## **Approving Event Requests**

STRA HOME	CALENDARS ACADEMICS RESOURCES	5 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
	Event Wizard Create a new event using a step-by-step, gui	ded ,
	Event Request Request a new event using a step-by-step	aces.
-	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 Acti and click Sec	ive, select Yes, arch			
ASTRA HOME	CALENDARS AC	CADEMIC JRCES	EVENTS PEOPLE	REPORTING SETUP	,	
Events   Event V	Nizard   Event Request	t   Not				
Filter		Ications Li	st			
Туре:	All	🖉 🔗 My Preference	s 🤤 Dismiss All			
Is Notification:	All		Description		Туре	Created Date
Is Active:	Yes 🗙 🕶		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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► Filter	Notifications List		ismiss	All	mo	use o	ver th	e	_		_	_	_	
		Desc	cription		ico	n to s	ee		reated Date	Meeting Na	Start Date	End Date	Start Time	End Time
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	<b>O</b>	Ever	nt Reser		uei	alls			7/27/2013 2:23 PM	Astra Test	07/28/2013	07/28/2013	1:00 PM	2:00 PM
	<b>O</b>	e Ever	nt Rese	#20130					07/27/2013 2:23 PM	Astra Test	08/19/2013	08/19/2013	1:00 PM	2:00 PM
	9	Ever	nt 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
	<b>O</b>	e Ever	ser	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
	9	t Ev	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
	000.	e Ever	nt reque	sted: Astra Te	st		Event		07/27/2013 8:05 AM	1			12:00 AM	12:00 AN
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				Name	Status	Start Date	End Date	Start Time	End Time	Room	~			
		-		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 ASTRA HOME Events Event Wiz Notifications	CALENI ard   E List	Click the approve symbol	NTS PEOPLE REP	PORTING SETUP	_	_		_		
		Description	Туре	Created Date	Meeting Na	Start Date	End Date	Start Time	End Time	R
	110	event requested: Astra Test	Event	07/27/2013 1:55 PM				12:00 AM	12:00 AM	
		ivent requested: Astra Test ivent requested: Astra Test	Event Event	07/27/2013 1:55 PM 07/27/2013 8:05 AM				12:00 AM 12:00 AM	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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ASTRA HOME	CALENDARS ACADEMICS	EVENIS	-	PEOPLE RI	EPORTING SETU	UP				-		_
Events   Eve											*	
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Astra Test (F	Reservation Number: 20130727	3										
Event Infor	mation									<b>_</b> /	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	
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Meetings	Additional Contacts Attendees	Notes										-
🕀 Add Meeti	ng 🛛 🥒 Edit Selected 🖉 🏠 Assign Ro	oms 🛛 🥖 Assign Resource	s [	Orop Select	ed							
Nar	ne	Status		Start Date	Start Time	End 1	Time End Date		Room			
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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.

Events   Event	Wizard   Event Request   Not	tification List						4
diting 📃 Sav	e 🕒 Cancel				🗲 Check F	or Conflicts 📗 📃 Send Event Summary	📄 Clone Evenit 🔍 View Event Request	
tra Test (Re	servator Number: 2013	80727-00016)						
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vent Name:*	Astra Test	Click Save	ڊ		Res. Number:	20130727-00016		
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vent Status:	Incomplete by kharrison				<ul> <li>Customer*:</li> </ul>	Continuing Education		× × Superior
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	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   Not	fication List		# ci.	ick for Conflicto	Send Event Summary	Event 🔍 View Ev	vent Request 💼 Notification History
Astra Test (Reservat	ion Number: 2013	0727-00016)						
Event Information		Send an Event Summary						7
		Subject: Comment:		Add From C Notify X true	ontacts 📗 🏵 Add R Recipient Kimberly Harrison	scipient 🗍 🛞 Include Attendees Emai kharrison@gulfcoast.edu		Verify and correct
Attendee Option Meetings Addition Ann meeting Name Astra Test Astra Test Astra Test	nal Contacts Attend		Type Con Here	nments		ок	rcel	recipients
Land Contract					[	Click <b>OK</b> to	send	

*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*.

Event 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           Event Reservation #20130727-00016: PC-SUW 0268 - Resource 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           Event Reservation #20130727-00016: Astra Test - Event Scheduled         Kimberly Harrison         System User         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
Event Reservation #20130727-00016: PC-SUW 0302 - Resource 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: 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: C-SUW 0268 - Resource 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         Event 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       System User       07/27/2013 2:23 PM         Event Reservation #20130727-0016: Astra Test - Event Scheduled       Kimberly Harrison       System User       07/27/2013 2:32 PM         Event Reservation #201300727-0016: Astra Test - Event Scheduled       Kimberly Harrison       System User       07/27/2013 2:32 PM         Event Reservation #201300727-0016: Astra Test - Requested event has been ap
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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           Event Reservation #20130727-00016: PC-SUW 0268 - Resource 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 2:32 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
Event Reservation #20130727-00016: PC-SUW 0268 - Resource 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           Event Reservation #20130727-00016: PC-SUW 0268 - Resource Scheduled         Kimberly Harrison         System User         07/27/2013 2:32 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
Event Reservation #20130727-00016: PC-SUW 0268 - Resource Scheduled         Kimberly Harrison         System User         07/27/2013 2:33 PM           Event Reservation #20130727-00016: Astra Test - Event Scheduled         Kimberly Harrison         07/27/2013 2:32 PM           Event Reservation #2013-00671: Astra Test - Requested event has been appr         kharrison@gulfcoast.edu         07/27/2013 2:32 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
Event Request #2013-00671: Astra Test - Requested event has been appr kharrison@gulfcoast.edu 07/27/2013 2:32 PM
Subject Test kharrison@nulfcoast edu Kimberly Harrison 07/27/2013 2:42 PM
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