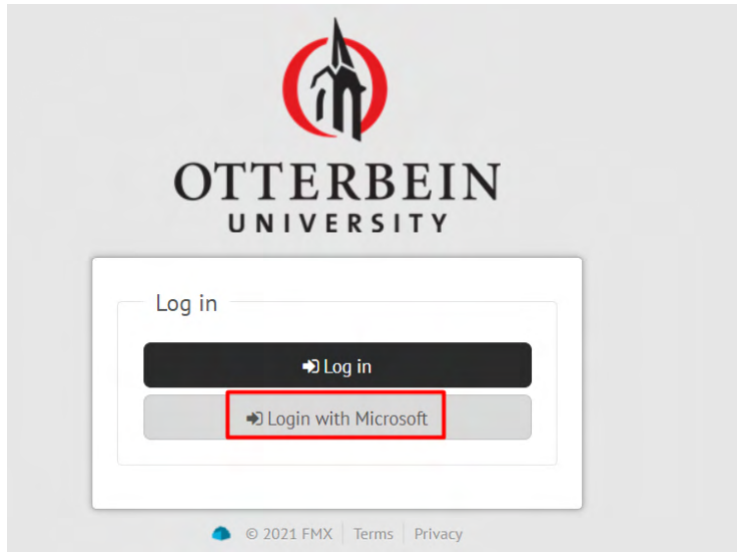


## Event Inquiry and Calendar Guide

### Login to FMX

**Step 1:** Open an internet browser and navigate to (otterbein.gofmx.com)

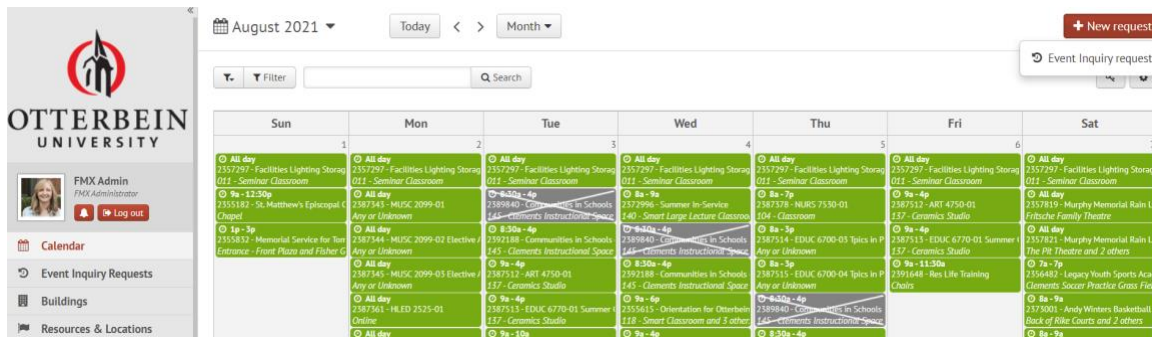
**Step 2:** Log in with the following credentials:



### Create a Request (Shortcut)

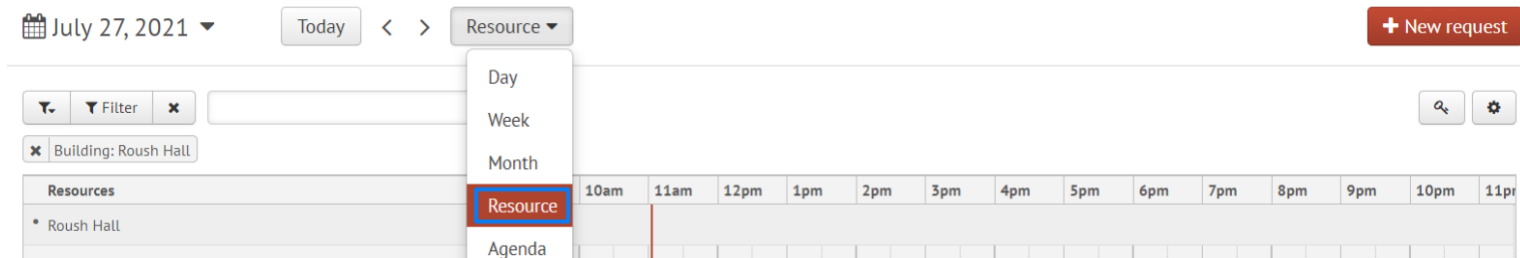
**Step 1:** Click **New request** in the right top corner of the calendar page.

**Step 2:** Choose the request type you would like to submit from the drop down list (see picture below).



## Finding Room Availability

**Step 1:** On the calendar view, select from the drop-down the **Resource** view:

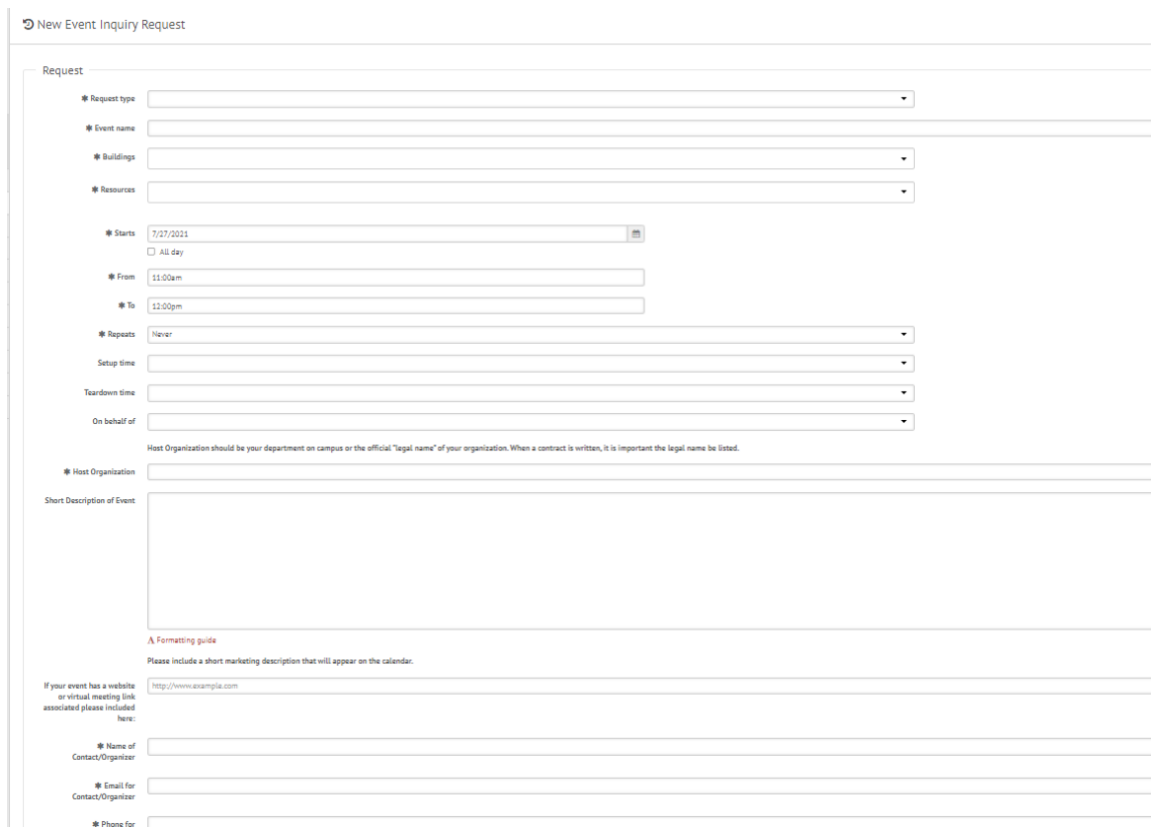


The screenshot shows a calendar interface for July 27, 2021. A drop-down menu is open over the 'Resource' view, with 'Resource' highlighted in a red box. The calendar grid shows time slots from 10am to 11pm. A sidebar on the left shows a filter for 'Building: Roush Hall' and a list of resources including 'Roush Hall'. A '+ New request' button is visible in the top right corner.

**Step 2:** From here, you can filter down by Building and see the Rooms down the left-hand side, and the available times

## Create a Schedule Request

**Step 1:** Click **Schedule Requests** in the left sidebar, then click **New request**.



The screenshot shows the 'New Event Inquiry Request' form. The form contains several fields, some marked with an asterisk to indicate they are required:

- Request type:** A dropdown menu.
- Event name:** A text input field.
- Buildings:** A dropdown menu.
- Resources:** A dropdown menu.
- Starts:** A date and time picker set to 7/27/2021, with an 'All day' checkbox.
- From:** A time input field set to 11:00am.
- To:** A time input field set to 12:00pm.
- Repeats:** A dropdown menu set to 'Never'.
- Setup time:** A dropdown menu.
- Teardown time:** A dropdown menu.
- On behalf of:** A dropdown menu.
- Host Organization:** A text input field with a note: 'Host Organization should be your department on campus or the official "legal name" of your organization. When a contract is written, it is important the legal name be listed.'
- Short Description of Event:** A large text area with a note: 'A Formatting guide. Please include a short marketing description that will appear on the calendar.'
- Website/Meeting Link:** A text input field with a note: 'If your event has a website or virtual meeting link associated please include here:' and an example URL 'http://www.example.com'.
- Name of Contact/Organizer:** A text input field.
- Email for Contact/Organizer:** A text input field.
- Phone for Contact/Organizer:** A text input field.

**Step 2:** Enter the required fields (marked with an asterisk) and click **Submit** to submit the schedule request.

**Step 3:** Check your email for your request confirmation and a link to check the status of your request. New requests will either be finalized or move on to a "Pending" state if they will be approved.

July 27, 2021 ▾

Today

< >

Resource ▾

Filter  Search

Building: Roush Hall

Resources	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm
Roush Hall												
015A												
114 - Smart Classroom												
116 - Smart Classroom												
117 - Smart Classroom												
118 - Smart Classroom												
120 - Smart Classroom												
121 - Smart Classroom												
204 - Smart Classroom												
210 - Smart Classroom												
212 - Computer Lab												
213 - Smart Classroom												
214 - University Ambassadors Office Space												
30" Adjustable high/low tables (10)												

2387489 - EDUC 5000-01  
2387490 - EDUC 6000-01

## Edit a Schedule Request

**Step 1:** Find the schedule request you wish to edit (on the calendar or in the schedule requests grid), then click the **Edit** icon (from the grid) or click **on the request** and then click the **Edit** icon (from the calendar, see picture below).

Requests > Awards Banquet

2113828 - Awards Banquet on Thu, Jan 30, 2020 Pending Athletic Director's approval

Respond More



**FMX Community** opened this request

January 23, 2020 @ 9:40 AM

**Request type** Community Event

**Event name** 2113828 - Awards Banquet

**Building** Auditorium

**Resources** Stage

Edit

**Step 2:** After making the necessary editing changes click **Save**.


## Respond to a Schedule Request

**Step 1:** Find the schedule request you wish to respond to (on the calendar or in the schedule requests grid), then click **Respond**.

**Step 2:** Enter a response (see picture below).

Requests > Awards Banquet

2113828 - Awards Banquet on Thu, Jan 30, 2020 Pending Athletic Director's approval Respond More

 **FMX Community** opened this request  
January 23, 2020 @ 9:40 AM Edit

**Request type** Community Event

**Event name** 2113828 - Awards Banquet

**Building** Auditorium

**Resources** Stage

**Response**

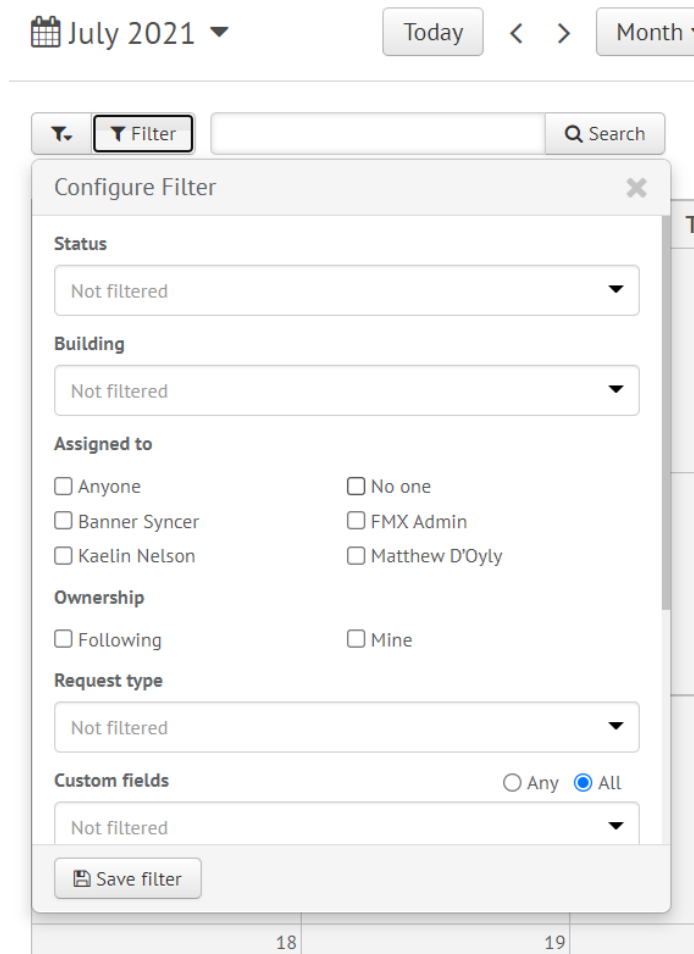
\* Response

[Empty text input area for response]

**Step 3:** Click **Respond** to send your response. This will generate an email notification to all users involved with the request

## Filter in Calendar View

**Step 1:** Click the Filter button above the calendar view and select the filter you would like:

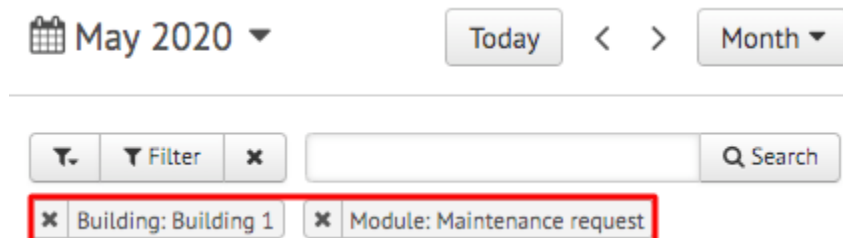


**NOTE:** You may choose more than one filter at a time

## Remove Filters

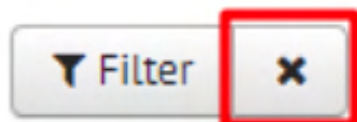
If you're having trouble locating certain requests, events, or other information on your FMX calendar or in your FMX grids it could be because you have a filter selected that is hiding the information you're looking for.

You can see the filters that have been applied by looking underneath the Filter and Search bar:



## Remove All Filters

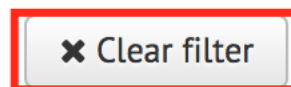
To quickly remove all of the filters that are currently selected, click on the "x" attached to the filter button:



Another way to remove filters is to click on the "Filter" button and choose "Clear Filter" at the bottom of the page:

### Status

Deleted x ▼



## Remove a Single Filter

To remove filters one at a time, click on the "x" button next to the filter(s) you would like to remove:

May 2020 ▼ Today < > Month ▼

Filter x [ ] Q Search

x Building: Building 1 x Module: Maintenance request

## Save Filters

To save your current filters for future use, click the button at the bottom that says "Save Filter":



Then type in the name of this saved filter. Once done, click the checkmark to save:

