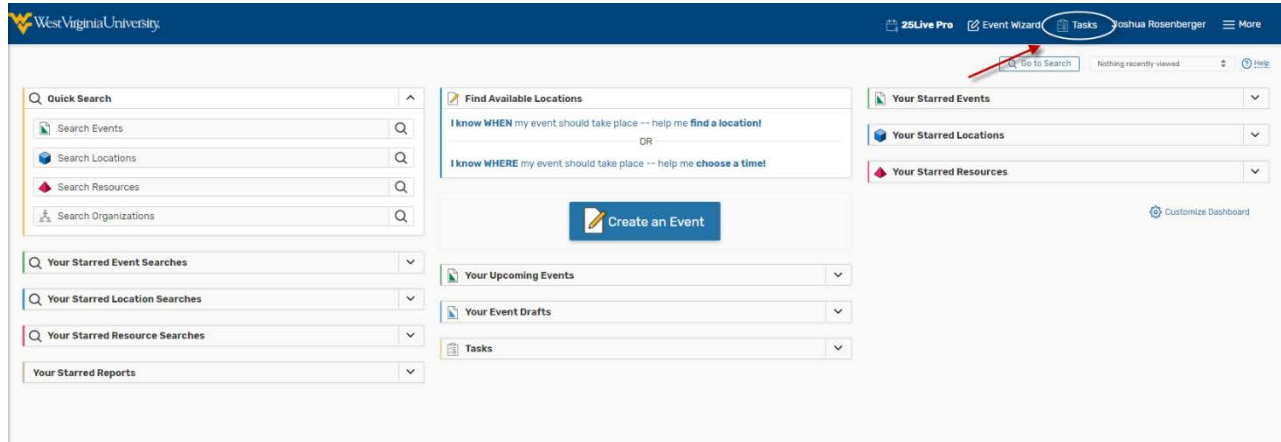
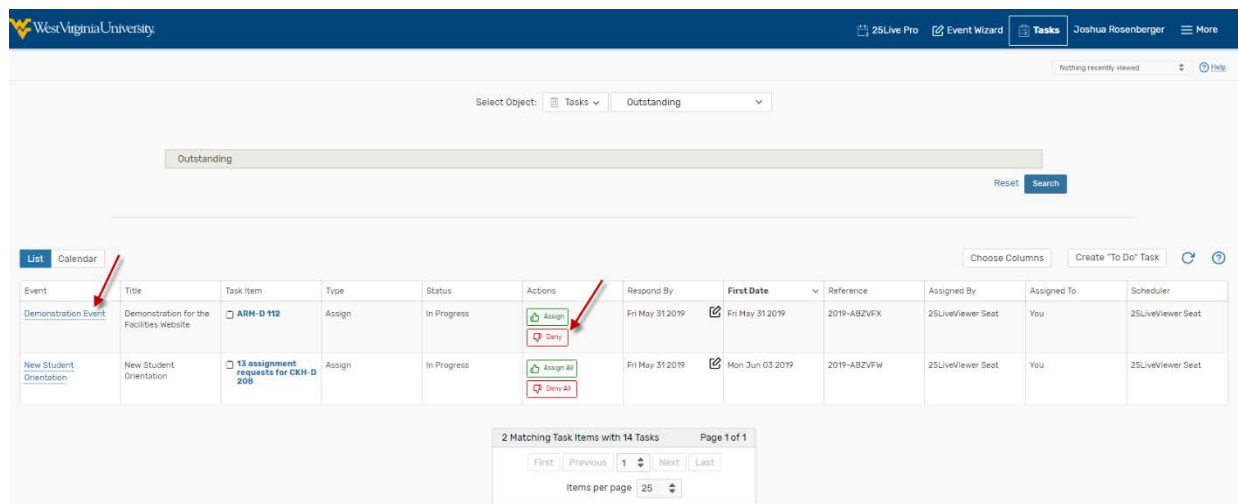


How to Check and Deny Tasks

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 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.



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

The screenshot shows the 25Live Pro interface for a 'Demonstration Event'. The 'Task List' tab is highlighted with a red circle. The interface includes sections for 'General' (Event Name, Title, Type, Organization, Scheduler, Requestor, Head Count, Description, Comments, Internal Notes, Confirmation Text, Attached Files), 'Event Categories', 'Custom Attributes', and 'Event Info'. The 'Tasks Completed' section shows 0/0 Approvals and 0/1 Assignments.

- 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.

The screenshot shows the 25Live Pro interface with the 'Task List' tab selected. A table of tasks is displayed with columns for Task Item, Type, Status, Actions, Respond By, First Date, Assigned To, and Comments. A red arrow points to a checkbox in the first column. Below the table, there are buttons for 'Approve Checked' and 'Deny Checked', with a red arrow pointing to the 'Deny Checked' button.

Task Item	Type	Status	Actions	Respond By	First Date	Assigned To	Comments
<input type="checkbox"/> ARM-D 112	Assign	In Progress	Approve Deny	Fri May 31 2019	Fri May 31 2019	You and Adams, Barry; Ansari, Azadeh; Hart, Tyler; Zielinski, Michael	

- 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.