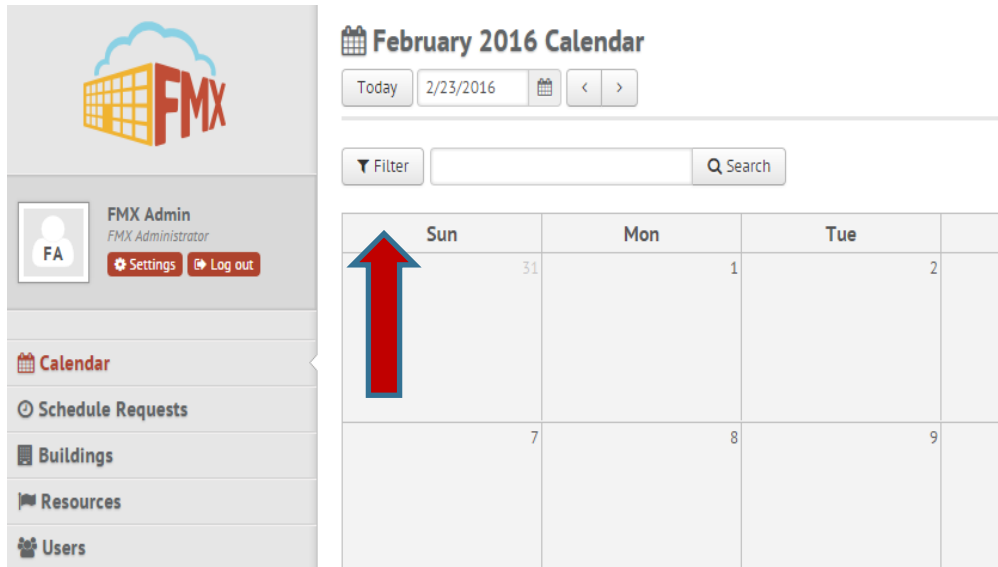
* Response

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

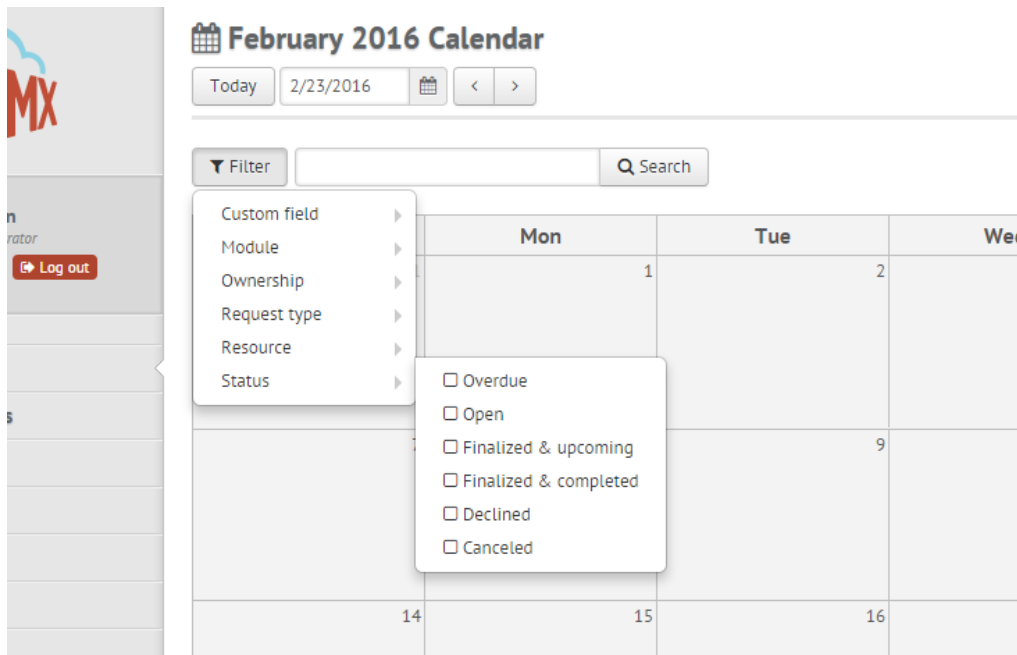


Filter in Calendar View

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



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



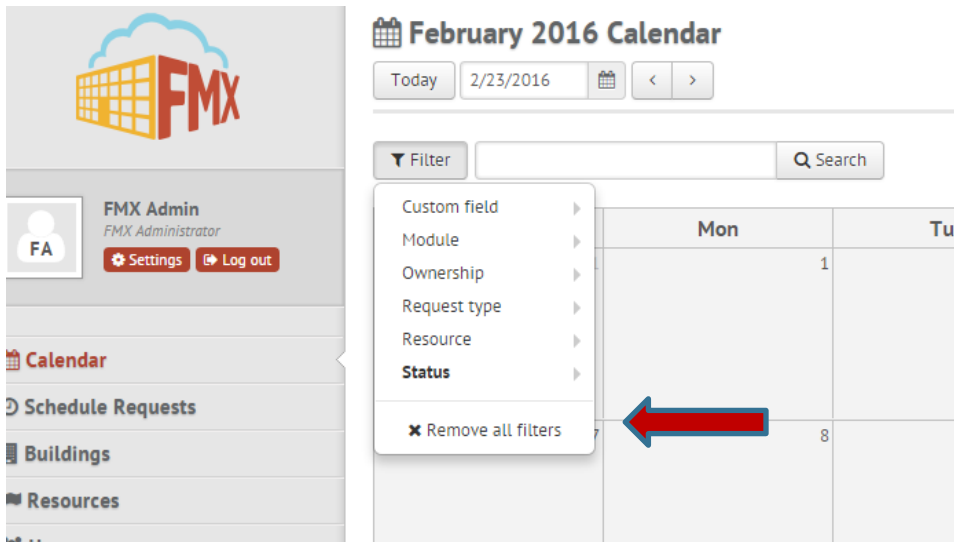
NOTE: You may choose more than one filter at a time



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)

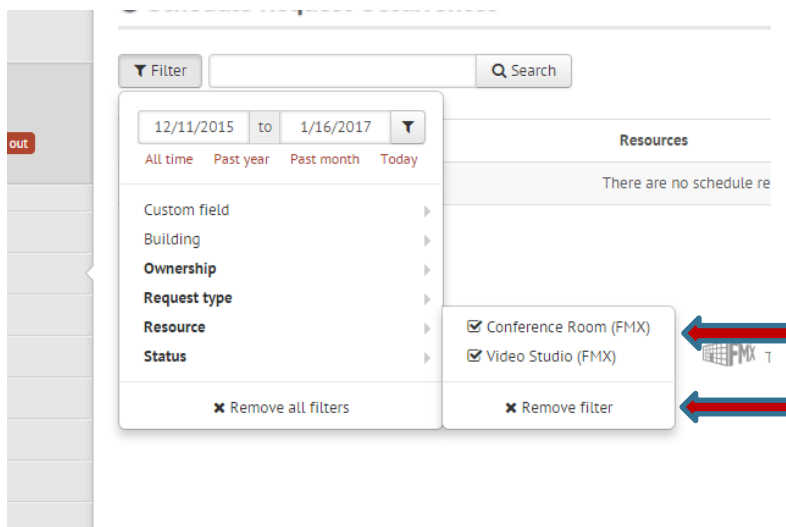


Remove A Single Filter on a Calendar View

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

