FACILITIES DEPARTMENT
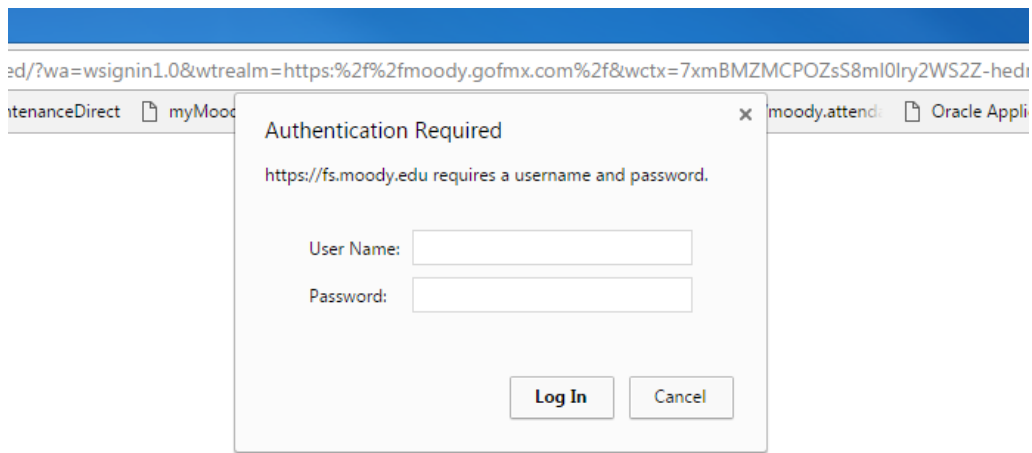
FMX Work Order Guide

FMX Log-In Tutorial Guide

New To FMX? Here is how to get started!

1. **To login, copy and paste this link to your web browser moody.gofmx.com/login . Or use the link on the Facilities MyMoody page. (If you are a frequent user, we recommend bookmarking the address).**
2. **You will see the login info on the page below. Simply click on Moody Login.**
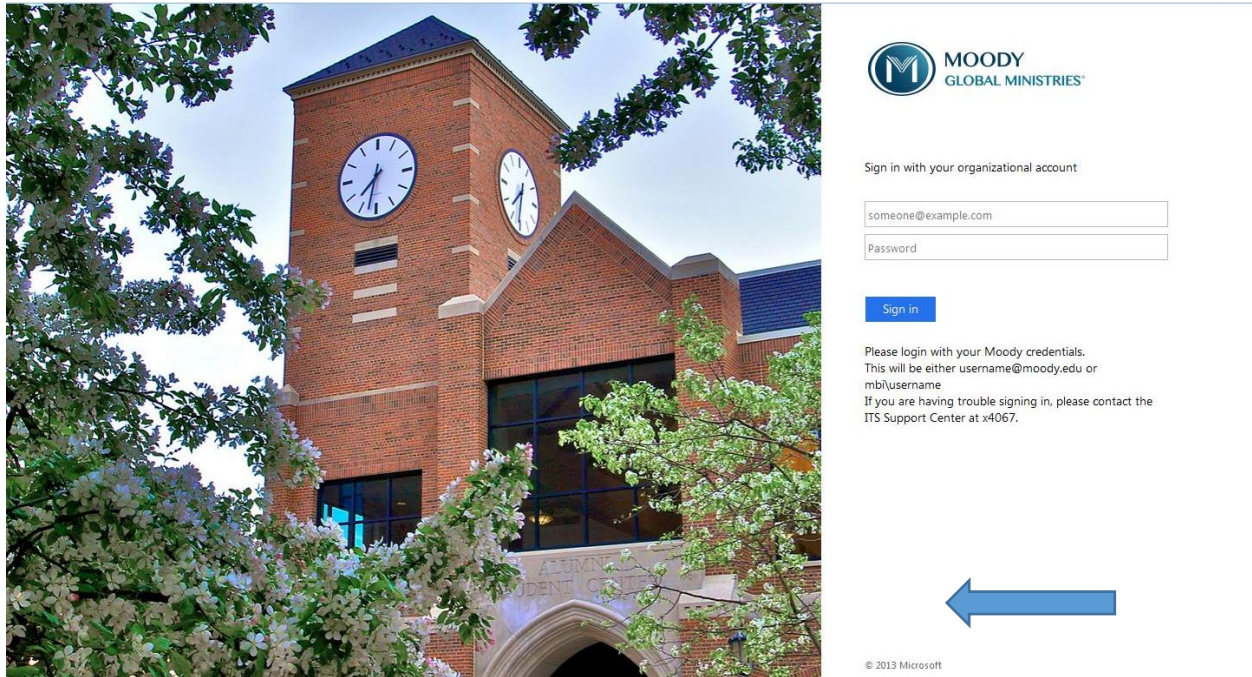
3. **You will then see the screen below pop-up. Type in your typical Moody credentials. The password will match whichever password you are currently using and will automatically update in FMX when you change your Moody password quarterly. If you save the password to your web browser be sure to update it and save it when you create a new one.**

Authentication Required ✕

https://fs.moody.edu requires a username and password.

User Name: [   ]

Password: [   ]

[Log In]   [Cancel]

Your screen should open to the FMX Homepage and you are ready to get started!

Work Request- FMX Tutorial Guide

Need to make a maintenance request? Follow the instructions below!

1. Once you have logged in, you will be on the home screen with your calendar. In the top right corner you will see a **New Request** button. In the drop down that appears, click **Work Request**.
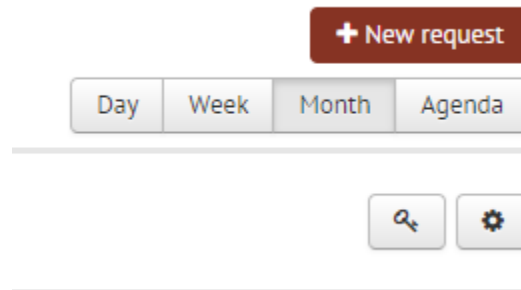
2. When you get to the new maintenance request page, click on **Request Type**. Another drop down will appear with the different Work Request categories. **See Reference Guide for different request types.

3. When you click on the category you need, the form will change to that specific request type. For example, if you click on "Facilities Office & Fob Access," this will appear.

🔧 **New Work Request**

Request

✱ Request type	Facilities Office and Fob Access ▼
✱ Request	This field will be populated automatically once you save the request.
✱ Building	CHI-Jenkins Hall ▼
✱ Floor	Ground Floor ▼
✱ Room or Area	Jenkins
✱ Facilities Office Request Category	ID's and Fobs ▼
✱ Requested Completion Date	8/11/2017 📅
Account to be Charged (9 digit number xxxx-xxxxx)	1234-56789
Additional Details	We need an ID for a new student (ID #1234567) who will be living on-campus. He will need regular male on-campus student access, as well as Jenkins.
Office Request Attachemnents	Photo, artwork, or graphics as it applies.
Attachment	📎

4. The areas with asterisks _must_ be filled out. You will be prompted to give more information as you fill out the form. There is an Additional Details box where you can put any information you feel is necessary for the request to be completed. Here is another example.

🔧 New Work Request

Request

|	
✱ **Request type**	Event Set-Up ▼
✱ **Request**	This field will be populated automatically once you save the request.
✱ **Building**	CHI-Alumni Student Center ▼
✱ **Floor**	Ground Floor ▼
✱ **Room or Area**	The Commons
✱ **Event Name**	Welcome Week
✱ **Event Date**	8/14/2017 📅
✱ **Set up time**	7:00am
✱ **Event End Date**	8/18/2017 📅
✱ **Tear Down Time**	5:00pm
Equipment	Please indicate your request for any of the following items by placing the amount needed beside each one
4'x4' Stage Pieces	
6' Tables	2
8' Tables	4
Round Tables	
Chairs	12
Tensabarriers	6
Bed Linen Kits (conferences only)	
Please select any services needed from the adjacent drop down menu	Banner hanging ✕ Additional trash/recycling bins ✕ Public Safety Presence ✕ Parking ✕ Table Skirting ✕ ▼
Account to be Charged (9 digit number xxxx-xxxxx)	1234-56789
Additional Details	
Event Request Attachments	Please attach a detailed diagram of the desired set up
Attachment	📎

💾 Submit   ← Back

5. Click **Submit** to save your request. Once you have done that, 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.
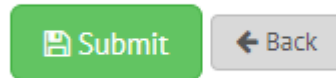
Respond to a Work or Planning Request

1. Find the Maintenance or Planning request you wish to respond to (on the calendar or in the Maintenance and Planning requests grid), then click **Respond.**
2. Enter a response (see picture below).

3. Click **Save** to send your response. This will generate an email notification to all users involved with the request.
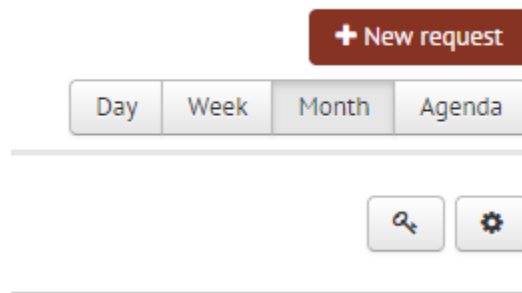
Project Request- FMX Tutorial Guide

Need to make a project request? Follow the instructions below!

Project Requests are for work orders that will involve more than one facilities departments. These requests include carpet replacement, new furniture request, complete office space reconfiguration, and complete space remodel.

If you would like to re-organize your cubical or small office space, please submit a "Maintenance Request" under the Office Furniture/Moves category.

1. Once you have logged in, you will be on the home screen with your calendar. In the top right corner you will see a **New Request** button. Click that. Next, click on **Project Request** in the drop down that appears.

2. When you get to the new project request page, click on **Request Type**.

3. Once you pick your request type, you will be prompted to fill in the form. Be as specific as possible with what you will need done for your project.

New Projects Request

Request

✱ Request type	Office Space Reconfiguration ▼
✱ Request	I would like to rearrange my entire office space.
✱ Building	CHI-Crowell Hall ▼
✱ Floor	4th Floor ▼
✱ Room or Area	402
✱ Description	I would like my office space to be rearranged like the blueprint attached. I would also like new paint on the walls and new carpet. I have also attached a photo of how I would like my pictures hung.
✱ Account Number to be charged (9 Digit Number XXXX-XXXXX)	1234-56789
Attachment	📄 Work Order.pdf ✕
	🔗

4. When you are finished, click **Submit** at the bottom. The Project Request will appear on your calendar. You will receive an email when the request is received, approved, and completed.
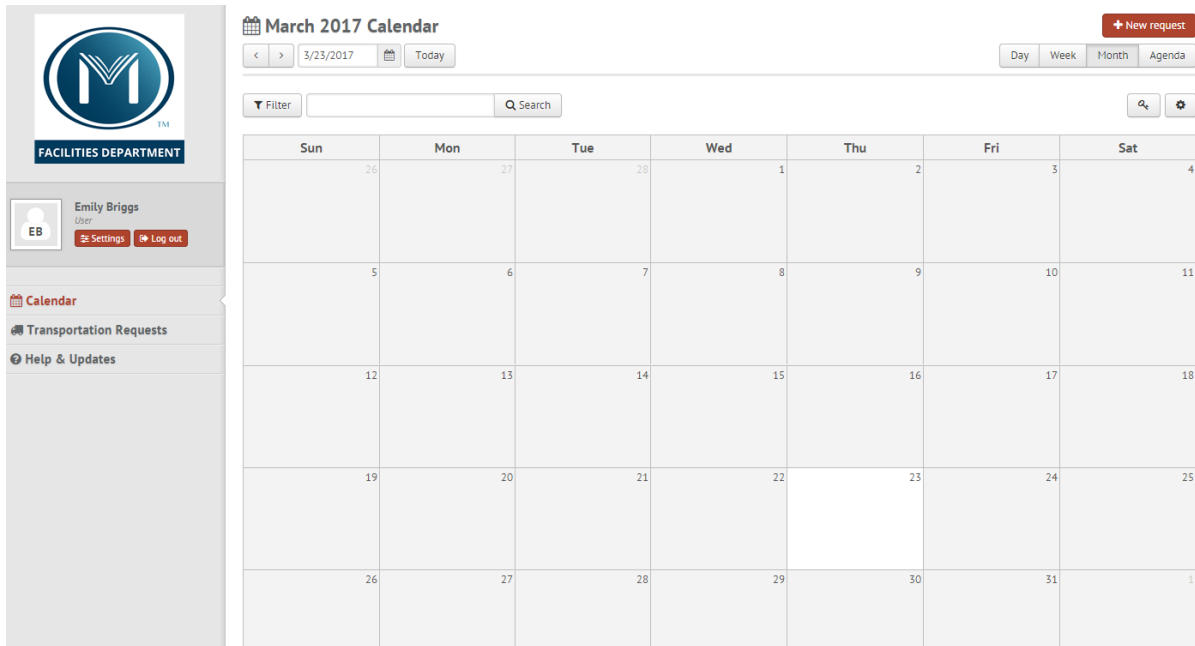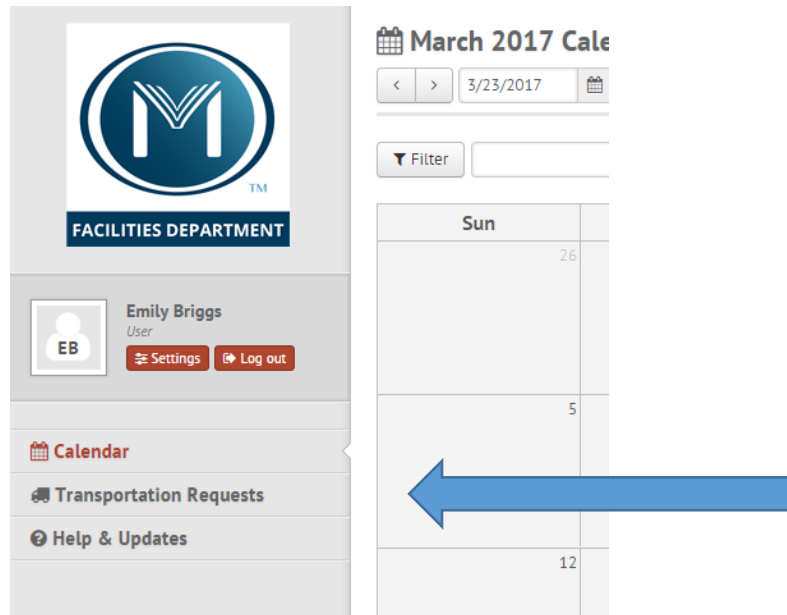
💾 Submit   ← Back

Moody Fleet Rental – FMX Tutorial Guide

Need to make a Fleet Reservation? Follow the instructions below!
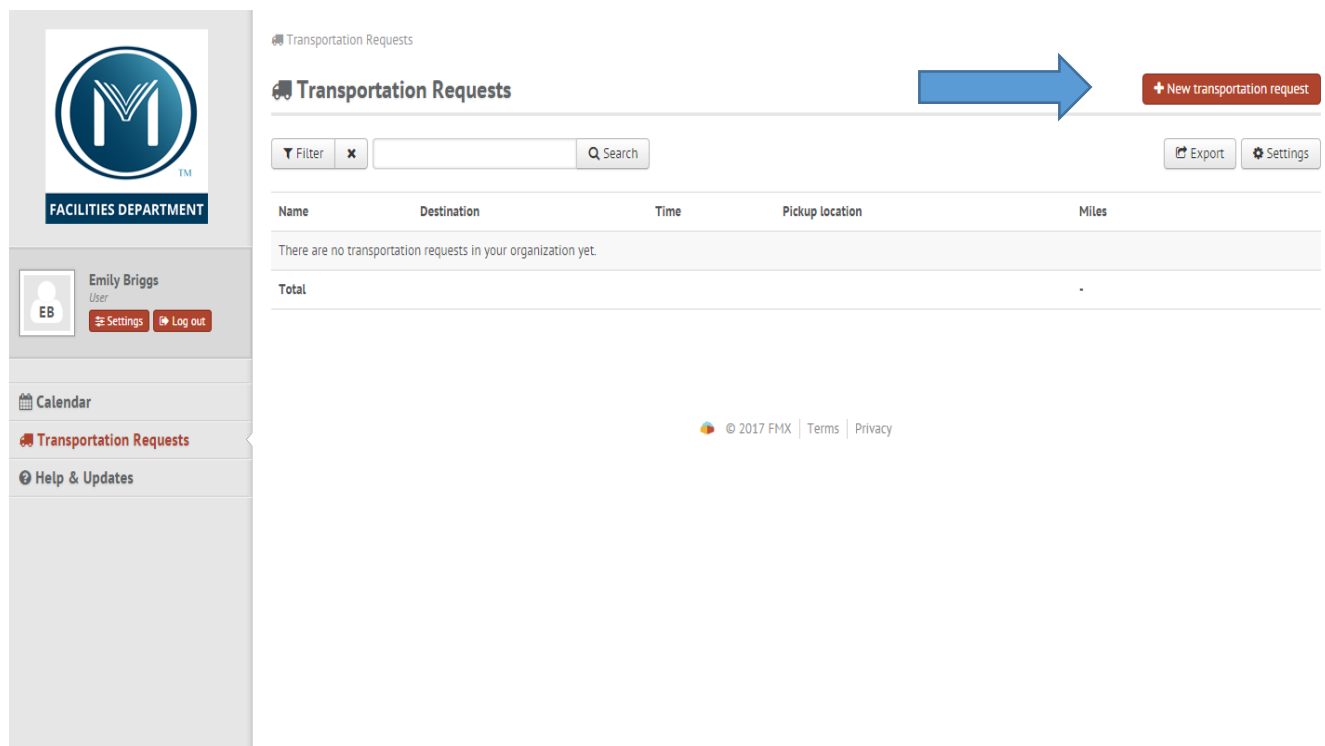
1. Once you have logged in, you will be on the home screen.

2. Next, click on the Transportation Requests link on the left side bar under your login name

3. On the next screen, look to the far top right and click on the red button marked "New Transportation Request"

4. The request form will appear and you can begin making your reservation.

5. What to fill in…
   - **Event Name: Personal Name or Trip Name etc. (Example: Jane Smith or Music Tour)**

- **Building: This is a software requirement. Always choose Fleet-Chicago**

New Transportation Request

Request

✱ Event name	Music Tour
✱ Building	*Fleet - Chicago ▲
	*Fleet - Chicago
✱ Pickup location	*Fleet - Spokane
On behalf of	▼

- **Pickup location: Software Requirement. Always type "Chicago"**

New Transportation Request

Request

✱ Event name	Music Tour
✱ Building	*Fleet - Chicago ▼
✱ Pickup location	Chicago
On behalf of	▼

- **Destination: If you have a name and address of the location please include it in the space provided. Otherwise the city and state will suffice.**

Request

✱ Event name	Music Tour
✱ Building	*Fleet - Chicago ▼
✱ Pickup location	Chicago
On behalf of	▼
✱ Destination	Joliet, Il

- **Please enter your <u>Departure Date/ Time</u> and <u>Return Date/Time</u>. This needs to be the time you plan to pick up the keys to the time you plan to return them.**

✱ Destination	Joliet, Il
✱ Departure time	4/3/2017 📅
	9:00am
✱ Return time	4/7/2017 📅
	5:00pm

- **Please choose whether the rental is for yourself or someone else.**

✱ Departure time	4/3/2017 📅
	9:00am
✱ Return time	4/7/2017 📅
	5:00pm
✱ I am requesting a vehicle for	▲
	Myself
Driver Information	Someone else

- **All information for the approved Driver must be entered in the next sections. Please use a valid cost center code for your department. We ask you include a cell phone number in case the driver needs to be reached while gone. (This number will not be shared).**

Driver Information   Please fill out the information for the person who will be using the vehicle.

* Name   [   ]

* Email   [   ]

* Phone Number   [   ]   ⭐

* Department   [   ]

* Account to be Charged [   ]   ⭐
(must be at least 4 digits)

- **Choose the type of vehicle you would like to rent. Only choose the Chicago vehicle options.**

Vehicle Request Details   Please enter all applicable information for your vehicle request.

* Vehicle Type   [Sedan (5 passengers) - Chicago   ▲]   ⬅

                  Mini-Van (7 passengers) - Chicago
                  Sedan (5 passengers) - Chicago
* Who will be the approved   Mini-Bus (15 passengers) - Chicago
                     driver?   Cargo-Van (Employee use ONLY) - Chicago
                              Sedan - Spokane
* Number of Passengers   Pickup Truck - Spokane
                              SUV - Spkane
* Number of Vehicles

Passenger Roster (Type
below or attach at the
bottom)

- **Now enter your Approved Driver and Number of Passengers**

Vehicle Request Details	Please enter all applicable information for your vehicle request.

* Vehicle Type   Sedan (5 passengers) - Chicago   ▼

* Who will be the approved driver?   Jane Smith

* Number of Passengers   4

- **Should your reservation require more than 1 vehicle please list that under <u>Number of Vehicles</u>. Otherwise just type 1.**
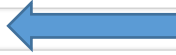
* Who will be the approved driver?   Jane Smith

* Number of Passengers   4

* Number of Vehicles   1

- **Should you need more than 1 vehicle follow the steps below. <u>YOU ONLY NEED ONE RESERVATION</u>. We will assign multiple vehicles internally. Fill in the <u>Number of Passengers</u>, <u>Number of Vehicles</u> and list what vehicles you would like in the <u>Other Notes</u> section.**
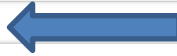
✻ Number of Passengers   11

✻ Number of Vehicles   2

Passenger Roster (Type below or attach at the bottom)

✻ Include IPASS   Yes

Other Notes   We need one 5 passenger Sedan and 1 Mini-Van

- **Finally, make sure you choose whether you need an IPass or not, include any attachments, review your reservation and click SAVE.**

✱ Include IPASS

Other Notes

Attachment

🖫 Submit   ← Back

Once you click Submit you will see the request listing under the <u>Transportation Request</u> tab. You can edit it at any time. If you click on the Calendar tab, you will see your reservation on the Calendar. At first it will be red while it is pending approval. Once it has been approved, it will turn Green and you will receive an email notification.

FMX Work Requests

Automotive
Fleet vehicle issues (i.e. brakes, lights, needs cleaning, gas levels, smells, etc.)

Carpentry/Interior Maintenance
Ceiling tiles,
Doors and hardware
Floor, furniture, and wall repairs
Hanging pictures/shelves
Window blinds/glass

Custodial/Housekeeping
Bathroom –cleaning/refill dispensers
Carpet cleaning- large area/spot check
Recycling/Trash
Vacuum not working
Washers/Dryers

Electrical/Lighting
Cover plate missing
Fire Escape/EXIT light out
Light cover/outlet broken
Lights out
Outlet has no power
Pull string broken
Switch broken/loose

Event Set-Up
After hours: heating, cooling, unlocks
Electrical set up
Event security
Linens (conferences only)
Requests for set up
Trash cans

Exterior Maintenance/Grounds
Brick/Masonry
Exterior- Concrete/Sidewalks/Stairs
Graffiti
Snow Removal
Water leak: roof/ceiling/window

Facilities Office & FOB Access
ID cards/FOB
Library Card
Name Badge
Vinyl

Fire Safety
Detector- fire alarm/carbon monoxide
Fire alarm light
Fire pull box

Heating/Cooling
Cannot access temperature control webpage
Fan makes noise
No airflow
Temp. too hot/too cold

Keys/Locks
Problems turning key in lock
Replace broken/lost key
Replace broken lock

Mechanical/Elevators/Appliances
Appliances
Elevators
Kitchen Equipment- Food Service
Pool

Office Furniture/Moves
Ergonomics assessment
Office furniture- additional furniture/broken
Re-configure office/cubicle

Paint
Paint- small area/whole room
Repair- peeling paint/scratch

Pest Control
Indicate what and where pests were seen

Plumbing
Interior water leaks
Specify plumbing fixture and problem

Public Safety
Fire extinguisher
Mini-bus driving test

Telecom/Connectivity
Add new connection
Assign new phone number
Phone not working properly
Repair wall internet/phone jack

FMX Project Requests
Carpet replacement
Complete office space reconfiguration
Complete space remodel
Furniture request

FMX Transportation Requests
Request a Moody Fleet Vehicle