



LOUISIANA DELTA

COMMUNITY COLLEGE

Facilities & Service Request Instructions

**Please note without a submitted AND approved Schedule Request, you are not allowed to be in a conference room or facility.*

Create a Maintenance, Technology or Schedule Request

Step 1: Open an internet browser and navigate to ([Login - FMX \(gofmx.com\)](https://gofmx.com))

Step 2: Select "Need an Account"



Log in


→ Community Login

→ Employee Login

Need an account?

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- Use your LA Delta Email to register
- You do not need to attach "Liability Insurance"

A Formatting guide  Show

Liability Insurance

You can ignore
this.

Step 3: Log in with the following credentials:

- LA Delta Email
- Password

Log in

Community Login

Employee Login

Need an account?

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Step 4: On the screen below, select New Request in the top right of the screen and then click Maintenance, Technology or Schedule Request.

*Schedule Requests are for requesting a facility for an event or renting a car.

January 2020 Today < > Month

Filter Search

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11

- + New request
- Schedule request
- Transportation request
- Maintenance request
- Technology request

Step 5: Fill out the work request form and click Submit.

- Every field with an (*) MUST be filled out.
- If you have any pictures you would like to attach, please add that under attachments.

■ ***EX. Maintenance Request***

Every field with an () MUST be filled out.

****For campuses other than Monroe, Maintenance Requests are only to be submitted by the individuals below:***

- West Monroe Campus
 - Primary: Julia Toliver
 - Secondary: Nathan Hall

- Winnsboro Campus
 - Primary: Magen Martin
 - Secondary: DeAnne Kiper

- Ruston Campus
 - Primary: Grace Ruiz
 - Secondary: Mary Watkins

- Jonesboro Campus
 - Primary: Grace Ruiz
 - Secondary: Pamela Holland

- Bastrop Campus
 - Primary: Geneva Johnson
 - Secondary: Antonio Hearn

- Lake Providence & Tallulah
 - Primary: Phillip Henson
 - Secondary: Scott Cox



New Maintenance Request

Maintenance Requests > New

Request

* Timestamp Today @ Now

* Request type Plumbing

* Request Clogged Toilet

* Building JA_MON_LPB

Location

On behalf of

Equipment

* Due 6/15/2022

Followers

Description The third stall in the 1st floor Women's Bathroom is clogged.

[A Formatting guide](#) [Show preview](#)

Attachments

Submit

Back

- *EX. Technology Request*
Every field with an () MUST be filled out.



New Technology Request

Technology Requests > New

Request

* Request type

* Request

* Building

Location

Other location

Equipment

* Due

Followers

Description

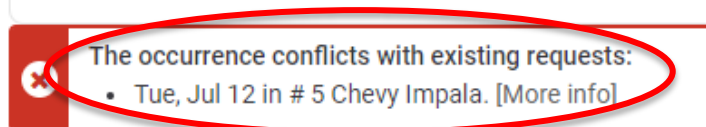
[Formatting guide](#) [Show preview](#)

Attachments

■ *EX. Schedule Requests (for requesting Vehicles)*

Every field with an () MUST be filled out.

- Schedule Requests are used to request facilities AND car rentals.
- If a vehicle is NOT available during the date and time you are submitting your request for, FMX will not allow you to request that vehicle.



- For Out of District travel, an approved Travel Authorization form MUST be attached for requesting vehicles.



d) When requesting a vehicle, the Schedule Request will still require you to answer, "Number of Attendees and "Will This Event Have Alcohol?" Please respond with a number and no to submit your request.

Request

* Request type	Vehicle Request	Please be sure to select "Vehicle Request" for vehicles, not "Staff"
* Event name	TEST	
* Buildings	JA_MON_ATC	
* Resources	# 5 Chevy Impala	
* Starts	7/12/2022	
	<input type="checkbox"/> All day	
* From	11:00am	
* To	12:00pm	
* Repeats	Never	
Setup time		
Teardown time		
On behalf of		
* Number of Attendees	2	Please input a number and respond with "No" to submit your request.
* Will This Event Have Alcohol?	No	

A Formatting guide Show preview

Attachments

Submit Back

Attach the signed Travel Authorization form here.

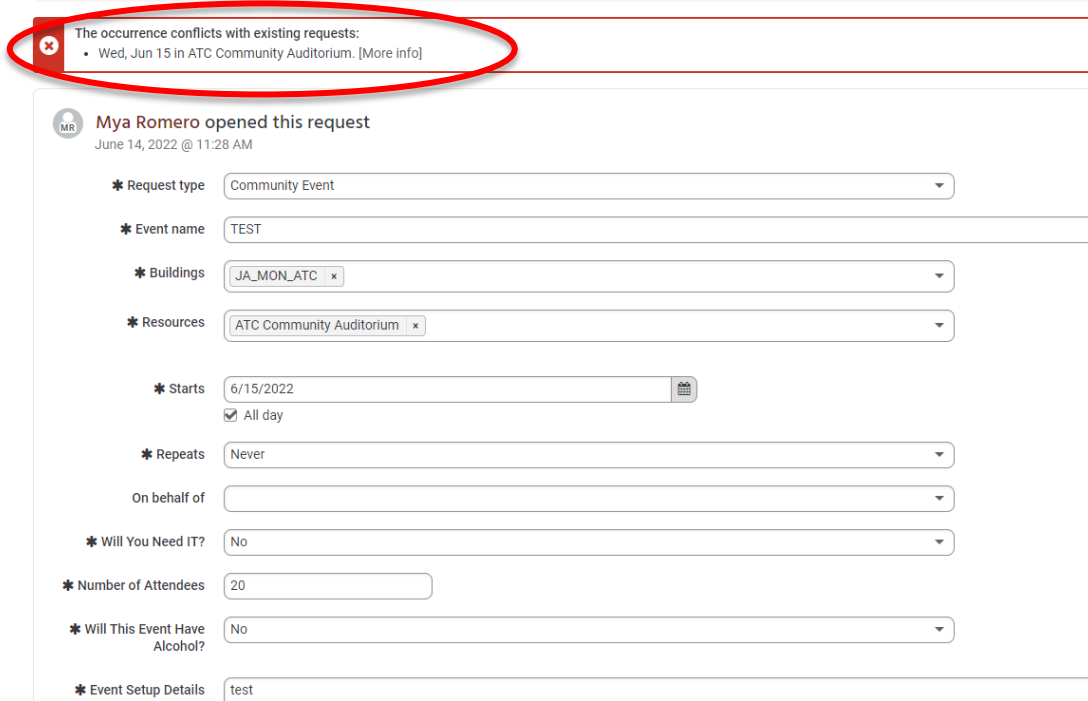
EX. Schedule Requests (for requesting Facilities)

Every field with an () MUST be filled out.

a) Schedule Requests are used to request facilities AND car rentals.



b) If a facility is NOT available during the date and time you are submitting your request for, FMX will not allow you to submit a request for that facility. See the picture below.



The screenshot shows a web form for submitting a request. At the top, a red-bordered box contains an error message: "The occurrence conflicts with existing requests:" followed by a bullet point: "Wed, Jun 15 in ATC Community Auditorium. [More info]". Below this, the user "Mya Romero" is noted as having opened the request on June 14, 2022, at 11:28 AM. The form fields are as follows:

- * Request type: Community Event
- * Event name: TEST
- * Buildings: JA_MON_ATC
- * Resources: ATC Community Auditorium
- * Starts: 6/15/2022, with an "All day" checkbox checked.
- * Repeats: Never
- On behalf of: (empty)
- * Will You Need IT?: No
- * Number of Attendees: 20
- * Will This Event Have Alcohol?: No
- * Event Setup Details: test

c) For Schedule Requests there are four additional major fields that are required to fill out ("Repeats," "Will You Need IT?" "Number of Attendees," and "Will This Event Have Alcohol?")



New Schedule Request

Requests > New Schedule Request

Request

* Request type	Staff Event
* Event name	Orientation
* Buildings	JA_MON_ATC
* Resources	ATC Community Auditorium
* Starts	5/20/2022 <input type="checkbox"/> All day
* From	2:00pm
* To	3:00pm
* Repeats	Never
Setup time	
Teardown time	
On behalf of	
* Will You Need IT?	Yes
Auditorium Equipment Items	Sound system (podium microphone with 6 in-ceiling speakers providing full audio coverage) Laptop connection with USB drive and internet/PowerPoint presentation availability
* Number of Attendees	50
* Will This Event Have Alcohol?	No

- i. "Repeats" simply refers to how often this event will be repeated, which allows you to request a facility for the event for multiple dates. See below.



* Repeats Weekly

* On Never

* Every Daily

* Ends Weekly

Monthly

Yearly

Custom

ii. Other fields will be required to be filled out, depending on which option you choose for "Repeats." See below for an example.

* Repeats Weekly

* On Sun Mon Tues Wed Thur Fri Sat

* Every Week

* Ends The following month

iii. If you select "Yes" for the "Will You Need IT?" field, a dropdown box will appear that allows you to select the IT capabilities that are available in that specific facility. It is important to note that not all facilities have the same IT capabilities, so the IT equipment items to choose from will differ depending on the facility you request.



Auditorium Equipment Items	Sound system (podium microphone with 6 in-ceiling speakers providing full audio coverage) x Laptop connection with USB drive and internet/PowerPoint presentation availability x
Number of Attendees	2 handheld wireless microphones
* Will This Event Have Alcohol?	Wireless lapel mic available to provide ease of mobility for featured speaker presentations Video wall to display event or corporate logo or event image Video conferencing options includes Webex, Microsoft Teams and Zoom for display on video wall. Streaming audio and video available from auditorium site to online participants

Step 5: 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 denied, approved or modified.

Respond to a Maintenance, Technology, or Custom Work Request

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





FMX Admin opened this request

October 2 @ 4:28 PM

Edit

Request type Heating-Cooling

Request It's too hot in here!

Building Main Building

Location Main Office

Due Thu, Oct 4

Description -

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

Response

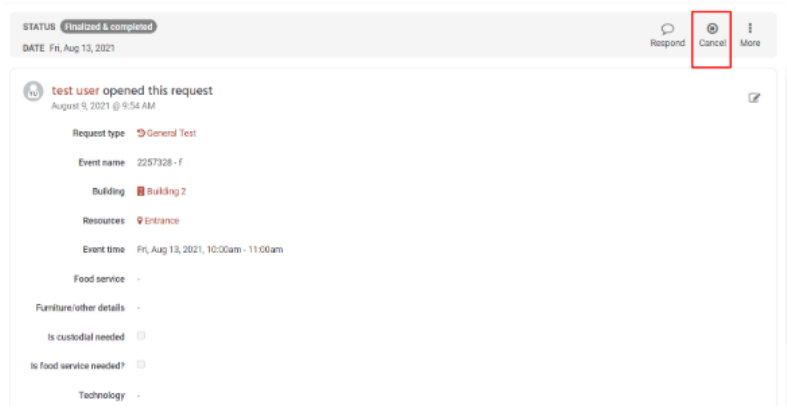
* Response

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



How to Cancel a Schedule Request

1. Find the schedule request that needs to be cancelled or rescheduled and click the **"Cancel"** button in the upper right-hand option menu on the request's details page.



2. Enter the reason the event is being cancelled and click the red **"Cancel this request"** button. You will be able to reschedule this event by clicking **"More"** in the upper right corner, and then by clicking **"Reschedule"**.

A screenshot of a 'Cancel' dialog box. It has a title 'Cancel' and a text input field labeled '* Reason'. Below the input field is a link for 'A Formatting guide'. At the bottom, there are three buttons: 'Reschedule' (disabled), 'Cancel this request' (highlighted in red), and 'Back'.