



Montgomery County Intermediate Unit 23 Maintenance & Warehouse Request Guide

Login to FMX

Step 1: Open an internet browser and navigate to (mciu.gofmx.com/)

Step 2: If you're an Outside Vendor you will use the login credentials listed below:

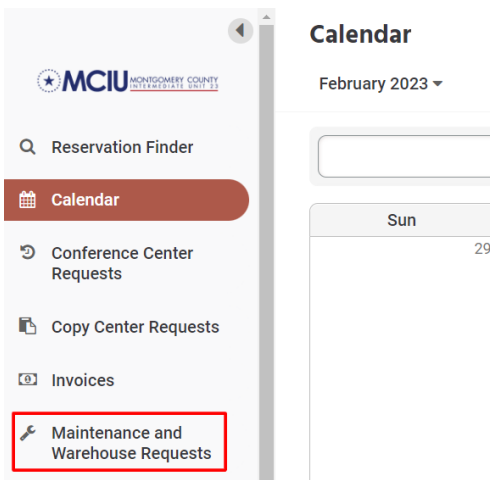
- Email
- Password

Step 2b: If you're a MCIU Staff member you will use our SSO login titled "MCIU Staff Login."



Navigate to the Maintenance and Warehouse Requests module

Step 1: Select [**Maintenance and Warehouse Requests**] tab on the left-hand side of the calendar.



Step 2: Select the New request button on the right side of the screen

Maintenance and Warehouse Requests

New request

Step 3: Enter all required (marked with an asterisk) and all non-required information that you deem necessary for this specific request. Click Submit to send the Maintenance and Warehouse request.

Request

→ * Timestamp Today @ Now

* Request type

* Request

* Building

* Location Select a building first

On behalf of Select a building first

Equipment Select a building first

* Due

Followers

Description

Formatting guide Show preview

Attachments

Submit Back

Step 4: Check your email for your request confirmation and a link to check the status of your request. New requests will either be finalized or move on to a "Pending" state if they need approval.

How to Edit a Maintenance and Warehouse Request

Step 1: Find the request you wish to edit (on the calendar or in the maintenance and warehouse requests grid,) then click the Edit icon (from the grid) or click on the request and then the Edit icon (from the calendar.)


Maintenance and Warehouse Requests

New request

100+

FA

Search Saved Filter Export Settings






Name	Building	Type	Opened	Due	Status	Cost	Assigned users	Resolved	Resolver	Worker time	
6953372 - TEST	MCIU - 930 Jefferson	Electrical	Thu, Feb 2, 2023, 2:27pm	Fri, Feb 3, 2023	Pending assignment	-	-	-	-	-	



Calendar

New request  

February 2023 ← → TODAY Month ▼


    

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<p>8a - 4p 2281527 - EANS Storage 1st Floor > Washington B</p> <p>8a - 3:30p 2281301 - MCCF 3rd Floor > Franklin Lab</p> <p>11a - 12p 2282191 - Data Team Check-in DTS Meeting Room</p>	<p>8a - 4p 2281528 - EANS Storage 1st Floor > Washington B</p> <p>8a - 4p 2281856 - CMC - Instructional 1st Floor > Valley Forge B</p> <p>8a - 4p 2282004 - CMC - Instructional 1st Floor > Valley Forge A</p> <p>8a - 4p 2282102 - CMC - Instructional 1st Floor > Valley Forge C</p> <p>8a - 3:30p 2281302 - MCCF 3rd Floor > Franklin Lab</p> <p>8a - 3:30p 2281423 - SAP Training K-12 G 4th Floor > Schuylkill Room</p>	<p>8a - 4p 2281529 - EANS Storage 1st Floor > Washington B</p> <p>8a - 4p 2281791 - Early Intervention In 1st Floor > Washington A</p> <p>8a - 4p 2281857 - Early Intervention In 1st Floor > Valley Forge B</p> <p>8a - 4p 2282005 - Early Intervention In 1st Floor > Valley Forge A</p> <p>8a - 4p 2282103 - Early Intervention In 1st Floor > Valley Forge C</p> <p>8a - 3:30p 2281303 - MCCF 3rd Floor > Franklin Lab</p> <p>9:30a - 12p 2281921 - Cabinet Meeting 5th Floor > Lafayette</p>	<p>8a - 4p 2281530 - EANS Storage 1st Floor > Washington B</p> <p>8a - 3:30p 2281304 - MCCF 3rd Floor > Franklin Lab</p> <p>12p - 4p 2281958 - MCLAC - Montgome 1st Floor > Valley Forge B</p> <p>12p - 4p 2282006 - MCLAC - Montgome 1st Floor > Valley Forge A</p> <p>1p - 3p 2281424 - STEM Council 4th Floor > Schuylkill Room</p>	<p>All day 6953372 - TEST MCIU - 930 Jefferson</p> <p>7:30a - 4:30p 2454176 - OSHA Training 1st Floor > Valley Forge C</p> <p>8a - 4p 2281531 - EANS Storage 1st Floor > Washington B</p> <p>8a - 3:30p 2281305 - MCCF 3rd Floor > Franklin Lab</p> <p>9:30a - 2p 2454177 - Transition Class Retroy Ross Meeting Room</p> <p>9a - 4p 2282077 - MontCo Works IT Tr 3rd Floor > Germantown Room</p> <p>9a - 4p 2282162 - MontCo Works IT Tr 3rd Floor > Hamilton</p>	

 6953372 - TEST  

STATUS Pending assignment


DUE Fri, Feb 3, 2023

-  Assign
-  Resolve
-  Respond
-  Start Work
-  More

 FMX Admin opened this request

February 2, 2023 @ 2:27 PM

 Edit

Request type  Electrical

Request TEST

Building  MCIU - 930 Jefferson

Location  100- Main Office

Equipment -

Due Fri, Feb 3, 2023

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


 6953372 - TEST  

STATUS Pending assignment

DUE Fri, Feb 3, 2023

-  Assign
-  Resolve
-  Respond
-  Start Work
-  More

Description

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Attachments



Save

Cancel



How to Respond to a Maintenance and Warehouse Request

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

Maintenance and Warehouse Requests New request 100+ FA

Search Saved Filter Export Settings

Name	Building	Type	Opened	Due	Status	Cost	Assigned users	Resolved	Resolver	Worker time	
6953372 - TEST	MCIU - 930 Jefferson	Electrical	Thu, Feb 2, 2023, 2:27pm	Fri, Feb 3, 2023	Pending assignment	-	-	-	-	-	
Totals						\$0.00				0h 00m	

Step 2: Enter a response, then click Respond. This will send an email to all users associated with this request.

STATUS **Pending assignment** Assign Resolve Respond Start Work More

DUE Fri, Feb 3, 2023

Respond

* Response

A Formatting guide Show preview

Attachments

Cost \$

Worker time Hours Mins

Respond Back

