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))
Step 2: Select "Need an Account"

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

Step 3: Log in with the following credentials:
- LA Delta Email
- Password

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.

Step 5: Fill out the work request form and click Submit.
   a) Every field with an (*) MUST be filled out.
   b) 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

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.

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New Technology Request

Request

|	
✱ Request type	Printer Issues ▼
✱ Request	Printer not printing
✱ Building	JA_MON_LPB ▼
Location	Other ▼
Other location	Room 114
Equipment	▼
✱ Due	5/23/2022 📅
Followers	▼
Description	

A Formatting guide   👁 Show preview

Attachments

[Submit] [Back]

- *EX. Schedule Requests (for requesting Vehicles)*
  *Every field with an (*) MUST be filled out.
    a) Schedule Requests are used to request facilities AND car rentals.
    b) 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.

  The occurrence conflicts with existing requests:
  - Tue, Jul 12 in # 5 Chevy Impala. [More info]
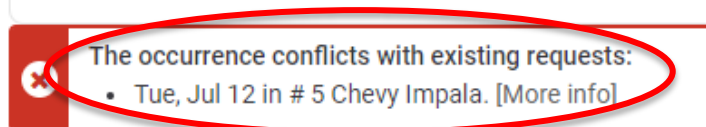
    c) For Out of District travel, an approved Travel Authorization form MUST be attached for requesting vehicles.

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.

Please be sure to select "Vehicle Request" for vehicles, not "Staff

Please input a number and respond with "No" to submit your request.

Attach the signed Travel Authorization form here.
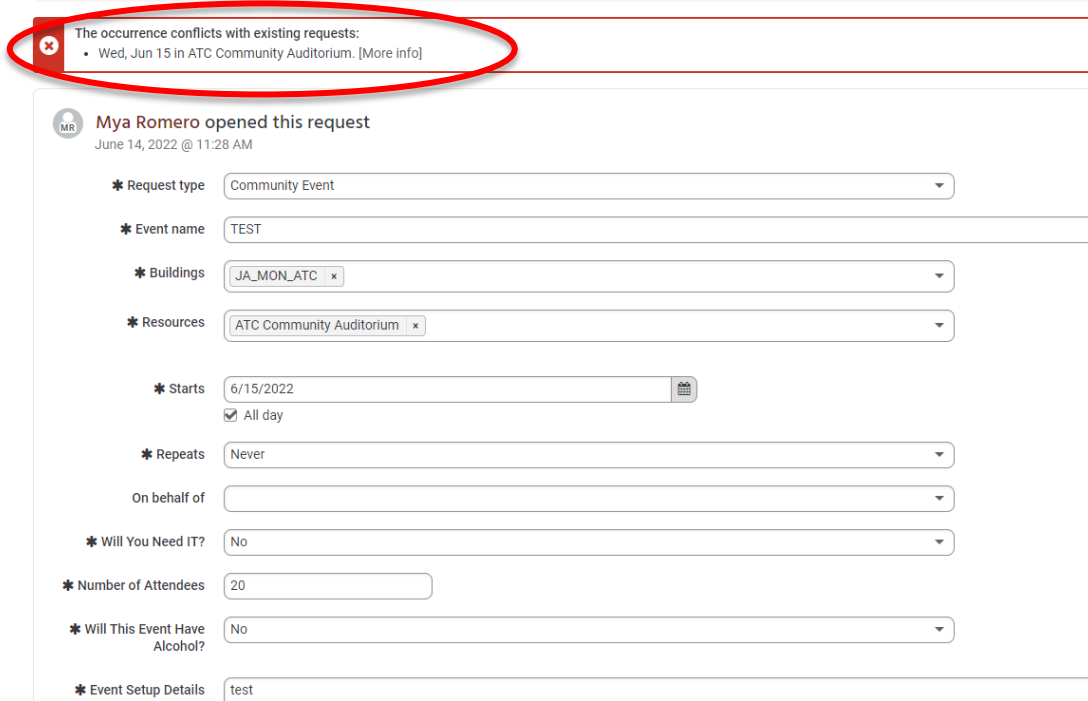
- *EX. Schedule Requests (for requesting Facilities)*
  Every field with an (*) MUST be filled out.
    a) Schedule Requests are used to request facilities AND car rentals.

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.

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
	☐ 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.

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✴ Repeats Weekly ▲

- Never
- Daily
- **Weekly**
- Monthly
- Yearly
- Custom

✴ On

✴ Every

✴ Ends

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.

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.

🔧 **3302473 - It's too hot in here!** due Thu, Oct 4 `Pending resolution` ✔ Resolve ◯ Respond ⋮

FA

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.

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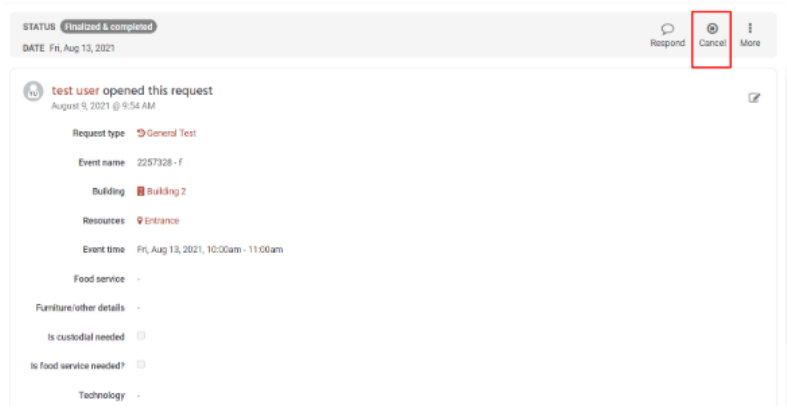
2. Enter the reason the event is being cancelled and click the red "**Cancel this request**" button. You will be able to reschedule this event by clicking "**More**" in the upper right corner, and then by clicking "**Reschedule**".