**(Your Organization) FMX Administrator Transportation Request Guide**

Login to FMX

**Step 1:** Open an internet browser and navigate to (your organization URL).

**Step 2:** Log in with the following credentials:

* Email
* Password

Create a Request

**Step 1:** On the calendar page, click **New Request** on the top right side of the page, then select **Transportation Request**.



**Step 2:** Enter the information on the request form. Note: items marked with an asterisk are required. Click **Save** at the bottom to submit your request.

Edit a Transportation Request

**Step 1:** Find the transportation request you wish to edit (on the calendar or in the transportation requests grid), then click **Details** (from the grid) or click **More info** and then **Details** (from the calendar, see picture below).



**Step 2:** After making the necessary editing changes click **Save.**

Respond to a Transportation Request

**Step 1:** Find the request you wish to respond to (on the calendar or in the transportation requests grid accessed via the left sidebar), double click to open the request, then click **Respond**.



**Step 2:**Type your response.



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

Approve a Transportation Request

**Step 1:** Find the transportation request you wish to approve (on the calendar or in the transportation requests grid), then click **Approve** (see picture below).



**Step 2:** Click **Approve** again to finalize the approval.

Decline a Transportation Request

**Step 1:** Find the transportation request you wish to approve (on the calendar or in the transportation requests grid), then click **Decline** (see picture below).



**Step 2:** Enter a reason for declining and click **Decline** again to finalize the declination.

Assigning a Vehicle or Driver to a Transportation Request

**Step 1:** Find the transportation request you wish to assign (on the calendar or in the transportation requests grid accessed via the left sidebar).



**Step 2:** Click**Assign Vehicle** to select a vehicle, then click **Save.**



Finalizing a Transportation Request

**Step 1:** Find the transportation request you wish to finalize (on the calendar or in the transportation requests grid), then click **Finalize** (see picture below).



**Step 2:** Enter finalized departure date/time, return date/time, departure mileage and return mileage. Click **Finalize** to finalize the trip.



**Filter in Calendar View**

**Step 1:** Click the Filter button above the calendar view and select the filter you would like:



**NOTE:** You may choose more than one filter at a time

**Remove Filters**

If you're having trouble locating certain requests, events, or other information on your FMX calendar or in your FMX grids it could be because you have a filter selected that is hiding the information you're looking for.

You can see the filters that have been applied by looking underneath the Filter and Search bar:



**Remove All Filters**

To quickly remove all of the filters that are currently selected, click on the "x" attached to the filter button:

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Another way to remove filters is to click on the "Filter" button and choose "Clear Filter" at the bottom of the page:

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**Remove a Single Filter**

To remove filters one at a time, click on the "x" button next to the filter(s) you would like to remove:

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**Save Filters**

To save your current filters for future use, click the button at the bottom that says "Save Filter":

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Then type in the name of this saved filter. Once done, click the checkmark to save:

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