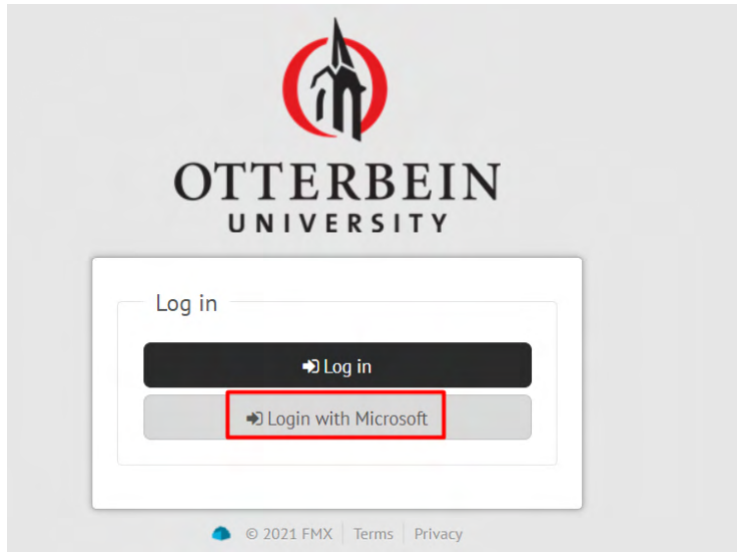# Event Inquiry and Calendar Guide

## Login to FMX

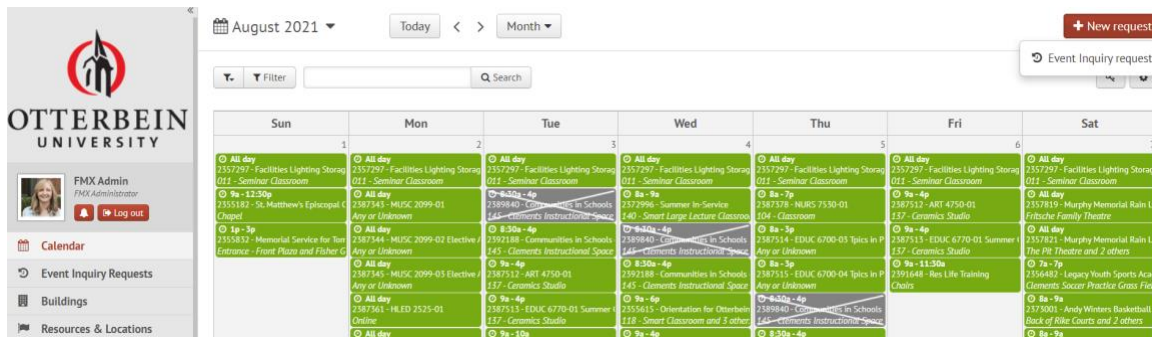**Step 1:** Open an internet browser and navigate to (otterbein.gofmx.com)
**Step 2:** Log in with the following credentials:


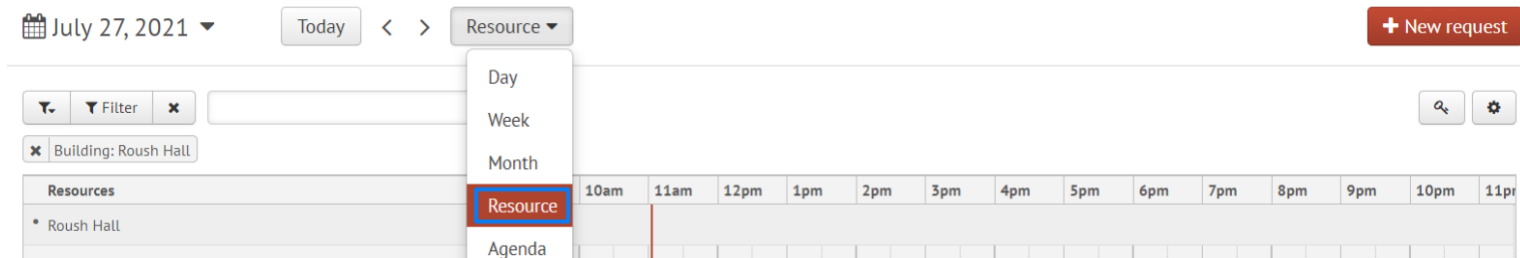
## Create a Request (Shortcut)

**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:
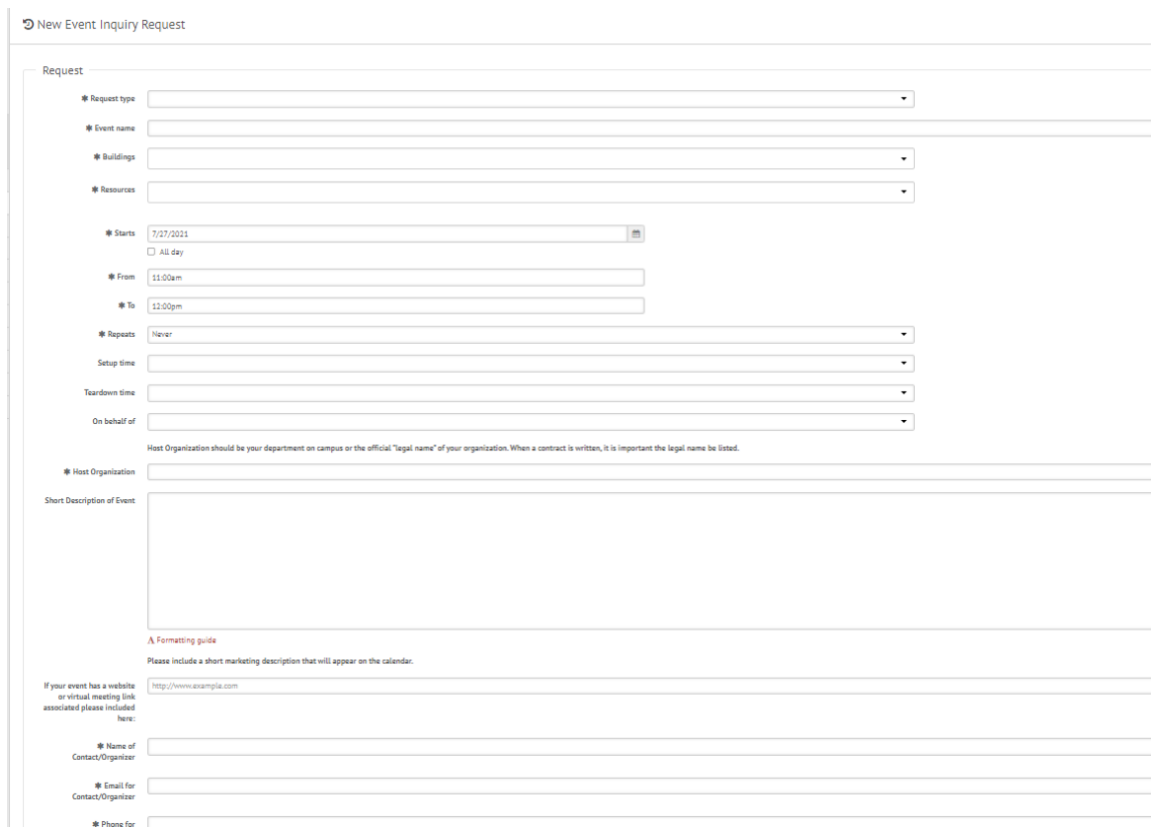


**Step 2**: From here, you can filter down by Building and see the Rooms down the left-hand side, and the available times

## Create a Schedule Request

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



**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.

## 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).



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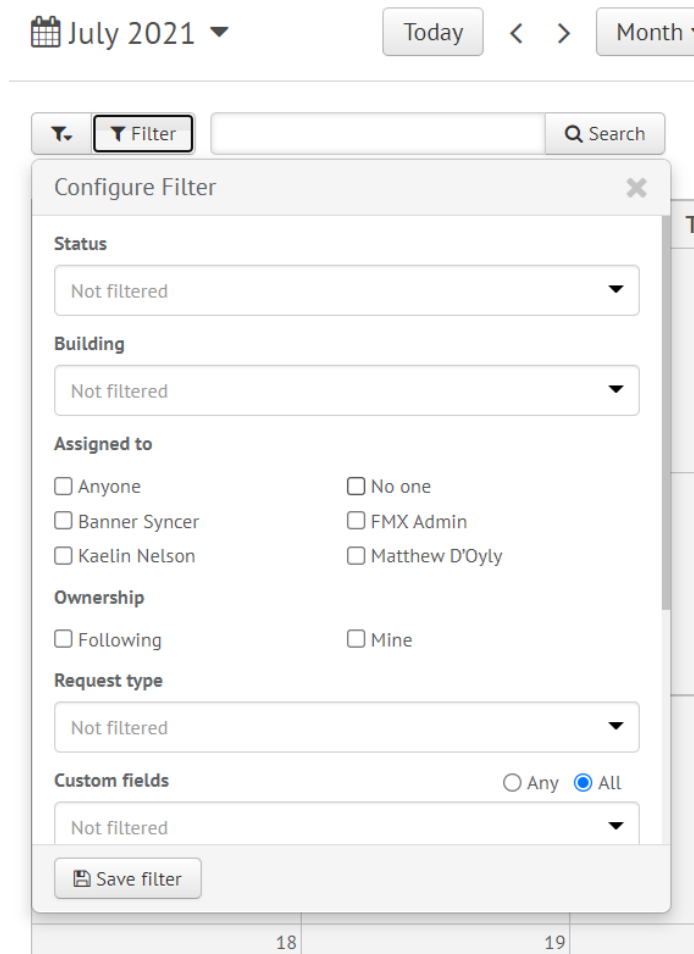
**Step 2:** Enter a response (see picture below).



**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:
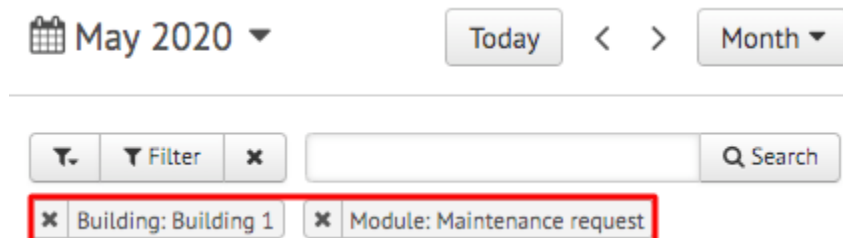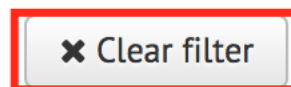
## Remove All Filters

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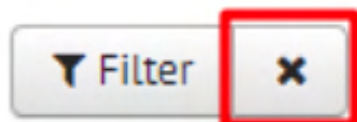


Another way to remove filters is to click on the "Filter" button and choose "Clear Filter" at the bottom of the page:



## 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:

## 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: