



# FMX TRAINING DOCUMENT

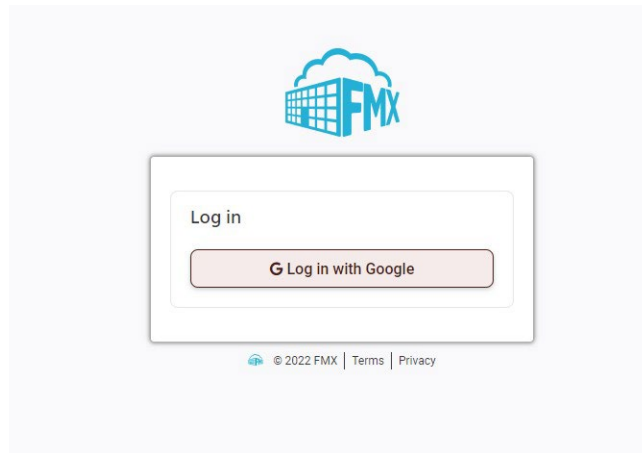
## WORK REQUEST ENTRY

**In this sheet we will review the steps involved in creating a new Work Request.**

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/>.

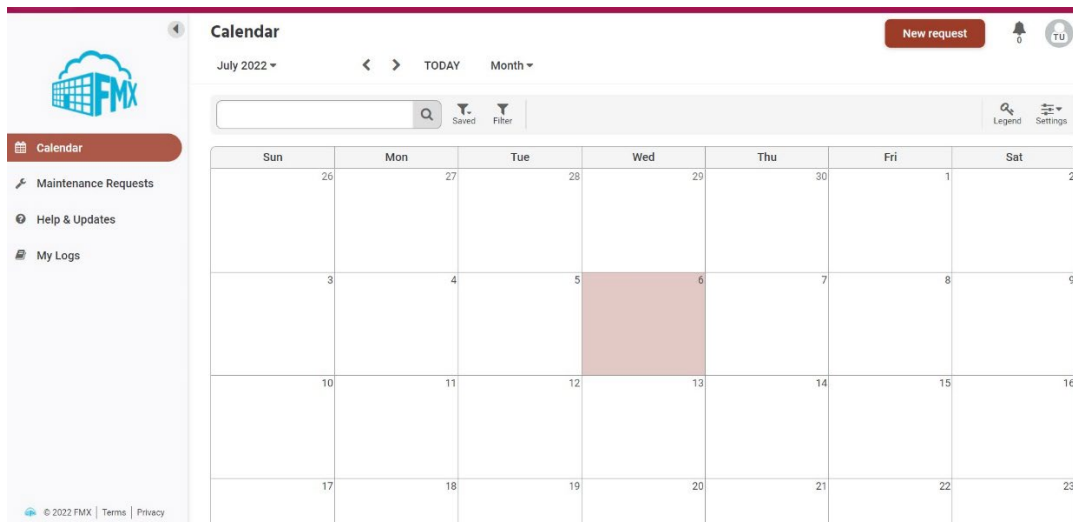
The FMX system is designed to recognize your SCASD Google Login. If you are accessing the site from a device that you are currently logged in with your SCASD account, the screen should look like this:



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.

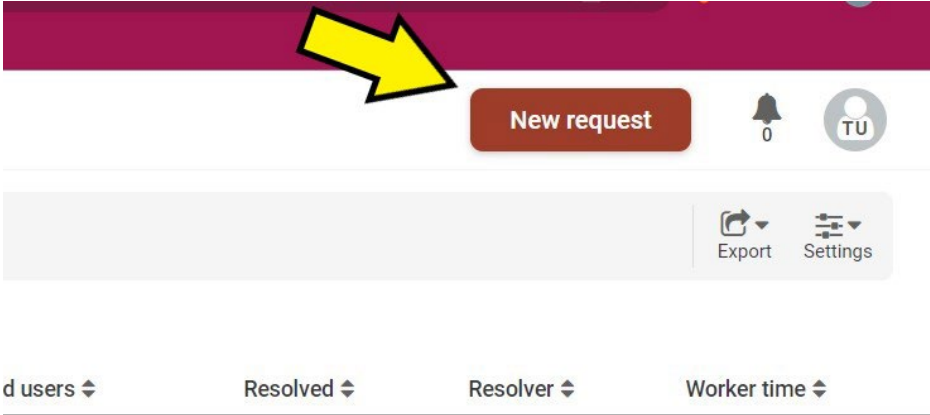
Once you are logged in the system will open to the Calendar page as shown below



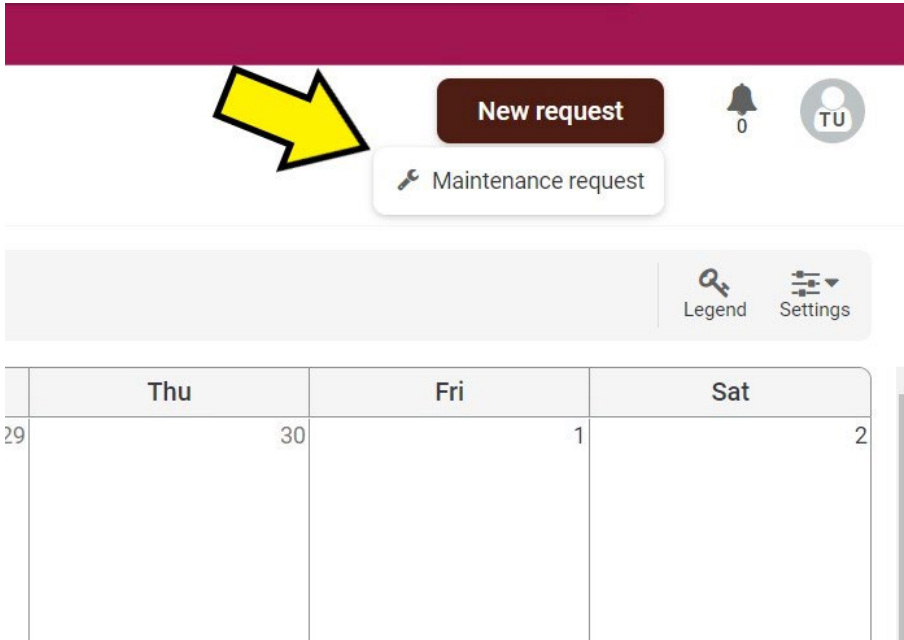
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## WORK REQUEST ENTRY

In the upper right-hand corner of your screen you will see a red/brown button that has **New request** in white letters.



Clicking this button will open an option to create a **Maintenance Request**.



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## WORK REQUEST ENTRY

Clicking on **Maintenance request** will open a new window with fillable sections as seen below.

**PLEASE NOTE:** Hovering your cursor over section labels that are underlined will provide a pop up with more explanation of what each section is for.

All sections labeled with an Asterix before the section name are REQUIRED sections.

Sections with a downward pointing arrow on the right side identifies it as a pull-down menu.

The section "On behalf of" is only used if the request is not specifically for the person submitting it. This location only allows for one person to be added. *(For example, a building secretary submitting a request on behalf of a teacher would select that teacher from this pull-down list.)*

Depending on what Request type is chosen, the request sheet may change to accommodate different information.

**Please fill out all sections as thoroughly as possible.**

### New Maintenance Request

Maintenance Requests > New

#### Request

* <u>Request type</u>	<input type="text"/>
* <u>Request</u>	<input type="text"/>
* <u>Building</u>	<input type="text"/>
* <u>Location</u>	<input type="text" value="Select a building first"/>
<u>On behalf of</u>	<input type="text" value="Select a building first"/>
<u>Equipment</u>	<input type="text" value="Select a building first"/>
<u>Followers</u>	<input type="text"/>
<u>Description</u>	<input type="text"/>

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## WORK REQUEST ENTRY

At the bottom of the Maintenance Request there is a location where you can attach any manner of relevant pictures, videos or documentation to help with resolving the request.


On behalf of

Equipment

Followers

Description

[A Formatting guide](#) [👁 Show preview](#)

Attachments  

**Submit**

Back

Once the form has been filled out, be sure to click "Submit". Once submitted, you will receive a confirmation pop up that it the request was received successfully.