



Washington Local Schools Staff Schedule Request Guide

Login to FMX

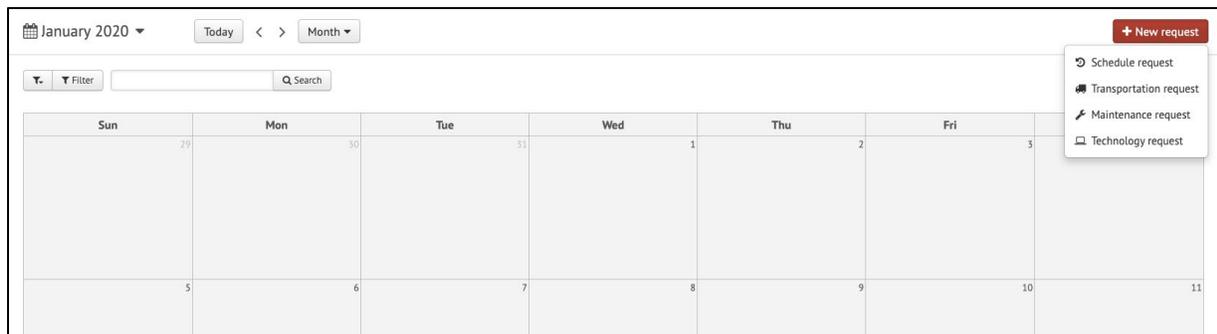
Step 1: Open an internet browser and navigate to <https://wls4kids.goFMX.com>

Step 2: Click on “Log in with Google”

Create a Request (Shortcut)

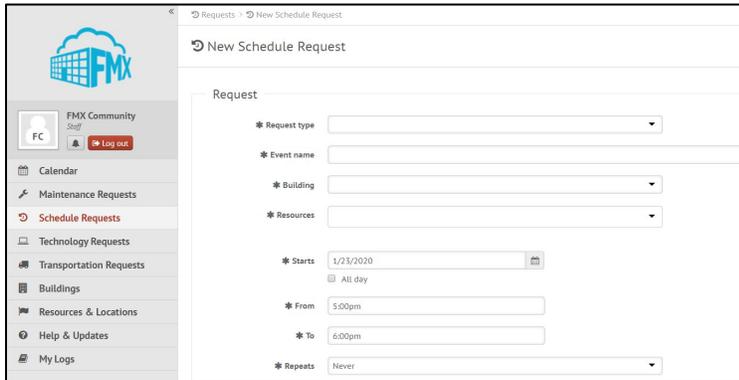
Step 1: Click **New request** in the right top corner of the calendar page.

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 'New Schedule Request' form. On the left is a sidebar with the FMX logo and navigation options: Calendar, Maintenance Requests, Schedule Requests (highlighted), Technology Requests, Transportation Requests, Buildings, Resources & Locations, Help & Updates, and My Logs. The main form area is titled 'New Schedule Request' and contains the following fields:

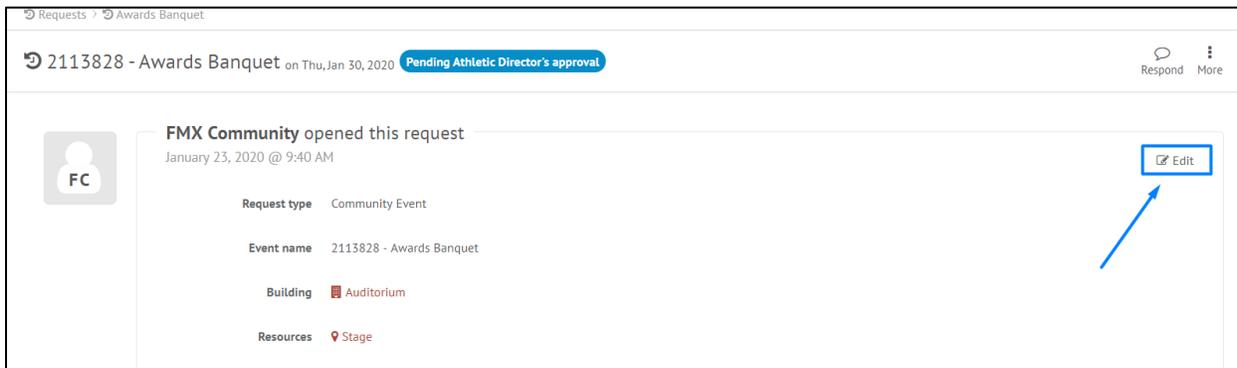
- * Request type (dropdown menu)
- * Event name (text input)
- * Building (dropdown menu)
- * Resources (dropdown menu)
- * Starts (date picker set to 1/23/2020, with an 'All day' checkbox)
- * From (time input set to 5:00pm)
- * To (time input set to 6:00pm)
- * Repeats (dropdown menu set to 'Never')

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).



The screenshot shows the details for a request with ID 2113828, titled 'Awards Banquet' on Thursday, January 30, 2020. The status is 'Pending Athletic Director's approval'. The user 'FMX Community' opened the request on January 23, 2020 at 9:40 AM. The request details are:

- Request type: Community Event
- Event name: 2113828 - Awards Banquet
- Building: Auditorium
- Resources: Stage

An 'Edit' button is visible in the top right corner of the request details, with a blue arrow pointing to it.

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).

The screenshot displays a web interface for managing schedule requests. At the top, the breadcrumb path is "Requests > Awards Banquet". The main header shows "2113828 - Awards Banquet on Thu, Jan 30, 2020" with a status badge "Pending Athletic Director's approval". A blue arrow points to a "Respond" button in the top right corner. Below the header, a user profile for "FC" is shown next to the text "FMX Community opened this request" dated "January 23, 2020 @ 9:40 AM". An "Edit" link is visible. The request details are as follows:

Request type	Community Event
Event name	2113828 - Awards Banquet
Building	Auditorium
Resources	Stage

Below the details is a "Response" section with a text area for entering a 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:

The screenshot shows a 'Configure Filter' dialog box with the following sections:

- Filter** (highlighted in the top navigation bar)
- Search** (input field)
- Configure Filter** (dialog title)
- Accessibility**
 - Private
 - Public
- Assigned to**
 - Not filtered (dropdown)
- Building**
 - Building 1
 - Event Center
 - Middle School
 - Elementary School
 - High School
- Custom fields**
 - Any (selected radio button)
 - All (radio button)
 - Not filtered (dropdown)
- Equipment**
 - AHU 1 (Building 1)
 - Heating & Cooling System (Building 1)
 - Bus 1 (High School)
 - Printer B (High School)
- Event/reservation options**
 - Show reservation time
- Meter**
 - Mileage
- Module**
 - Maintenance request
 - Schedule request
 - Transportation request
 - Planned maintenance
 - Technology request
- Ownership**
 - Following
 - Mine
 - Internal
 - Outsourced
- Planned maintenance mode**
 - Meter-based
 - Time-based
- Request type**
 - Not filtered (dropdown)
- Resource/location**
 - Not filtered (dropdown)
- Status**
 - Not filtered (dropdown)
- Save filter** (button)

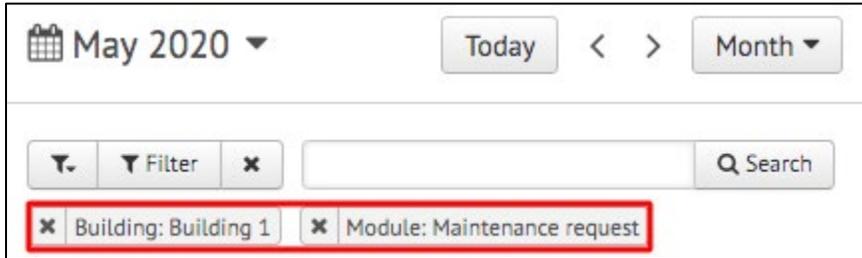
NOTE: You may choose more than one filter at a time



Remove Filters

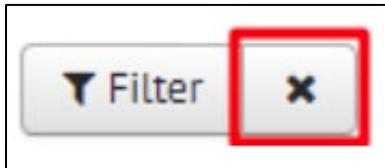
If you're having trouble locating certain requests, events, or other information on your FMX calendar or in your FMX grids it could be because you have a filter selected that is hiding the information you're looking for.

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:

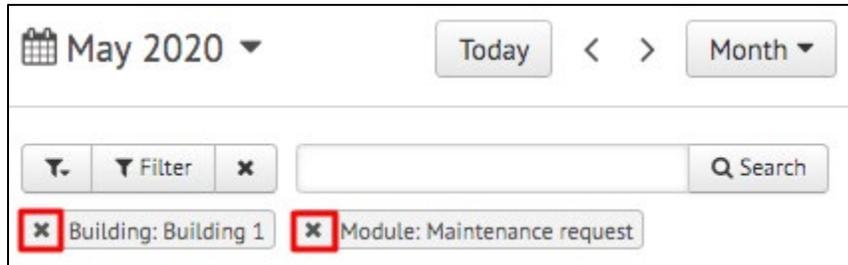


Another way to remove filters is to click on the "Filter" button and choose "Clear Filter" at the bottom of the page:



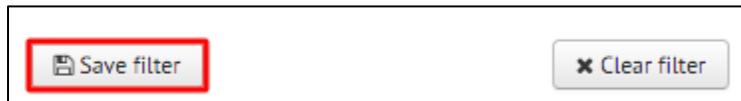
Remove a Single Filter

To remove filters one at a time, click on the "x" button next to the filter(s) you would like to remove:



Save Filters

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



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

