



# FMX TRAINING DOCUMENT

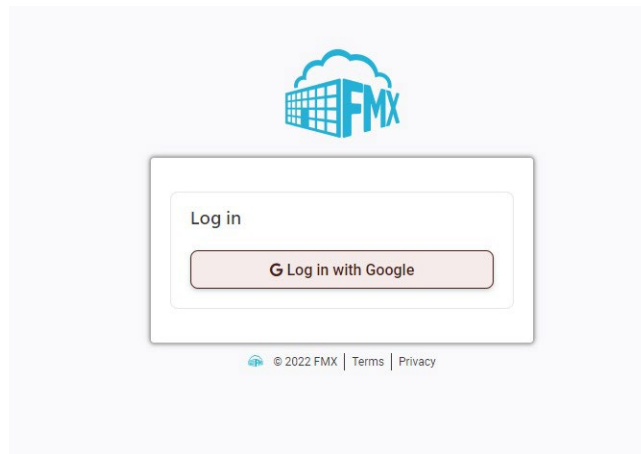
## USER NOTIFICATION ADJUSTMENTS

**In this sheet we will review the steps involved in adjusting User Notifications.**

This document has been developed to assist SCASD Employees with navigating the new Computerized Maintenance Management system known as FMX.

To access the FMX system please navigate to <https://scasd.gofmx.com/>.

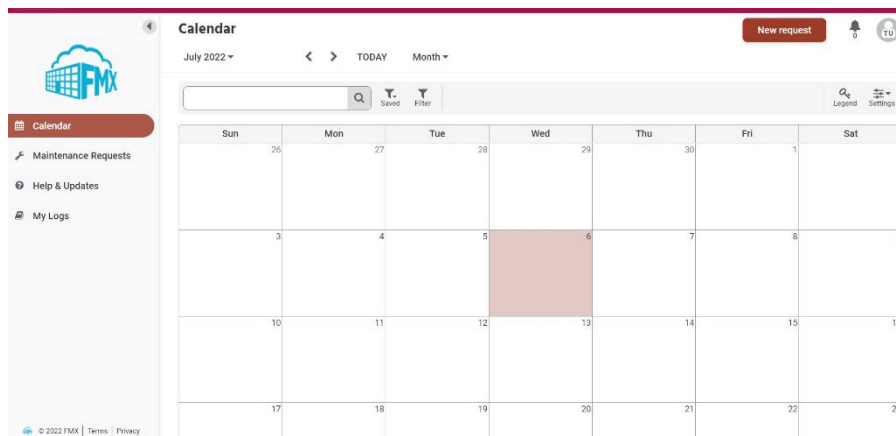
The FMX system is designed to recognize your SCASD Google Login. If you are accessing the site from a device that you are currently logged in with your SCASD account, the screen should look like this:



IF THE DEVICE YOU ARE LOGGING IN FROM HAS MORE THAN ONE USER AND YOU ARE NOT YET LOGGED INTO THE DEVICE:

After clicking the “Log in with Google” button you should receive an option to pick which account you would like to log in with and enter your password information.

Once you are logged in the system will open to the Calendar page as shown below

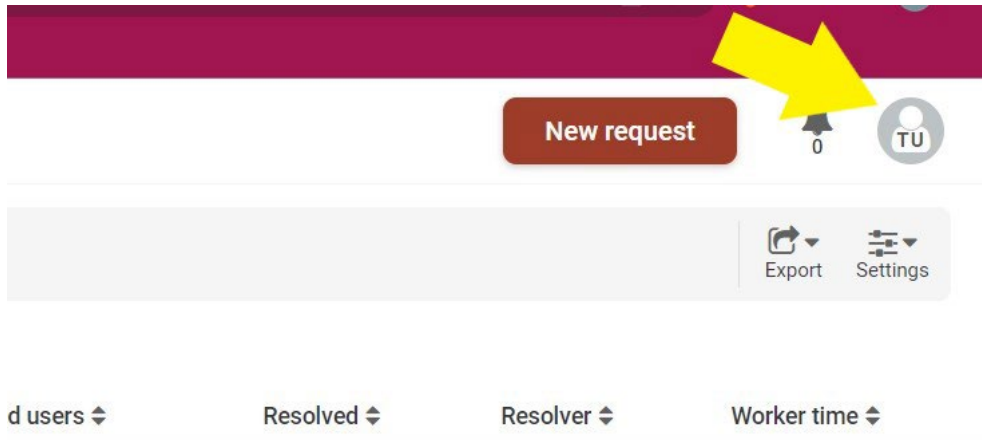




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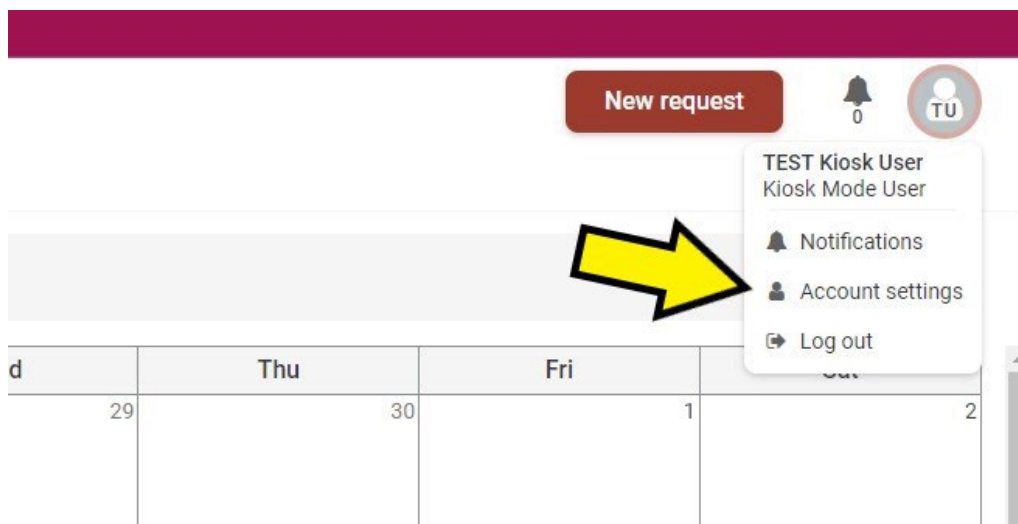
## USER NOTIFICATION ADJUSTMENTS

In the upper right-hand corner of your screen you will see a white & grey silhouette icon with your initials in it



Clicking this button will open a menu with three options.

Clicking on **Account Settings** will open a new window that will show you your user name and email.





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## USER NOTIFICATION ADJUSTMENTS

**SCROLLING DOWN** on this screen will bring you to your notification settings.

Clicking the **X** next to each of the triggering actions will eliminate it from the list.

If you wish to add notifications, simply click the down arrow on the right side to see which options are available.

Finally, if you wish to remove all notification options, click the **X** on the far-right side.

Email Preferences

**My Maintenance Requests**

Email me when a request...

Is updated x Is responded to x Is resolved x Is reopened x Is deleted or undeleted x

+ [Add Filter] + [Add Notification]

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**Recurring & Reminder Emails**

Preferred notification time 12:00am (Default)

**Save** **Back**

Be sure to click **Save** after all changes are made.