



Murfreesboro *City Schools*

Murfreesboro City Schools Work Request Guide

Create a Maintenance or Technology Work Request

Step 1: Open an internet browser and navigate to Murfreesboro.gofmx.com

Step 2: Log in with the following credentials:

- Email
- Password

Step 3: Click **New Request** in the top right of the screen and then click **Maintenance or Technology Work Request**.

The screenshot shows the top navigation area of the Murfreesboro.gofmx.com website. At the top left, there is a calendar icon followed by 'January 2020' and a dropdown arrow. To the right are buttons for 'Today', navigation arrows '<' and '>', and a 'Month' dropdown. Below this is a search bar with a 'Filter' dropdown and a 'Search' button. On the right side, there is a red '+ New request' button. A dropdown menu is open from this button, listing four options: 'Schedule request', 'Transportation request', 'Maintenance request', and 'Technology request', each with a corresponding icon.

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

Step 4: Fill out the work request form and click **Submit**.



Maintenance Requests > New Maintenance Request

New Maintenance Request

Request

* Request type: Heating-Cooling

* Request: It's freezing in my classroom

* Building: Elementary School

* Location: Other

* Other location: Room 25

On behalf of:

Followers:

Description: It's only 59 degrees in here!

Attachments:

[A Formatting guide](#)

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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 modified.



Respond to a Maintenance or Technology 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**.

Maintenance Requests > 3302473 - It's too hot in here!

3302473 - It's too hot in here! due Thu, Oct 4 Pending resolution

Resolve **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.

