

## **What is FMX?**

This system allows you to complete technology and maintenance workorders, reserve rooms in the district for events (Schedule Request), request for a school trip (Transportation Request), and fill out other forms such as time sheets, mileage expense reports, and other staff forms.

## **How to log in**

- Go to [bridgeportschools.net](http://bridgeportschools.net)
- Click “Staff Resources”
- Click “FMX”
- At the log in screen click “Log in with SSO”
- Enter your First and Last name (you will only need to enter this your first time signing in)
- Click Continue

## **How to submit a Work Order**

- On the left-hand side choose either Maintenance Request or Technology Request
- In the top right click new request
- Fill the required (\*) fields
- Click submit

Note: In the followers field you can select any staff member that the work order may pertain to so that they get notified on the status of the request.

## FMX – Calendar and Schedule Request

### How to Filter the Calendar

- Click “Calendar” on the left if not already selected
- In the top left of the calendar click “Filter”
- Choose any combination of filters to see certain events
  - All filters show up above the calendar. To remove a filter, click the “X” beside it
- To save a filter you may revisit frequently click “Filter” to bring the drop down up
- In the bottom left of the drop down click “Save filter”
- Type the name the filter
- Click the checkmark to save the filter
- To load the filter, click the button directly beside the filter button (the button with just the icon)
- Click on the filter you wish to view to load the filter

### How to Submit a Schedule Request

- Click “Schedule Request” on the left
- Click “New Request” in the top right
- Be certain to fill out all required fields (Fields that have an \* beside them)
- Be sure to add an attachment for the room set-up and/or explain the set-up in the notes section
- Add Follower(s) if anyone needs to be aware of this request (Maintenance, Kitchen, Teachers, etc.)
- Make sure that the check box that says, “Make private” (at the bottom next to Submit) is checked (Checked by default).
- Click “Submit”

### Request Types

- Community Event- event for people outside of the organization
- IEP Meeting- use to reserve a room for an IEP meeting
- District Event, Elementary School Event, Middle School Event, or High School Event - use to reserve a room for meetings, events, class, testing, etc.
- Elementary School Staff Event, Middle School Staff Event, High School Staff Event - use to reserve rooms for staff meetings or staff events
  - Note: When a schedule request comes in for an elementary, ms, or hs event (whether it is a school or staff event), that building principal will approve. If it is a district event, the superintendent will approve.

### Event Name

- This is the name that shows up on the FMX calendar.

## Buildings

- Choose the correct building based on the list below since room resources (locations) are specific to certain buildings.
  - Elementary – Elementary Computer Lab; Elementary Gym
  - Middle School – Middle School Computer Lab
  - High School - Cafetorium; Cafetorium and Stage; Stage; Conference Room; Gymnasium; Media Center; Video Production Room
  - Note: Choose “Other” if the room is not listed. i.e. classroom
  - The events on the website calendar will appear based on the building selected.
    - Even if the room you are scheduling falls under a different building, make sure you add the building the event is scheduled in. For example, if you schedule a middle school event located in the cafetorium, choose middle school event, choose high school building for the cafetorium location, and add middle school building.
    - If scheduling an event that includes both High School and Middle School, make the request type a “High School Event” and choose both High School and Middle School Buildings.

## Followers

- You are welcome to add meeting attendees as followers of a request so that they will be notified as well

## FMX- Transportation Request for Staff

### How to Submit a Transportation Request

- Click on “Transportation Request” on the left
- Click “New Transportation Request” in the top right
- Fill out all the required fields along with any additional information that may need added
- Click “Submit” when done

Towards the bottom of the form you will be asked if students will eat lunch in the cafeteria. **If students will not eat in the cafeteria, be sure to add Donna Burlenski as a Follower in the drop down at the bottom of the form.** You will also be able to indicate whether bag lunches will need to be provided and if so, how many.

**Note:** By adding Donna Burlenski as a Follower on this request, she will be notified of this information.

## **Transportation Request Types**

- Elementary Field Trip – Request for an Elementary field trip
- Middle School Field Trip - Request for a Middle School field trip
- High School Field Trip - Request for a High School field trip

General – Used to request any other transportation need

## **Staff Request**

### **Time Sheet**

- Click “Staff Request” on the left
- Click “New request” into the top right
- Under Request type choose “Time Sheet”
- Fill out the required fields
- Add your supervisor as a follower
- Click “Submit”

## **Notifications for FMX**

To set-up the recommended notifications for maintenance requests, schedule requests, technology requests, and transportation requests, follow the steps below:

- Log into FMX
- Click on your name to get to Account Settings
- Scroll down to My Maintenance Requests
- Click on "+ Notification" and click on each of the options.
- Do this for My Maintenance Requests, My Schedule Requests, My Technology Requests, and My Transportation Requests
- Click “Save”