



Montgomery County Intermediate Unit 23 Copy Center 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:

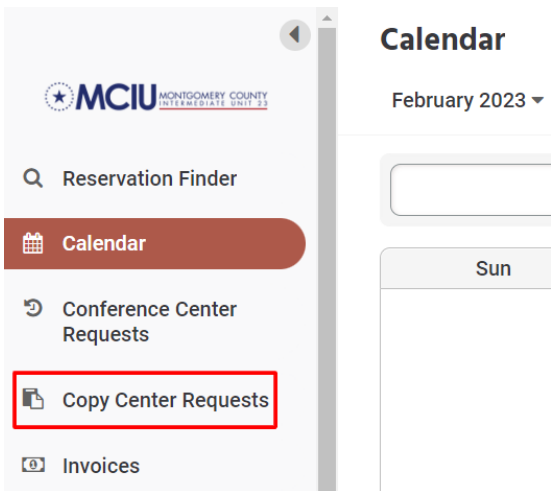
- Email
- Password

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



Navigate to the Copy Center Requests module

Step 1: Select [**Copy Center Requests**] tab on the left-hand side of the calendar.



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

Copy Center 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 Copy Center request.

Request

* Timestamp @

* Request type

* Request

* Building

* Location

On behalf of

* Due

Followers

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 Copy Center Request


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

Copy Center Requests

New request

100+

FA

Name	Building	Type	Opened	Due	Status	Cost	Assigned users	Resolved	Resolver	Worker time	
6953394 - TEST	MCIU - 930 Jefferson	Copy Center/Mailroom Request	Thu, Feb 2, 2023, 2:38pm	Sun, Feb 12, 2023	Pending assignment	-	-	-	-	-	
Totals						\$0.00				0h 00m	



Calendar

New request 100+ FA

February 2023 < > TODAY Month ▾

12	13	14	15	16	17
<p>📄 All day</p> <p>6953394 - TEST</p> <p>MCIU - 930 Jefferson</p>	<p>🕒 8a - 4p</p> <p>2281537 - EANS Storage</p> <p>1st Floor > Washington B</p>	<p>🕒 8a - 4p</p> <p>2281538 - EANS Storage</p> <p>1st Floor > Washington B</p>	<p>🕒 8a - 4p</p> <p>2281539 - EANS Storage</p> <p>1st Floor > Washington B</p>	<p>🕒 8a - 4p</p> <p>2281540 - EANS Storage</p> <p>1st Floor > Washington B</p>	<p>🕒 8a - 4p</p> <p>2281541 - EANS Storage</p> <p>1st Floor > Washington B</p>
	<p>🕒 8a - 3:30p</p> <p>2281311 - MCCF</p> <p>3rd Floor > Franklin Lab</p>	<p>🕒 8a - 3:30p</p> <p>2281312 - MCCF</p> <p>3rd Floor > Franklin Lab</p>	<p>🕒 8a - 3:30p</p> <p>2281313 - MCCF</p> <p>3rd Floor > Franklin Lab</p>	<p>🕒 8a - 4p</p> <p>2281859 - Safety Care Initial</p> <p>1st Floor > Valley Forge B</p>	<p>🕒 8a - 4p</p> <p>2281860 - Safety Care Initial</p> <p>1st Floor > Valley Forge B</p>
	<p>🕒 8:30a - 4p</p> <p>2289228 - PERS Retirement E</p> <p>2nd Floor > Dekalb</p>	<p>🕒 8:30a - 9:30a</p> <p>2281426 - OSS Admin Meeting</p> <p>4th Floor > Schuylkill Room</p>	<p>🕒 9:30a - 12p</p> <p>2281923 - Cabinet Meeting</p> <p>5th Floor > Lafayette</p>	<p>🕒 8a - 3:30p</p> <p>2281314 - MCCF</p> <p>3rd Floor > Franklin Lab</p>	<p>🕒 8a - 4p</p> <p>2282104 - Safety Care Recertif</p> <p>1st Floor > Valley Forge C</p>
	<p>🕒 11a - 12p</p> <p>2282193 - Data Team Check-in</p> <p>015 Meeting Room</p>	<p>🕒 10a - 12p</p> <p>2282333 - PIAA District One</p> <p>1st Floor > Valley Forge B</p>	<p>🕒 7:30p</p> <p>2446668 - Municipality of Norri</p> <p>5th Floor > Schuylkill Room</p>	<p>🕒 8a - 3:30p</p> <p>2281427 - SAP Training K-12 C</p> <p>4th Floor > Schuylkill Rooms</p>	<p>🕒 8a - 4p</p> <p>2282241 - PKC PD - TBD</p> <p>Preston Room</p>
		<p>🕒 3p - 4:30p</p> <p>2281793 - SEP&ST Executive C</p> <p>1st Floor > Washington A</p>	<p>🕒 6p - 7:30p</p> <p>2453910 - Citizens Leadership</p> <p>1st Floor > Valley Forge C</p>	<p>🕒 10a - 12p</p> <p>2281794 - Eastern PA I&A ACC</p> <p>1st Floor > Washington A</p>	<p>🕒 8a - 3:30p</p> <p>2281215 - MCCF</p> <p>2nd Floor > Franklin Lab</p>
			<p>🕒 6:30p - 8p</p> <p>2423966 - Nantatown Council</p> <p>1st Floor > Washington A</p>	<p>🕒 8a - 3:30p</p> <p>2281428 - Remediation Math P</p> <p>4th Floor > Schuylkill Room</p>	<p>🕒 8a - 3:30p</p> <p>2282007 - PROFESSIONAL DEV</p> <p>1st Floor > Valley Forge A</p>
19	20	21	22	23	24
	<p>🕒 8a - 4p</p>	<p>🕒 8a - 4p</p>	<p>🕒 8a - 4p</p>	<p>🕒 8a - 4p</p>	<p>🕒 8a - 4p</p>

📄 6953394 - TEST

STATUS Pending assignment

DUE Sun, Feb 12, 2023

Assign Resolve Respond More

FA FMX Admin opened this request

February 2, 2023 @ 2:38 PM

Edit

Request type Copy Center/Mailroom Request

Request TEST

Building MCIU - 930 Jefferson

Location 100- Main Office

Due Sun, Feb 12, 2023

Allow at least two workdays (48 hours) for completion. You will receive an email when copying is completed.

Names(s) -

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

📄 6953394 - TEST

STATUS Pending assignment

DUE Sun, Feb 12, 2023

Assign Resolve Respond More

Custom Color

Number of United Stamped Envelopes

Postage

Envelope Type

Envelope Size

Attachments

Save

Cancel








How to Respond to a Copy Center Request

Step 1: Find the Copy Center request you wish to respond to (on the calendar or in the Copy Center Requests grid,) then click Respond.

Copy Center Requests New request 100+ FA

Search Saved Filter Export Settings

Name	Building	Type	Opened	Due	Status	Cost	Assigned users	Resolved	Resolver	Worker time	
6953394 - TEST	MCIU - 930 Jefferson	Copy Center/Mailroom Request	Thu, Feb 2, 2023, 2:38pm	Sun, Feb 12, 2023	Pending assignment	-	-	-	-	-	    

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

Respond

* Response

A Formatting guide [Show preview](#)

Cost

Worker time

Make private Respond