

FMX User Guide

DISTRICT USERS



FMX User Guide

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Use FMX for Maintenance Request:

There are many reasons to use FMX maintenance request. The common ones are as follows:

- repair request,
- custodial needs during the school day (if outside the school day, use the schedule request),
- heating and cooling issues,
- PPE supply needs.

If there is an emergency, please call the proper staff member, an FMX is not needed.

Use FMX for Transportation Request:

Anything outside of a regular bus route. Common requests are

- field trips,
- athletic trips,
- district vehicle use.

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Use FMX for Schedule Request – Outside of the school day

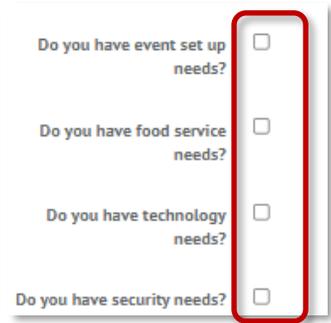
If you need a field, classroom, large group room, café, etc. outside of the 07:00AM to 03:00 PM hours (school day), the request needs to be entered into FMX.

Important: the schedule request asks for event set up, food service, technology, and/or security needs. If you check any of these boxes, please make sure the following employees are added as followers.

Event set up – Tim Drawbaugh and Cheri Frank

Food service – Michelle Morgan

Technology – Tech Department



Followers: Located at the bottom of the request form.

Be sure to outline your needs in the details. The more detail, the better.

Followers

Use Building Principal defined process for Schedule Request – During the school day

For room and commons area reservations during the school day, please use your building Principal’s processes.

High School – Outlook

Middle School – Outlook

Mount Rock – Google

Newville – Outlook

Oak Flat - Outlook

If you have custodial needs, food service needs, or technology needs during the day, please use your current processes. For custodial needs use FMX. For food service needs email/call Michelle Morgan. For technology needs call x4357 or email support@bigspring.k12.pa.us.

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The calendar view is useful but can get very full. The first tool you need to use is the **filter button** to reduce the events to just your building, sport, room, etc. Note the filter you apply now is sticky. The next time you login, it will be there and you may want to clear all filters to start a new look up. ([more filter info](#))

Configure Filter

Status: Not filtered

Building: Not filtered

Assigned to: Not filtered

Ownership: Following, Mine, Internal, Outsourced

Request type: Not filtered

Custom fields: Any, All, Not filtered

Module: Maintenance request, Transportation request, Schedule request

Accessibility: Private, Public

Equipment: Not filtered

Resource/location: Not filtered

Save filter

To clear all filters hit the X next to Filter or X each individual filter to clear the calendar and the reapply filters as necessary. If you can't see something, this is the first thing to check!

August 2020 Today < > Month

Filter X

X Building: Big Spring High School X Request type: Athletics - Practice

Sun	Mon	Tue	Wed
26	27	28	29

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User Account Settings. Unless you want an email every time your request has a modification, you need to click on your user icon (below the Bulldog) which brings you to the Account Settings screen below. The big thing here is to adjust your notifications under **Email Preferences**. X-out the notification you don't want or go to the far right and hit the red X to delete all in that section. If you do make a request (next page), and you want to be notified of status updated, **you need to allow that particular notification as shown below.**

ADFS users should NOT attempt a password change as you won't be able to login as a BSSD user with your network account.

Account Settings

Change Password

Current password

New password

Re-enter

Email Preferences

My Maintenance Requests

Email me when a request...

Is updated x Is created by me x Is created on my behalf x Is responded to x Is approved x

Is declined x Is resolved x Is reopened x Is deleted or undeleted x

+ [Add Filter] + [Add Notification]

My Schedule Requests

Email me when a request...

Is updated x Is created by me x Is created on my behalf x Is responded to x Is approved x

Is declined x Is upcoming x Has an estimate that needs accepted x Is canceled x

Has a payment added x Is deleted or undeleted x Is created with me as a follower x

+ [Add Filter] + [Add Notification]

My Transportation Requests

Email me when a request...

Is updated x Is created by me x Is created on my behalf x Is responded to x Is approved x

Is declined x Is canceled x Is finalized x Is deleted or undeleted x

Is created with me as a follower x

+ [Add Filter] + [Add Notification]

Recurring & Reminder Emails

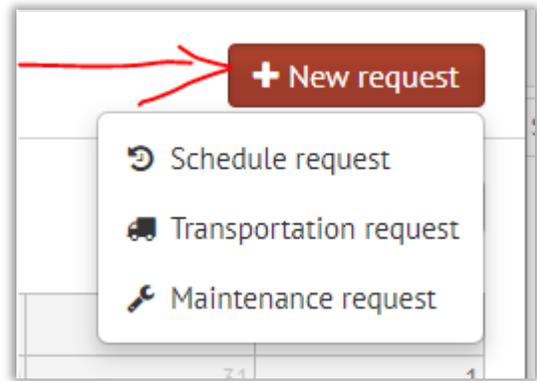
Preferred notification time

Click Save!

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Maintenance Request

To start a new request, click on the New request and then what type of request you want to make.



Note: You must make an entry in all blocks with a * in order to submit!

Do not worry about budget code.

New Maintenance Request

Request

* Request type	
* Request	Landscaping/Grounds Other
* Building	Painting Pest Control
* Location	Playground Plumbing
On behalf of	PPE Safety/Security
Equipment	Supplies Select a building first
* Due	<input type="text"/>
Followers	<input type="text"/>
Requested inventory	Inventory <input type="text"/> Qty <input type="text"/> <input data-bbox="682 1386 722 1417" type="button" value="+"/>
Time Available	<input type="text"/>
Budget Code	<input type="text"/>
Priority	<input type="text"/>
* Description	<input type="text"/>

For more info, [click here for a short intro video](#).

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Facility Scheduling

The scheduling of facilities is a split process. For school days, M-F, from 07:00 AM to 3:00 PM the scheduling of facilities is done thru the principals. For all other times, the request should go thru FMX to the athletic office for approval. ([more Schedule Request info](#))

New Schedule Request

Note: * denotes a required field; all others are optional

Request

- * Request type
- * Event name
 - Community Event
 - School Event
 - Staff Event
- * Building
- * Resources
- * Starts: 8/20/2020 All day
- * From: 12:00pm
- * To: 1:00pm
- * Repeats: Never
- Setup time
- Teardown time
- * Estimated Number of Attendees
- Departure Time
- Schedule Star ID
- Sport
- Attachments

Ignore. For use when importing from ScheduleStar only

Upcoming reminder day(s) before an event's start date.

Make private

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Transportation Request



New Transportation Request

Note: * denotes a required field; all others are optional

S [Log out]

- Calendar
- Maintenance Requests
- Schedule Requests
- Transportation Requests**
- Help & Updates
- My Logs

* Request type: (dropdown menu with options: District Vehicle Use, Field Trip, Special Education)

* Event name:

* Building:

* Pickup location:

* Destination: (Callout: Use exact address!)

* Departure time: 10/19/2020 (calendar icon) 1:00pm

* Return time: 10/19/2020 (calendar icon) 2:00pm

Arrival Time at Destination:

Departure Time from Destination:

Please include the number of teachers, aides or nurses that might also be on the vehicle in the total number of passengers.

* Total Number of Passengers:

* Number of vehicles:

* Purpose of Trip:

* Type of Vehicle Needed:

* Staff Member in Charge:

* Chaperones:



Use exact address!

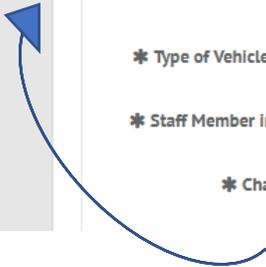
Overnight Trip

Handicap bus required

Will stop for meals

* Class Roster: (dropdown icon)

Please note that there are only four buses allowed per day. If there are already four trips planned for the day selected, your request is subject to change or denial.



Link to [More Schedule info](#)

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Who do I contact with questions?

Maintenance Requests – Tim Drawbaugh, x1604, tdrawbaugh@bigspring.k12.pa.us

(Facilities) Schedule Request – Randy Jones, x2451, rjones@bigspring.k12.pa.us

Transportation – Madison Barrick, x2419, mbarrick@bigspring.k12.pa.us

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