How to Check and Deny Tasks

 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.

🖗 West Virginia University.	📇 25Live Pro 🕜 Event Wizard 🗍 Tasks Joshua Rosenberger 🚦	∃ More					
				Q Go to Search Nothing recently viewed) te		
Q Quick Search	^	Find Available Locations		Vour Starred Events	~		
Search Events	Q	I know WHEN my event should take place help me find a location! OR	😝 Your Starred Locations				
🤪 Search Locations	Q	I know WHERE my event should take place help me choose a time!	Your Starred Resources				
Search Resources	Q						
$\mathbb{A}_{\mathbb{A}}^{\frac{1}{2}}$ Search Organizations	Q	Create an Event		Oustomize Dast	board		
Q Your Starred Event Searches	~	Your Upcoming Events	~				
Q Your Starred Location Searches	~						
		Your Event Drafts	~				
Q Your Starred Resource Searches	~	Tasks	~				
Your Starred Reports	~						

2. From here you can deny 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.

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Event	Title	Task Item	Туре	Status	Actions	Respond By	First Date	V Reference	Assigned By	Assigned	To Schedule	0
Demonstration Event	Demonstration for the Facilities Website] ARM-D 112	Assign	In Progress	Assign Q Deny	Fri May 31 2019	🖆 Fri May 31 2019	2019-ABZVFX	25LiveViewer Seat	You	25LiveVie	wer Seat
New Student Orientation	New Student Orientation	13 assignment requests for CKH-D 208	Assign	In Progress	C Assign All	Fri May 31 2019	Mon Jun 03 2019	2019-ABZVFW	25LiveViewer Seat	You	25LiveVie	wer Seat
					2 Matching Task Items v	with 14 Tasks	Page 1 of 1					
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3. Once in the event details, you can look at the details and go to the task list.

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Demonstration Event Tentative Demonstration for the Facilities Website		Tentative		2019-ABZVFX	Fri May 31 2019 16:00 + 17:00	3
Details Occurre	nces Calendar Schedule Task List	Audit Trail				
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Oeneral			^	Event Categories		,
Event Name:	Demonstration Event		C			Add
Event Title:	Demonstration for the Facilities Website		C	Custom Attributes		
Event Type:	Training		~	MANNEN COMPANY		
Organization:	FACILITIES PLANNING AND SCHEDULING		~	Add a Custom Attribu		
Scheduler:	▲ 25LiveViewer Seat					
Requestor:	± Demo User			Event Info		1
Head Count:	expected	50	R	Event Owner:	1 Demo User	
	registered	0	52	Reference:	2019-A82VFX	
			9	Cabinet:	2019 SPECIAL EVENTS	
Description:			C	Folder:	Tentative Event Submitter Polder	
Comments:			¢			
Internal Notes:			12			
Confirmation Text:			~			
Attached Files:	Choose File No file chosen		٢			
Tasks Completed			~			
Approvais:	0/0	View that even	rs Task List			
Assignments:	W/I					

4. This screen will display all room requests and dates. You can deny them individually or select the check boxes and click the "Deny Checked" box.

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Demonstration Event Tentative Demonstration for the Facilities Website			2019-AB	IZVFX	Q, 50 to Search Recently Vewed			
Details Occurrences Ca	endar Schedule Task	List Audit Trail	🖬 Relat	ted Events 🛛 😰 Edit Event	Tentative 🗘 View: All As	ssigned Tasks	More Actions 🛩	C 0
Tosk Ite	n Type -D 112 Assign	Status In Progress	Actions	Respond By Fri May 312019	First Date Fri May 312019	Assigned To Vou and Adams, Barry: Ansari, Azadeh: Hart, Tyler, Zielinski, Michael:	Comments	Ľ

5. When denying an event it is not required, but encouraged to send an email to the requestor alerting them to the fact that their request was denied.