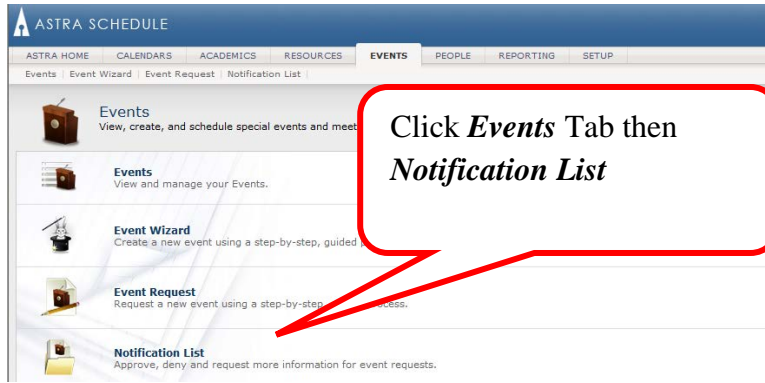
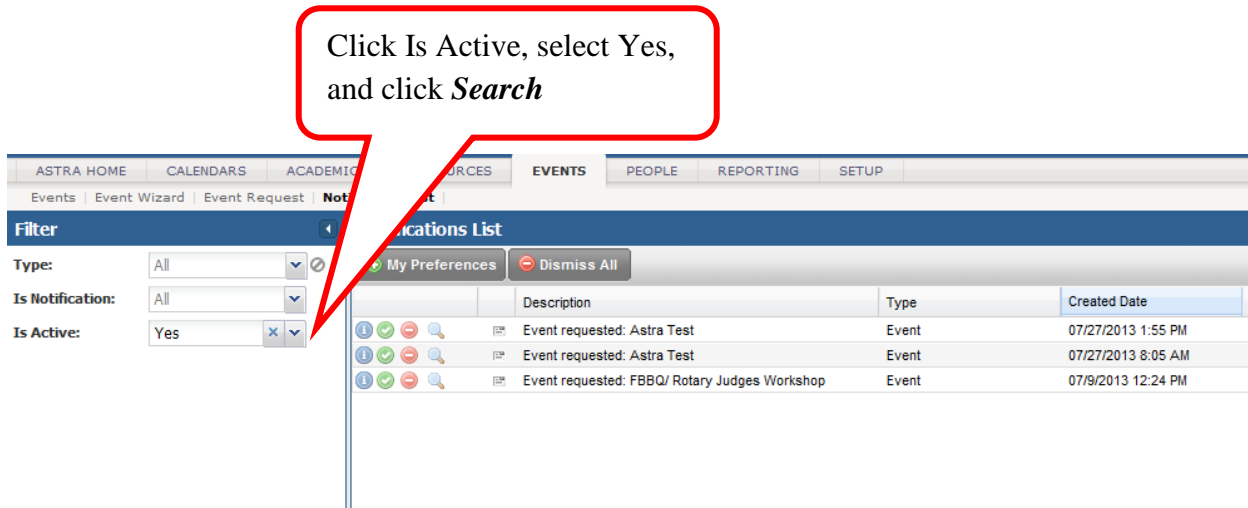


## Approving Event Requests

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.



**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

Hover your mouse over the icon to see details

Description	Created Date	Meeting Na...	Start Date	End Date	Start Time	End Time
Event Reservation	7/27/2013 2:32 PM				12:00 AM	12:00 AM
Event Reservation	7/27/2013 2:23 PM	Astra Test	08/19/2013	08/19/2013	1:00 PM	2:00 PM
Event Reservation	7/27/2013 2:23 PM	Astra Test	07/28/2013	07/28/2013	1:00 PM	2:00 PM
Event Reservation #20130727-00016: PC-SUW 0268 -	07/27/2013 2:23 PM	Astra Test	08/19/2013	08/19/2013	1:00 PM	2:00 PM
Event Reservation #20130727-00016: PC-SUW 0268 - EventMeetingResource	07/27/2013 2:23 PM	Astra Test	07/28/2013	07/28/2013	1:00 PM	2:00 PM
Event Reservation #20130727-00016: Astra Test -	07/27/2013 2:23 PM	Astra Test	08/19/2013	08/19/2013	1:00 PM	2:00 PM
Event Reservation #20130727-00016: PC-SUW 0302 -	07/27/2013 2:23 PM	Astra Test	08/19/2013	08/19/2013	1:00 PM	2:00 PM
Event Reservation #20130727-00016: PC-SUW 0302 - EventMeetingResource	07/27/2013 2:23 PM	Astra Test	08/19/2013	08/19/2013	1:00 PM	2:00 PM
Event requested: Astra Test	Event		07/27/2013 8:05 AM		12:00 AM	12:00 AM

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

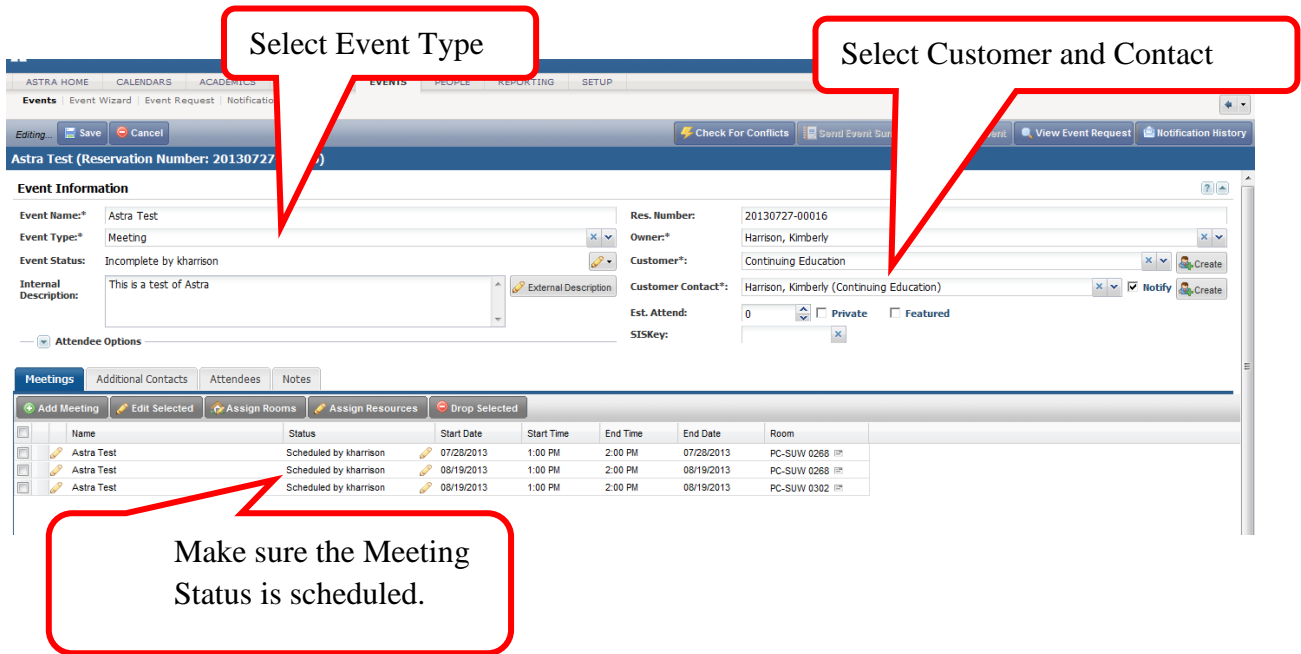
To approve the event, click on the Approve Symbol. When the message option pops up, click **Approve**.

Click the approve symbol

Description	Type	Created Date	Meeting Na...	Start Date	End Date	Start Time	End Time	Re
Event requested: Astra Test	Event	07/27/2013 1:55 PM				12:00 AM	12:00 AM	
Event requested: Astra Test	Event	07/27/2013 8:05 AM				12:00 AM	12:00 AM	
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.

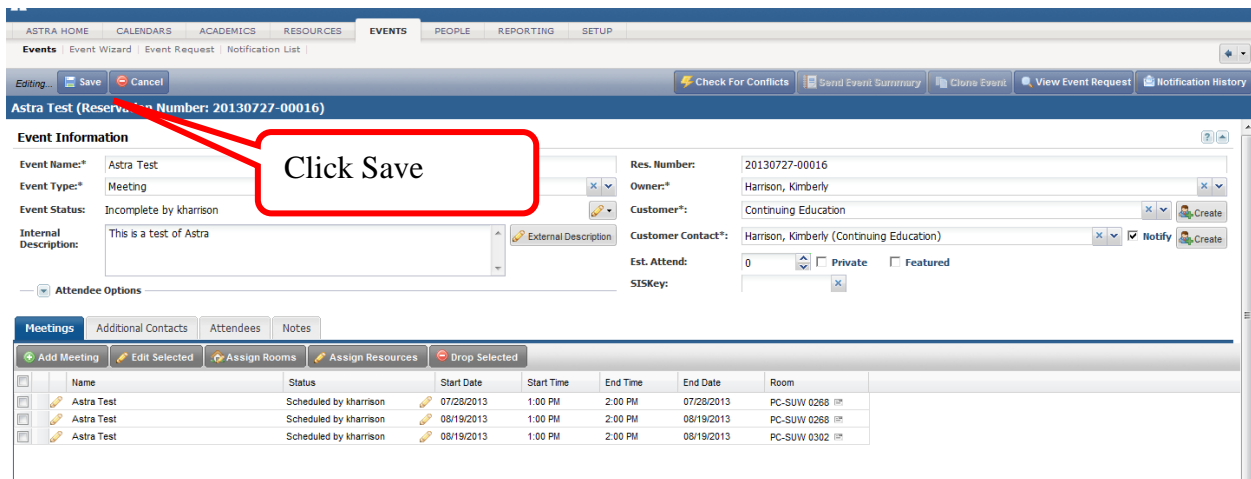
Click on View Event Request at the top of the page to see the event request form for additional information if needed.



The screenshot shows the Astra system interface for editing an event. The event name is "Astra Test" with reservation number 20130727. The event type is "Meeting", the owner is "Harrison, Kimberly", and the customer is "Continuing Education". The event status is "Incomplete by kharrison". The internal description is "This is a test of Astra". The meeting list below shows three meetings, all with a status of "Scheduled by kharrison".

Name	Status	Start 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

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.



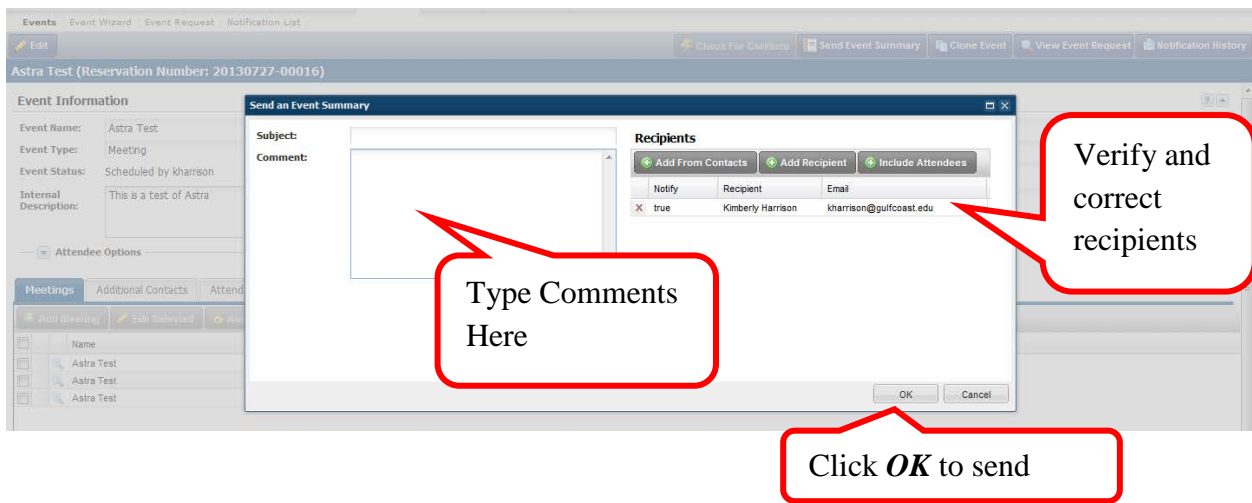
The screenshot shows the same Astra system interface as the previous one, but with the "Save" button highlighted by a red callout box. The event details and meeting list are the same as in the previous screenshot.

**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.



**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**.

The screenshot shows the 'Notification History' table with the following data:

Message	Recipient(s)	Sender	Date Sent
Event Request #2013-00671: Astra Test - Request Received	kharrison@gulfoast.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
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: 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		07/27/2013 2:32 PM
Event Request #2013-00671: Astra Test - Requested event has been appr...	kharrison@gulfoast.edu		07/27/2013 2:32 PM
Subject Test	kharrison@gulfoast.edu	Kimberly Harrison	07/27/2013 2:42 PM

Page 1 of 1 | Show 25 results | Displaying 1 - 11 of 11