How to Check and Approve Tasks

1. Once the request is open – Make sure you are in "Task List" tab to check and approve the task.

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	Event Details		Tasks for "FI	S Conference	e"						
Event Name: Event Type:	FPS Conference Conference					From 11:00 AM to 12:00 PM on M	lon Jan 12 2015. Pre	-event time 15 r	ninutes.		
Reference:	2014-AAKAYA		Assignm	ent Requests						More Actions	
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Requestor:	움 Demo User					Assigned To:					
Head Count:	25 expected					움 System Administrator	움 Morris, Mered	lith	🔒 Adams, Barry		
Creation Date:	Thu Dec 11 2014					🔒 Wodzenski, Amy	🔒 Trickett, Thom	nas	Richols, Morgan		
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2. Once the dates have been verified, you must click on the Task List tab where you will click the Assign button.

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SPECIAL NOTE for Assigning Multiple Dates:

When there are multiple dates/rooms requested for a single event, you can assign them all at once by following the steps below. You must first verify – per steps above that all dates are ok to assign.

Once verified: Click on **More Actions** – click **Assing All your task in this section.** This will assing all of the dates/rooms requested at once.

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		View:	Only Tasks Assigned To You 💌 📝 Edit this Event	Event State: Tentative • 🚳 N	lore Actions 👻 🕜 Refresh 🕜 👔
	Event Details	Tasks for "FPS Conference"			
Event Name: Event Type:	FPS Conference Conference		From 10:15 AM to 11:15 AM on Tue J	an 13 2015.	
Alien UID:	2014-AAKBAE	Assignment Requests	Status: Active	Flagged?: 🏲	More Actions Expand All Tasks in this Section
Organization: Scheduler:	S FACILITIES PLANNING AND SCHEDULING		Associated Reservation: Jan 13 2015 Comments: (none) EDIT	Respond By Date: Dec 12 201	Collapse All Tasks in this Section
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Information is current as of