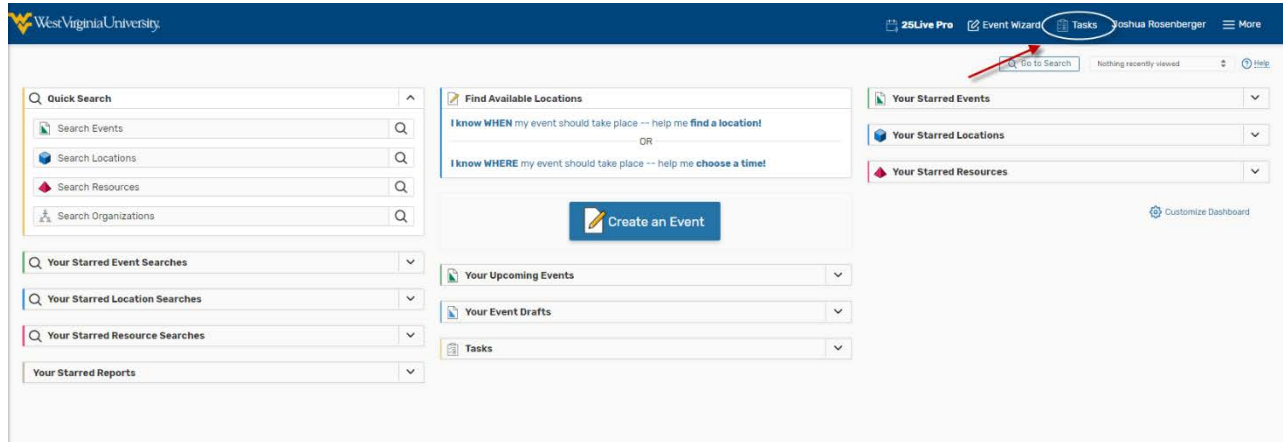
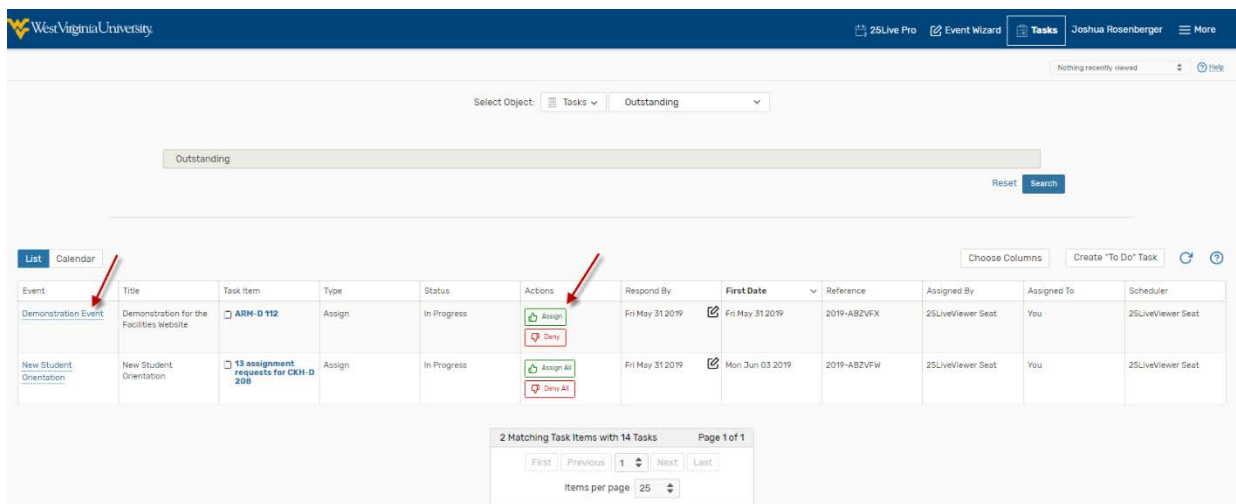


How to Check and Approve Tasks

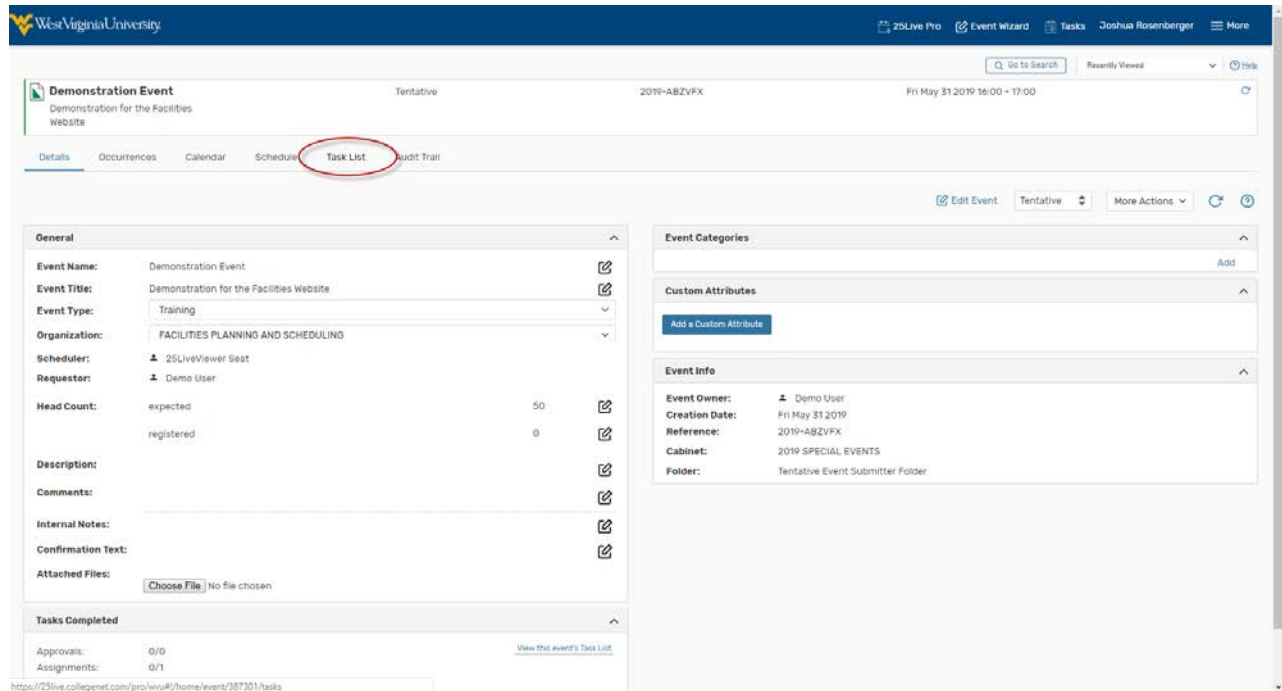
1. Click on tasks in the right hand corner of the homepage, this will bring up a list of outstanding tasks. Note that as soon as requests are put in, they are outstanding.



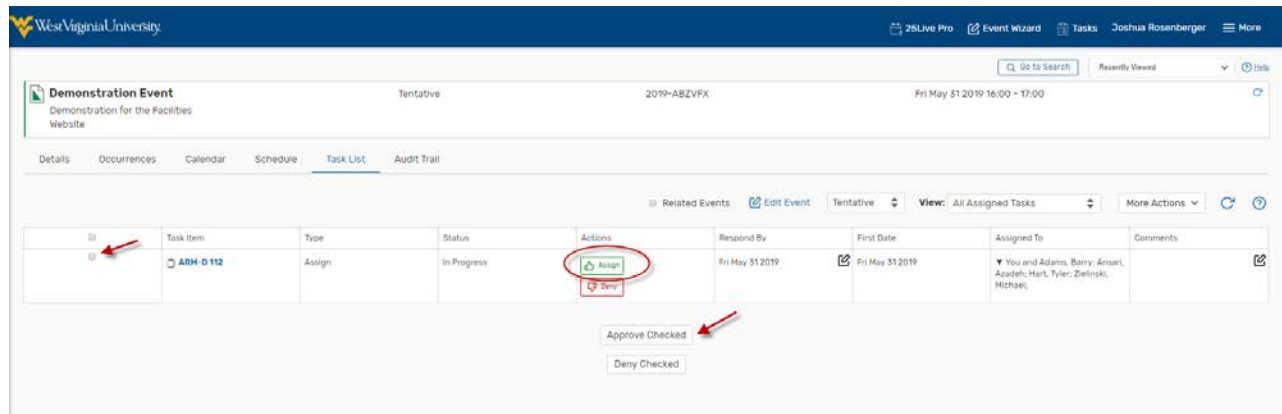
2. From here you can assign the event, or you can click on the name to see details. If you intend to send an email or need to take a closer look at the event, it is recommended to open the event details.



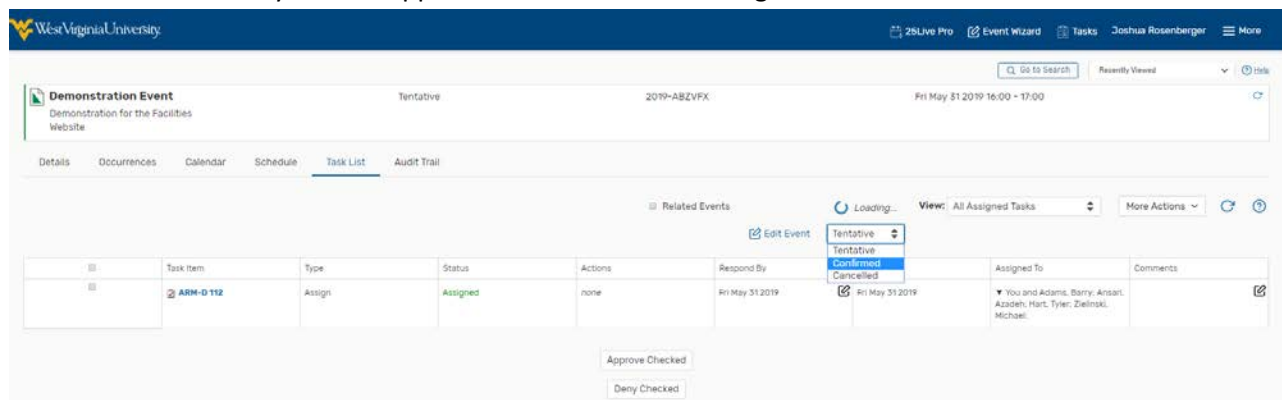
3. Once in the event details, you can look at the details and go to the task list.



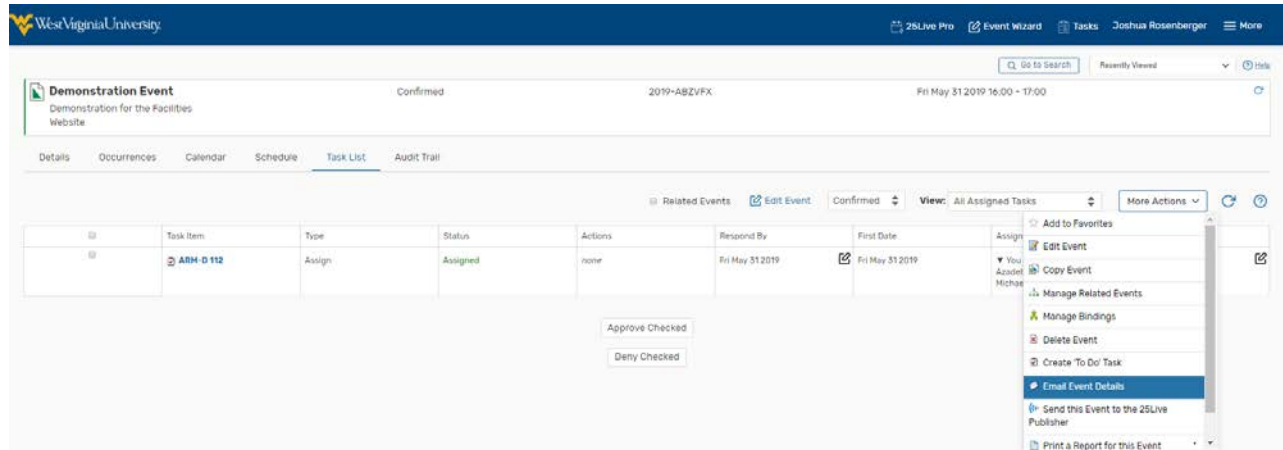
4. This screen will display all room requests and dates. You can approve them individually or select the check boxes and click the “Approve Checked” box.



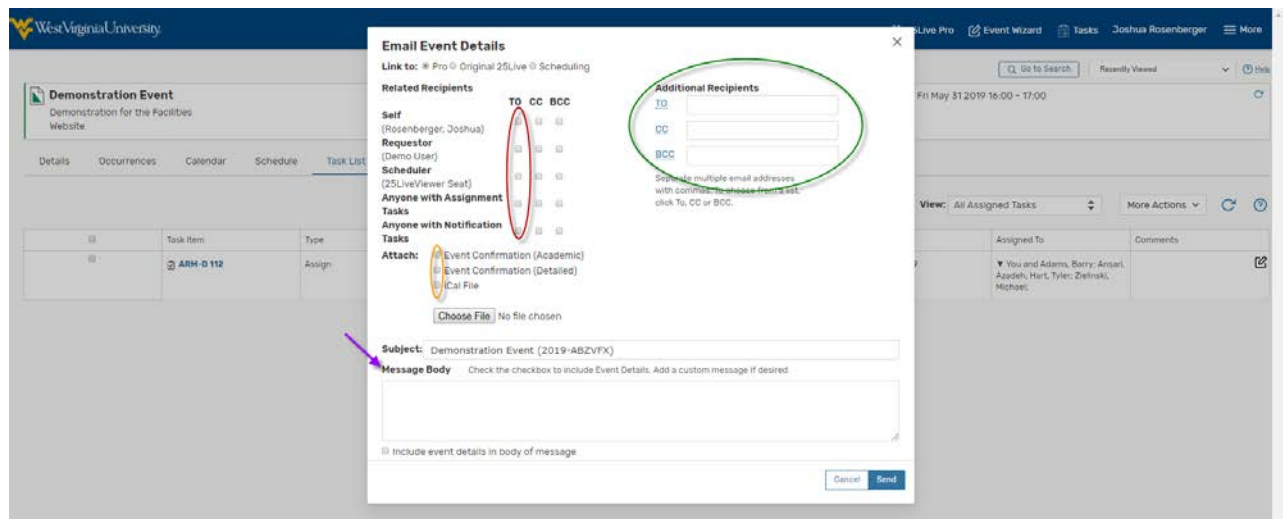
5. Once you have approved the reservation change the “Tentative” status to “Confirmed.”



6. After the event has been confirmed, you can send an email to the requestor as well as yourself and anyone else who approves for this room. First go up to “More Actions.” Click on it and scroll down to “Email Event Details.”



- On the Email Event Details the red circle represents the recipients, which includes requestors, approvers for the rooms, and schedulers. The orange circle represents the attachments to be sent in the email, including the event confirmations and the iCal file which will attach the event to an Outlook Calendar. The green circle is where additional recipients can be copied and replaced. And the message body is where you can include any messages for the requestor, including additional rules for the use of the room and additional information for the reservation. Once you click send the approval process is complete.



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 **Assign All your task in this section**. This will assign all of the dates/rooms requested at once.