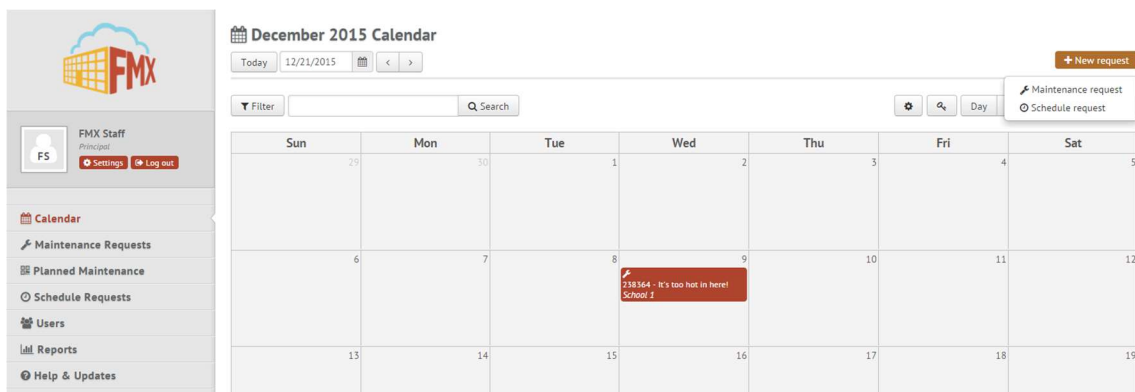


Create a Technology Request

Step 1: Launch the FMX application from your desktop



Step 2: Click **New Request** in the top right of the screen and then click **Maintenance, Technology, or Custom Work Request**.



Step 3: Fill out the work request form and click **Save**.

The screenshot shows the 'New Maintenance Request' form in the FMX system. The left sidebar contains navigation links: Calendar, Maintenance Requests (highlighted), Planned Maintenance, Schedule Requests, Users, Reports, and Help & Updates. The top header shows the user 'FS' as 'FMX Staff Principal' with 'Settings' and 'Log out' buttons. The breadcrumb trail is 'Maintenance Requests > New Maintenance Request'. The form title is 'New Maintenance Request'. The 'Request' section includes: 'Request type' (Heating-Cooling), 'Request' (It's too hot in here!), 'Building' (School 1), 'Location' (empty), 'Equipment' (empty), and 'Description' (My room is too hot!). An 'Attachment 1' section has a 'Select file' button. At the bottom are 'Save' and 'Back' buttons.

Maintenance Requests > New Maintenance Request

New Maintenance Request

Request

* Request type: Heating-Cooling

* Request: It's too hot in here!

* Building: School 1

Location:

Equipment:

Description: My room is too hot!

Attachment 1:

After submitting your request, you will receive a confirmation email with a link to track the status of your request. You will also receive email notifications when your request is modified.