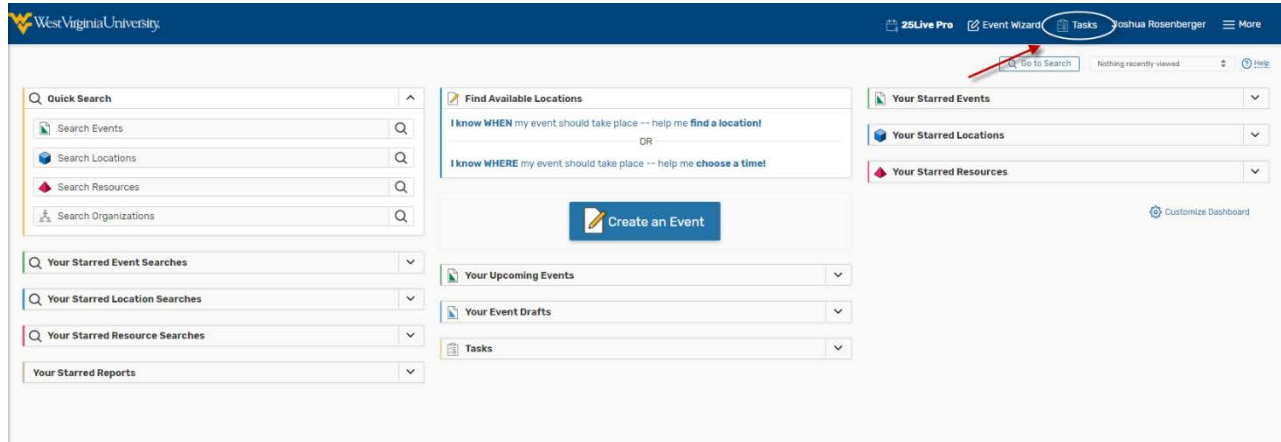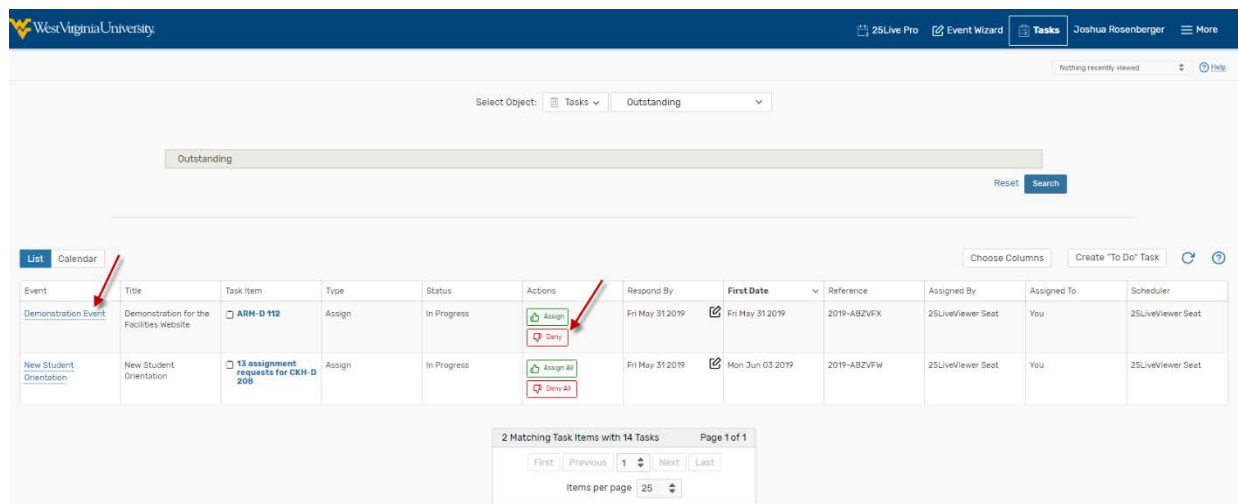# *How to Check and Deny Tasks*

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.

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.

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.