# *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.



2.    Once the dates have been verified, you must click on the Task List tab where you will click the Assign button.



## 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.

Home | Event Wizard | **Events** | Locations | Resources | Organizations | Tasks | Reports | (i• Publisher

Search For Events | Pre-Defined Event Searches | Advanced Event Search | FPS Conference | FPS Conference | FPS Conference | FPS Conference | **FPS Conference**

## FPS Conference

Details | Calendar | **Task List** | Audit Trail

View: Only Tasks Assigned To You ▼ | Edit this Event | Event State: *Tentative* ▼ | More Actions... ▼ | Refresh | ❓ ❌

### Event Details

| Event Name: | FPS Conference |
| Event Type: | Conference |
| Reference: | 2014-AAKBAE |
| Alien UID: | |
| State: | *Tentative* |
| Organization: | FACILITIES PLANNING AND SCHEDULING |
| Scheduler: | 25LiveViewer Seat |
| Requestor: | Demo User |
| Head Count: | 15 expected |
| Creation Date: | Fri Dec 12 2014 |

**Tasks for "FPS Conference"**

From 10:15 AM to 11:15 AM on Tue Jan 13 2015.

**Assignment Requests**                                                                 More Actions... ▼

| | Expand All Tasks in this Section |
| ESB-E 801 | Status: Active | Flagged?: | Collapse All Tasks in this Section |
| | Associated Reservation: Jan 13 2015 | Respond By Date: Dec 12 201 | Assign All Your Tasks in this Section |
| | Comments: (none) EDIT | | Deny All Your Tasks in this Section |
| | Assigned To: | | Flag All Your Tasks in this Section |
| | Adams, Barry    Wodzenski, Amy    Nichols, Morgan | | Unflag All Your Tasks in this Section |
| | Wodzenski, Amy    Ansari, Azadeh | |

Your Assignment State: Assign? / Deny?

| PAS-E 103 | Status: Active | Flagged?: |
| | Associated Reservation: Jan 13 2015 | Respond By Date: Dec 12 2014 |
| | Comments: (none) EDIT | |
| | Assigned To: | |
| | Adams, Barry    Wodzenski, Amy    Nichols, Morgan | |
| | Wodzenski, Amy    Ansari, Azadeh | |

Your Assignment State: Assign? / Deny?

*Information is current as of*