Approving Event Requests

STRA HOME	CALENDARS ACADEMICS RESOURCES	3 EVENTS PEOPLE REPORTING SETUP
vents Even	t Wizard Event Request Notification List	
Ó	Events View, create, and schedule special events and m	Click <i>Events</i> Tab then
1	Events View and manage your Events.	Notification List
1	Event Wizard Create a new event using a step-by-step, gui	ided ,
	Event Request Request a new event using a step-by-step	
-	Notification List Approve, deny and request more information	for event requests.

To approve Event Requests that are sent to you. Click on the *Events* Tab then *Notification List*.

To narrow down the list of requests you can click on *Is Active*, select *Yes*, and click *Search* at the bottom of the Filter Box.

		Click Is Activate and click Sea	ve, select Yes, <i>rch</i>		
ASTRA HOME	CALENDARS AC	ADEMIC JRCES	EVENTS PEOPLE REPORTING	SETUP	
Events Event \	Nizard Event Request	Not t			
Filter		Ications List			
Туре:	All	My Preferences	😑 Dismiss All		
Is Notification:	All 🗸		Description	Туре	Created Date
Is Active:	Yes 🗙 💌	I I I I I I I I I I I I I I I I I I I	Event requested: Astra Test	Event	07/27/2013 1:55 PM
		🕕 📿 🔾 👘	Event requested: Astra Test	Event	07/27/2013 8:05 AM
		🕕 📀 🔾 🛛	Event requested: FBBQ/ Rotary Judges Workshop	Event	07/9/2013 12:24 PM

Approve - Green Arrow - Opens up the event for approval. You still have to save and approve again for it to go through.

Decline - Red Circle – Declines the event. Sends an email advising the requester that the event has been declined. When you click on decline you have an option to type in a reason that is sent to the requester. It is then removed from your list. You cannot reactive this request after you decline. The requester would have to put in a new request.

More Information – Blue Circle with I – You can use to send a message to the requester asking for more information.

To See Meeting Details of the Request, hover your mouse over the details icon beside the Description column

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🕒 Filte	Notifications List	😑 Dis	miss	All	mo	use o	ver th	e			_	_	_	
		Descr	ription		ico	n to s	ee		reated Date	Meeting Na	Start Date	End Date	Start Time	End Time
	O	Event	Reser	vation #	100	11 10 5			7/27/2013 2:32 PM	1			12:00 AM	12:00 AN
	O	Event	Resen	vativ	dat	oila			7/27/2013 2:23 PM	Astra Test	08/19/2013	08/19/2013	1:00 PM	2:00 PM
	o 🛛	Event	Reser		uei	ans			7/27/2013 2:23 PM	Astra Test	07/28/2013	07/28/2013	1:00 PM	2:00 PM
	0	Event	Rese	#20130					07/27/2013 2:23 PM	Astra Test	08/19/2013	08/19/2013	1:00 PM	2:00 PM
	9	Event	R	ation #20130	727-00016: PC	-SUW 0268 -	EventMeetingR	esource	07/27/2013 2:23 PM	Astra Test	07/28/2013	07/28/2013	1:00 PM	2:00 PM
	O	Even	sen	vation #20130	727-00016: As	tra Test -	EventMeeting		07/27/2013 2:23 PM	Astra Test	08/19/2013	08/19/2013	1:00 PM	2:00 PM
	0	Ey	Reser	vation #20130	727-00016: PC	-SUW 0302 -	EventMeetingR	esource	07/27/2013 2:23 PM	Astra Test	08/19/2013	08/19/2013	1:00 PM	2:00 PM
	0000	Event	reques	sted: Astra Te	st		Event		07/27/2013 8:05 AM	4			12:00 AM	12:00 AN
		Eve	nt De	tails: Astr	a Test		-						12:00 AM	12:00 AN
		Even Cust Cont Stab Desc Rese View	t Type omer: act: us: ription ervatio	Continu Harrisor Incompl n: on #: 201307 <u>Details</u>	ing Education h, Kimberly ete 27-00003									
				Name	Status	Start Date	End Date	Start Time	End Time	Room	~			
Γ		-		Astra Test	Scheduled	7/27/2013	7/27/2013	8:30 AM	9:30 AM	PC-ADM 0238 0238				

To approve the event, click on the Approve Symbol. When the message option pops up, click *Approve*.

	ASTRA SCH STRA HOME ents Event Wizz Notifications	CALEN ard E List	Click the approve symbol	NTS PEOPLE REPO	ORTING SETUP						
ilter	⊕ My Preferences ↓		Description	Туре	Created Date	Meeting Na	Start Date	End Date	Start Time	End Time	Re
	000	1.58	Event requested: Astra Test	Event	07/27/2013 1:55 PM				12:00 AM	12:00 AM	
	000	1.58	Event requested: Astra Test	Event	07/27/2013 8:05 AM				12:00 AM	12:00 AM	
	000	1.58	Event requested: FBBQ/ Rotary Judges Workshop	Event	07/9/2013 12:24 PM				12:00 AM	12:00 AM	

If the event is not in the editing mode, click on Edit in the upper left-hand corner. Make sure the meeting status for all meetings is *Scheduled*. Select an Event Type, Customer, and Contact. The Contact list depends on the Customer (Division or Department) chosen.

Click on View Event Request at the top of the page to see the event request form for additional information if needed.

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	Se	elect Event	Т	vpe					Se	lact Ci	ustomer and Contact	
				71					50		ustomer and Contact	
Events Even	CALENDARS ACADEMICS	EVENIS	-	PEOPLE RI	EPORTING SETU	UP				-		_
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Editing 📃 S	ave 🤤 Cancel						- Gheck	For (Conflicts 📗 🔚 Send Eveni	i Sun	👘 🔍 View Event Request 🖄 Notification Histo	ry
Astra Test (F	Reservation Number: 20130727	5										
Event Infor	mation									_ /	2	
Event Name:*	Astra Test	V					Res. Number:	2	0130727-00016			
Event Type:*	Meeting				×	~	Owner:*	н	larrison, Kimberly		× •	
Event Status:	Incomplete by kharrison				6	•	Customer*:	C	Continuing Education		× 🗸	
Internal Description:	This is a test of Astra			*	🥜 External Descripti	ion	Customer Contact*:	H	larrison, Kimberly (Continu	uing Education)	× v V Notify Acreate	
beschpath							Est. Attend:	0	🗘 🗌 Private	Featured		
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Meetings	Additional Contacts Attendees	Notes										-
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Nar	ne	Status		Start Date	Start Time	End 1	Time End Date		Room			
📄 🥔 Ast	ra Test	Scheduled by kharrison	B	07/28/2013	1:00 PM	2:00	PM 07/28/2013	3	PC-SUW 0268 🖻			
📄 🥔 Ast	ra Test	Scheduled by kharrison	Ø	08/19/2013	1:00 PM	2:00	PM 08/19/2013	3	PC-SUW 0268 🖻			
🔲 🥜 Ast	ra Test	Scheduled by kharrison	Ø	08/19/2013	1:00 PM	2:00	PM 08/19/2013	3	PC-SUW 0302 🖃			
	Make su	are the Me	eti	ng								
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	Status 1	s scheduled	1.									

Then click *Save*. When you click on Save Ad Astra will check for conflicts while it saves. You also can check for conflicts prior to saving by clicking on Check for Conflicts.

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ASTRA HOME CALENDARS ACADEMICS	RESOURCES EVENTS PEO	OPLE REPORTING SET	JP		
Events Event Wizard Event Request Notification	n List				* -
Editing 📃 Save 🥥 Cancel			🦊 Check Fo	or Conflicts 📗 📃 Sand Evani Summury 📗 🖿 Clone Ev	rani 📃 🔍 View Event Request 📄 Notification History
Astra Test (Reserve in Number: 20130727	-00016)				
Event Information					^
Event Name:* Astra Test	Click Save		Res. Number:	20130727-00016	
Event Type:* Meeting		×	✓ Owner:*	Harrison, Kimberly	× •
Event Status: Incomplete by kharrison			• Customer*:	Continuing Education	× v Q.Create
Internal This is a test of Astra Description:		Éxternal Descript	on Customer Contact*:	Harrison, Kimberly (Continuing Education)	× v V Notify Acreate
			Est. Attend:	0 🗘 🔽 Private 🗌 Featured	
Attendee Options			SISKey:	×	
•					-
Meetings Additional Contacts Attendees	Notes				-
🕞 Add Meeting 🛛 🥜 Edit Selected 🖉 🏠 Assign Roo	oms 🛛 🥒 Assign Resources 🗋 \ominus	Drop Selected			
Name Name	Status Sta	art Date Start Time	End Time End Date	Room	
Astra Test	Scheduled by kharrison 🥜 07.	/28/2013 1:00 PM	2:00 PM 07/28/2013	PC-SUW 0268	
🔲 🥜 Astra Test	Scheduled by kharrison 🥜 08	/19/2013 1:00 PM	2:00 PM 08/19/2013	PC-SUW 0268 🔤	
Astra Test	Scheduled by kharrison 🥜 08	/19/2013 1:00 PM	2:00 PM 08/19/2013	PC-SUW 0302 🖾	

Send Event Summary– Sends an email to the contact advising the status of the event with event name, meeting times, and assigned locations.

Click Send Event Summary at the top of the page.

Under *Recipients* the contact email should be listed. Additional Emails can be added by clicking on *Add Recipient*. Type any Comments under the *Comment Section*. Then click *OK* in the lower right-hand corner to send.

You are then taken back to the Event Information Screen where you can click any tab to exit.

Events Event Wizard Event Request	Notification List	🌾 Elsack For Exertises	
Event Information	Send an Event Summary		×
Event Name: Astra Test Event Type: Meeting Event Status: Scheduled by kharison Internal Description: This is a test of Astra	Subject: Comment:	Recipients • Add From Contacts • Add Recipient • Incluide Attendees Notify Recipient X true Kimberly Harrison kharrison@pulfcoast.edu	Verify and correct
Attendee Options Meetings Additional Contacts A Additional Contacts Additional Conta	ttend T H	ype Comments ere	recipients
Astra Test			nd

Notification History- To check the notification history for the event, click on *Notification History* in the upper right-hand corner of the *Event Information Page*.

P Notification History				
Message	Recipient(s)	Sender	Date Sent	
Event Request #2013-00671: Astra Test - Request Received	kharrison@gulfcoast.edu		07/27/2013 1:55 PM	
Event requested: Astra Test	Kimberly Harrison, Lori Luppino, Tre.		07/27/2013 1:55 PM	
Event Reservation #20130727-00016: PC-SUW 0302 - Resource Scheduled	Kimberly Harrison	System User	07/27/2013 2:23 PM	
vent Reservation #20130727-00016: Astra Test - Meeting Scheduled	Kimberly Harrison	System User	07/27/2013 2:23 PM	
vent Reservation #20130727-00016: Astra Test - Meeting Scheduled	Kimberly Harrison	System User	07/27/2013 2:23 PM	
event Reservation #20130727-00016: Astra Test - Meeting Scheduled	Kimberly Harrison	System User	07/27/2013 2:23 PM	
Event Reservation #20130727-00016: PC-SUW 0268 - Resource Scheduled	Kimberly Harrison	System User	07/27/2013 2:23 PM	
vent Reservation #20130727-00016: PC-SUW 0268 - Resource Scheduled	Kimberly Harrison	System User	07/27/2013 2:23 PM	
event Reservation #20130727-00016: Astra Test - Event Scheduled	Kimberly Harrison		07/27/2013 2:32 PM	
Event Request #2013-00671: Astra Test - Requested event has been appr	kharrison@gulfcoast.edu		07/27/2013 2:32 PM	
Subject Test	kharrison@gulfcoast.edu	Kimberly Harrison	07/27/2013 2:42 PM	
4	Dis	playing 1 - 11 of 11		
			C	lose