

Facilities Management eXpress (FMX) Instructions

For Room Requests:

- Click on Schedule Requests on the far left
- Click on New Request in the far right corner
- Fill out the fields with the information for your room request
- Once you have an available room and date, click the green Submit link at the bottom of the page
- Always enter the following fields for room reservations:
 - ✓ Request Type – default should be Student Organizations; please select Community Event only if it is open to the general public/outside community. NOTE that Meeting is intended for administrative meetings and will automatically default to “private” you should avoid using this request type if you want other student leaders to be able to see your reservation and schedule around it.
 - ✓ Event Name – include name of hosting group/organization
 - ✓ Start Date/End Date - should always be the same.
 - ✓ If a reservation is recurring, make sure recurrence is entered correctly:
 - Set type of occurrence - Ex. (weekly, Daily, Monthly), and select what days. You can customize specific recurrence dates in FMX.
 - ✓ **Same day requests are NOT possible in FMX; email [law-roomscheduling](#) for same-day requests.**
 - ✓ Prep Time/Cleanup Time - Please remember to request prep time and clean-up time in the appropriate fields.
 - ✓ Location - Scroll through and select your room location.
 - ✓ It is helpful (and good backup) to enter AV instructions BUT you must submit a separate [AV Request](#) through the law school’s Technology web site if you need staff assistance and/or equipment that is not normally provided in the room.
 - ✓ Contact Name – person in charge of event (who can answer questions re: details)
 - ✓ Contact Phone and Email (confirmation will be sent to email entered)
 - ✓ Furniture/other details - If additional set-up or special arrangements are required, complete the box and include information about tables, chairs, easels, doors that should be unlocked, A/C after-hour requests, parking and/or signage needs, etc.
 - Anyone wishing to use the Rotunda, A102 or R107 should complete the **appropriate request form**, which should be turned in to the Dean’s office **at least two weeks prior to the event.**
 - **If you are booking a room after 5:00 p.m. or on the weekend, please remember that the university requires 7 days’ notice for A/C requests.**
- The law school FMX approvers have the ability to add “Followers” to your schedule request. The Followers will receive confirmation/reminder emails (in addition to the Contact person). If you would like to add Followers, please type their email addresses in the Furniture/other details box.

IN GENERAL, be as specific and detailed as possible! If you didn’t know anything about the event, how much would you be able to tell by looking in FMX?

ALWAYS feel free to contact [law-roomscheduling](#) for questions or assistance!