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
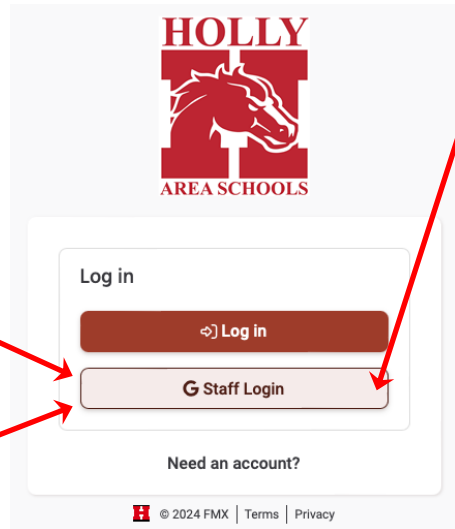
Choose **Staff Login**

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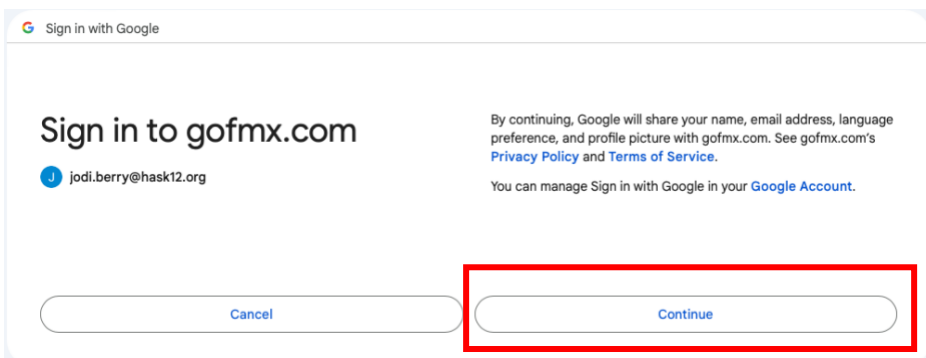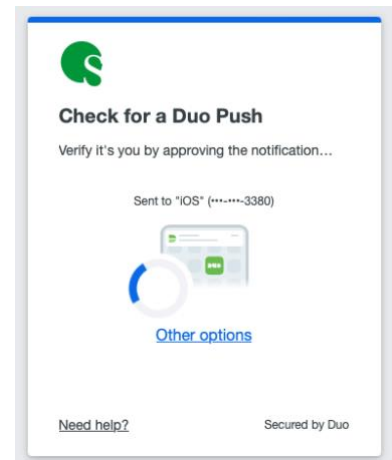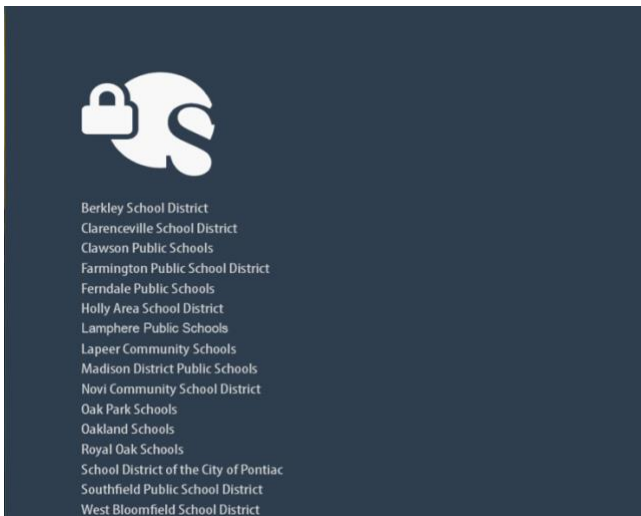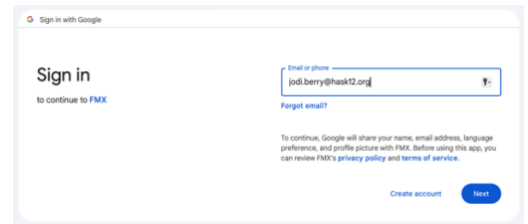
Click the **New Request** button at the top of the screen and choose **Maintenance Request.**

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.

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	📎

Submit   Back

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.

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

New request

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

🔍 Saved Filter Clear   Export Settings

✕ Status: Open

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	AP Admin Test Day Porter and TP Test Day Porter	-	-

- Reservation Finder
- 📅 Calendar
- 🔧 Maintenance Requests
- 🕐 Schedule Requests

💬 ✏️ ⋮
Respond to Move File Cabinet (test message)

💬 ✏️ ⋮
Edit Move File Cabinet (test message)

💬 ✏️ ⋮
Actions
📋 Copy
Print Timeline
📄 Paper
📄 PDF
Print Work Ticket
📄 Paper
📄 PDF

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.