

FMAX Reference Guide

Important Icons

Help

Help Icon - View help topics within the FMAX application

About

About Icon - Display application and data properties



Done Flag - Once finished with a module screen, click this icon to go back to the previous. **DO NOT** click the browser back button. **It will cause issues with the data entered.**



Cancel - To cancel a module screen and go back to the previous **DO NOT** click the browser back button. **It will cause issues with the data entered.**



New - To insert a new work order, purchase order, query, etc



Save - To save changes or additions



Search - To perform a search or query



Reset - To clear all field contents in the search screen



Execute Search - To run or execute your search or query



Search Tool Bar - Quick search for a work order



Back to Browser - To refer back to search results after looking at a specific record



Edit - To modify or revise current work, purchase order, timecard, query, etc



Email - To email the work order information to a user



Zoom - To view a list of data to insert in field



Show All - To display all the proper information to select from



Zoom Date - To view calendar of dates to insert in date field



View Pull Down Menu Bar - To view other information with in the module screen: extra description, budget, status history, logs, etc



Query Pull Down Menu Bar - To view and use your own custom queries to search for work orders

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Add Query - To create a custom query to run or place on your workdesk screen.



Reset Desktop – Clear all items on your workdesk screen.



Add Content - To add more sections or content with in your work desk screen



Add Phase/Line Item - To add a new phase to a work order or a new line item to a timecard



Delete Phase/Line Item - To delete a phase from a work order or a new line item from a timecard



Delete Work Order - To delete an existing Work Order



Copy - To duplicate the current work, purchase order, query, etc



Print - To print work orders, purchase orders, etc



New Detail - Add a new detail in the phase section



Navigation Tool Bar - To view or go to a particular page



Go - To go to the particular page enter in the Navigation Tool Bar



Approve - Approve selected timecards



Reject - Reject selected timecards



Error Log - View timecard approval errors



Clear/Refresh - clear or purge the error log or refresh the generated pm or billing list



Generate - Create or generate pm or billing list