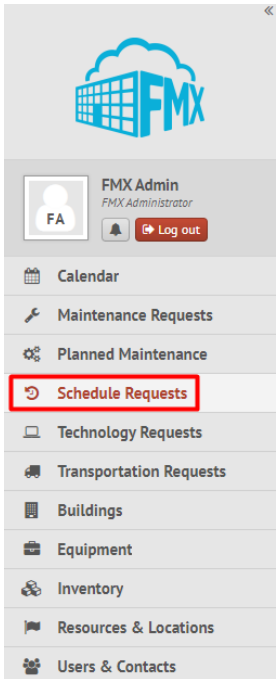
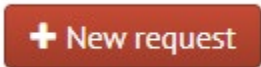


# Schedule Request Module

1. From your calendar, click on the **Schedule Request** module.



2. Click on the **+New request** button in the upper right-hand corner of the grid view.



3. Fill out the schedule request form with the required information; these are fields that contain an asterisk (\*).

## New Schedule Request

### Request

\* Request type

\* Event name

\* Buildings

\* Resources

\* Starts  

All day

\* From


\* To

\* Repeats

Setup time

Teardown time

On behalf of

Attachments  

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

Followers

**\*Request Type:** This refers to the category of schedule request.

**\*Request Type:** Internal

**\*Event Name:** This is the title of the schedule request or event.

*\*FMX will create a unique ID for each schedule request when submitted.*

**Examples:** Board Meeting, Girl Scouts, Youth Basketball Practice, Varsity Football vs. Central, etc.

**\*Buildings:** The building(s) where the schedule request will take place.

**\*Event Name:** Board Meeting

**\*Building:** High School

**\*Request Type:** Internal

**\*Resources:** This refers to the specific area(s) or location(s) in the building where the event will take place.

**\*Name:** Board Meeting

**\*Building:** High School

**\*Request Type\*:** Internal

**\*Resource:** Conference Room

**\*Starts:** This is the date when the event will start. If this is an all day event (no specific duration), check the **All day** box.

**\*From:** the time when the event starts

**\*To:** the time when the event ends

**\*Repeats:** This field refers to the frequency of the event. The options are as follows:

- **Never** - The event occurs one time.
- **Daily** - The event occurs every (x) days.
- **Weekly** - The event occurs every (x) weeks on (x) days.
- **Monthly** - The event occurs every (x) months.
- **Yearly** - The event occurs every (x) years.
- **Custom** - frequency with a unique cadence

## Daily

**\*Every:** the event will occur every (number) of days

**\*Ends:** the event will end...

- **The following week** – the event recurrences will end the week after the original event date
- **The following month** –the event recurrences will end the month after the original event date
- **The following year** – the event recurrences will end the year after the original event date
- **After a certain number of occurrences** – the event will end after (number) recurrences, including the first occurrence
- **On date** – the event recurrences will end on a specified date

## Weekly

**\*On:** select the days the event occurs each week by marking the appropriate checkboxes

**Example:** an event that occurs on Monday, Wednesday, and Friday; every week

\* Repeats

\* On  Sun  Mon  Tues  Wed  Thur  Fri  Sat

\* Every

**\*Every:** the event will occur every (number) of weeks

**\*Ends:** the event will end...

- **The following week** – the event recurrences will end the week after the original event date
- **The following month** – the event recurrences will end the month after the original event date
- **The following year** – the event recurrences will end the year after the original event date
- **After a certain number of occurrences** – the event will end after (number) recurrences, including the first occurrence
- **On date** – the event recurrences will end on a specified date

## Monthly

**\*By:** This refers to the manner in which the schedule request occurs. There are 4 options:

- **Day of month** - event occurs on a specific date each month (i.e. the 1st of each month)
- **Day of week** - event occurs on a specific day each month (i.e. the second Friday each month)
- **Weekday of month** - event occurs on a specific date each month, excluding weekend days (i.e. the first of each month unless it's a weekend, then move to the first weekday)

- **Weekend day of month** - event occurs on a specific date each month, excluding weekdays (i.e. the first of each month unless it's a weekday, then move to the first weekend day)

\***Every:** the event will occur every (number) of months

\***Ends:** the event will end...

- **The following week** – the event recurrences will end the week after the original event date
- **The following month** –the event recurrences will end the month after the original event date
- **The following year** – the event recurrences will end the year after the original event date
- **After a certain number of occurrences** – the event will end after (number) recurrences, including the first occurrence
- **On date** – the event recurrences will end on a specified date

*\*Quarterly events will need to be set up as Monthly, every 3 months.*

*\*Semi-Annual events will need to be set up as Monthly, every 6 months.*

## Yearly

\***Every:** the event will occur every (number) of years

\***Ends:** the event will end...

- **The following week** – the event recurrences will end the week after the original event date
- **The following month** –the event recurrences will end the month after the original event date
- **The following year** – the event recurrences will end the year after the original event date
- **After a certain number of occurrences** – the event will end after (number) recurrences, including the first occurrence
- **On date** – the event recurrences will end on a specified date

*\*Biannual events will need to be set up as Yearly, every 2 years.*

## Custom

**\*On:** If the event has multiple recurrences without a particular cadence, enter the individual dates.

\* Repeats

Custom

\* On

1/12/2021, 1/19/2021, 2/10/2021, 2/25/2021



**Setup time:** the time needed prior to the start time for the event set up

**Teardown time:** the time needed following the end time for the tear down of the event

**On behalf of:** If another user requested the event but didn't directly enter the request in FMX, select their name in here.

**Attachments:** if the event needs any documentation submitted (seating charts, approval forms, etc.), you can add those files here

**Upcoming reminder:** receive an email notification (x) days before the event's start date

**Followers:** If you'd like to add any other users as followers to the event (like copying someone on an email), select their name here. Followers have the ability to receive progress update notifications.

**Custom Fields:** Custom fields are always an option if you need to add any other required/non-required details to your schedule request form. Custom fields must be added by a site administrator.

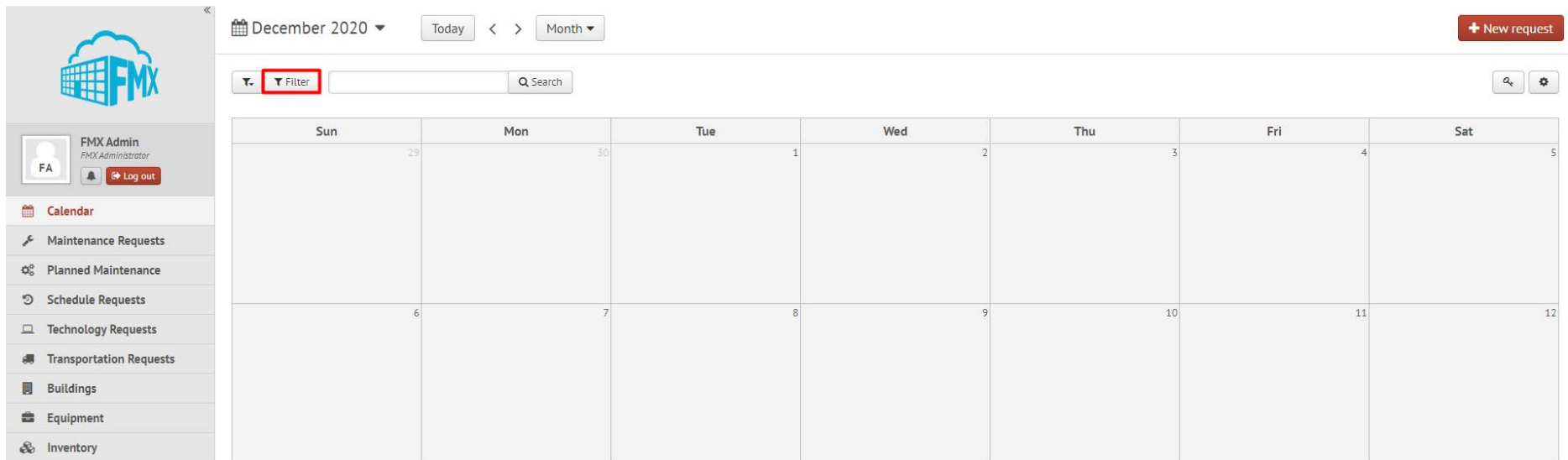
5. Once you have completed filling out the form, click the green **Submit** button at the bottom.

 Submit

Saved filters are a great way to easily access specific data in either the calendar or grid view. Please follow the steps below to learn how to use this feature.

## From the Calendar

1. Click on the **Filter** button.



The screenshot displays the FMX Admin interface. On the left is a sidebar with the FMX logo and a navigation menu including: FMX Admin (FA), Log out, Calendar, Maintenance Requests, Planned Maintenance, Schedule Requests, Technology Requests, Transportation Requests, Buildings, Equipment, and Inventory. The main area shows a calendar for December 2020. At the top of the calendar, there are controls for the month (December 2020), navigation (Today, <, >, Month), and a '+ New request' button. Below these is a search bar with a 'Filter' button highlighted in red and a 'Search' button. The calendar grid shows dates from 29 to 12, with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12