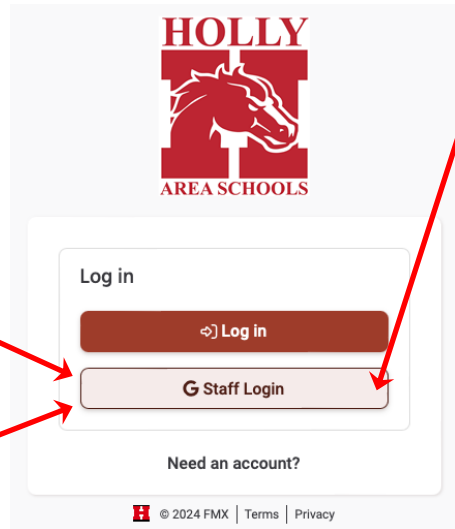


Maintenance Requests in FMX

From the **Quick Links** menu on the district website (www.hask12.org) choose **Staff Resources**.

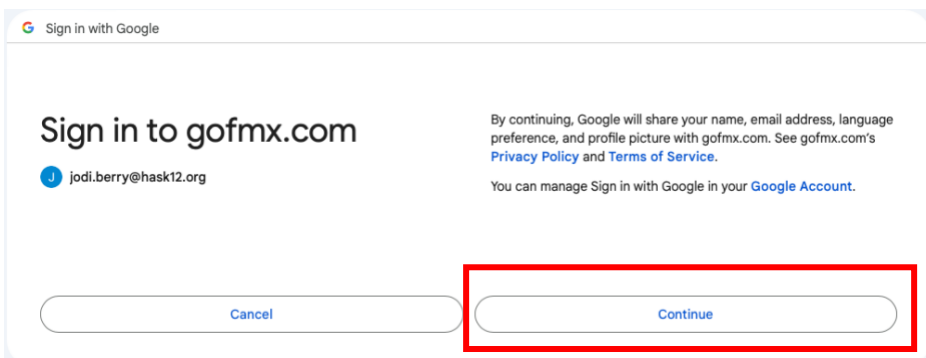
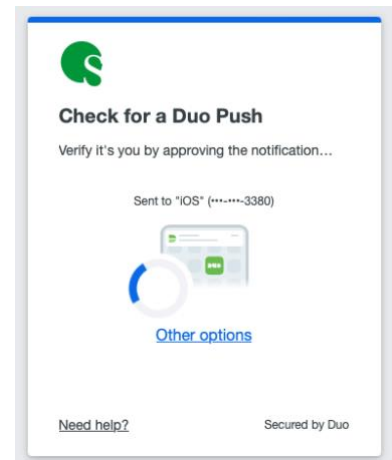
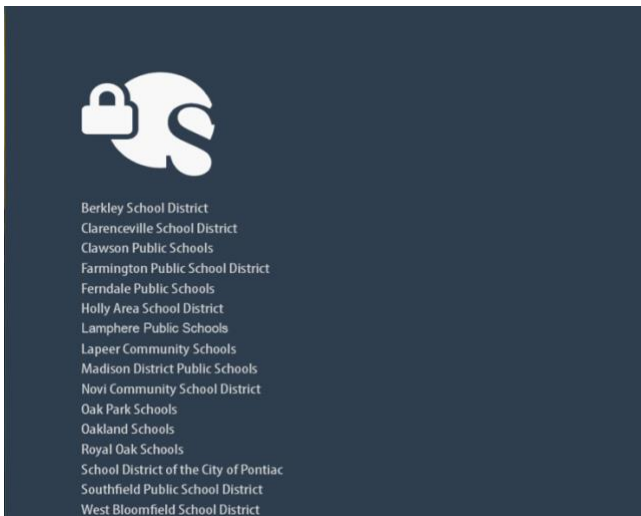
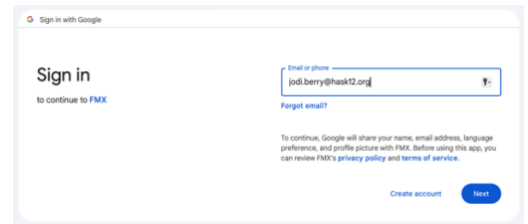
Staff Resources

- Clever
- Destiny Library System
- Discovery Education
- e-Funds / Office
- easyCBM Staff
- Employee Benefits/Navigator
- Email for Holly (Gmail)
- External Sub Frontline Login
- Facility Use
- Foxbright Login
- Frontline Consortium
- HAS Atlas
- HMS Leader in Me
- i-Ready Login
- Illuminate DnA
- Literacy Footprints - Digital Reader
- Maintenance Request



Choose Staff Login

You will be prompted to walk through logging in using your email and email password. You will be prompted for Oakland Schools login and Duo. (You may not see this if you have already gone through these options to access your email today.)



Click the **New Request** button at the top of the screen and choose **Maintenance Request**.

The screenshot shows the 'Calendar' interface. At the top right, a red box highlights the 'New request' button. A red arrow points from this button to a dropdown menu that contains 'New request', 'Schedule request', and 'Maintenance request'. The calendar grid shows dates from July 30 to August 10, 2024. There are two event cards on the calendar, both for '2:15p - 6p' on August 17 and August 24, titled '2741182 - FMX SUPPORT - HHS Gymnasium'. The left sidebar contains navigation options: Reservation Finder, Calendar, Maintenance Requests, Schedule Requests, Help & Updates, and My Logs. The footer shows '© 2024 FMX | Terms | Privacy'.

Or you can choose **Maintenance Request** in the left column and then choose **New Request** and it will automatically open the window for a new schedule request.

The screenshot shows the 'Maintenance Requests' interface. At the top right, a red box highlights the 'New request' button. In the left sidebar, the 'Maintenance Requests' option is highlighted with a red box. The main area shows a search bar, filters (Saved, Filter, Clear), and an 'Export' button. Below the search bar, there is a filter for 'Status: Open'. A table with columns 'Name', 'Building', 'Type', 'Opened', 'Status', 'Assigned users', 'Resolved', and 'Resolver' is shown, but it contains no records. The footer shows '© 2024 FMX | Terms | Privacy'.

New Maintenance Request

Maintenance Requests > New

Request

* Request type: General Maintenance

* Request: Move File Cabinet (test message)

* Building: Holly High School

* Location: Learning Loft

* Description: Please move the filing cabinet in front of my desk to the file room.

A Formatting guide Show preview

* Priority Level: Routine

Attachments

Choose the appropriate drop-down items for your request

Request – overview of request

Description – here you can give the details related to your request

Optional: You can attach an item if needed (ie: picture of broken chair, document with more information, etc.)

Choose **Submit** when finished.

Submit Back

When you submit your request, it will bring you back to the list of your open requests. (There is a filter option that is available if you are looking for past requests)

There are a few options available after you submit your request. The option item examples are listed below:

Maintenance Requests

Success! 7340823 - Move File Cabinet (test message) has been created.

Name	Building	Type	Opened	Status	Assigned users	Resolved	Resolver
7340823 - Move File Cabinet (test message)	Holly High School	General Maintenance	Thu, Jul 18, 2024, 8:43am	Pending resolution	Admin Test Day Porter and Test Day Porter	-	-

Actions menu options: Copy, Print Timeline, Paper, PDF, Print Work Ticket, Paper, PDF

Response options: Respond to Move File Cabinet (test message), Edit Move File Cabinet (test message)

When logged into FMX, you will have an option **My Logs**. This area will show you all of your requests for the **Maintenance** and **Schedule** areas.

My Logs

0 JB

Search Saved Filter Export Settings

Name	Building	Type	Action	Timestamp	Status	
2743967 - Skyward User Group Meeting (test schedule)	Holly High School	Internal Event	Requested	Thu, Jul 18, 2024, 8:52am	Pending Admin Assistant or Principal's approval	🗨️ ⌛ 📄 ⋮
7340823 - Move File Cabinet (test message)	Holly High School	General Maintenance	Requested	Thu, Jul 18, 2024, 8:43am	Pending resolution	🗨️ 📄 ⋮

My Logs