

This guide is meant to be a quick reference only.

OVERVIEW

- 1. Open a Web Application Request from Notifications in the Dashboard
- 2. Approve or Deny a Request (to then alert the Events Office)
- 3. Mark Notification as Reviewed
- 1. **Open a Request from the Dashboard:**
 - Open the Dashboard button to review all Everyday User reservations that are awaiting



• Notifications: The left-hand window will display each notification rule and the number of new notifications that are applicable to each notification rule. Select a notification rule to see the new notifications. See sample screen shot below.

Show New Only			Notification Date (0) A Reser	vation ID Gro	up Group Type	1st Contact	Event Name	Event Type	Status	First Booking	Last Booking	Go To
Notification Rule (10)	- New	^	The second se									
Alcohol Services	0											
Cancelled A/V Request	0	_										
Cancelled Web App Request	0											Refresh
Change Web App Request	0											Show
Changed A/V Request	0											Did
External Attendees - Notify Campus Police	0											Reviewed
New A/V Request	0											Unreviewed
New Confirmed Request	0											C Greenewed
New Web App Request	2	~										
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@ Guest Requests												
🕞 Wait List*												
📂 Reconfirm Dates												
Building Hours Exceptions												
Analytics			<								>	

Show New Only		Notification Date	(10) 🔺 Type	Booking Date	Start	End	Building	Room	Go To
Notification Rule (5)	A Ne	lew 7/30/2008 3:27	M Change	8/19/2008 Tue	8:00 AM	12:00 PM	UK-CW	10.Enzo - All	Delete
Catering Change Order	0	8/19/2008 11:3	AM Change	8/28/2008 Thu	6:00 AM	7:30 AM	UK-CW	10.Enzo - South	Reviewed
New AV Request and/or Change R	equest 0	8/19/2008 11:3	AM Change	8/28/2008 Thu	7:00 AM	9:30 AM	UK-CW	10.Enzo - South	
New Catering Order	0	10/15/2008 1:5	PM Change	10/29/2008 Wed	9:00 AM	10:00 AM	UK-CW	10.Enzo - North	Refresh
New Web Request	0	12/10/2008 10:4	0 AM Cancell	ed 12/18/2008 Thu	3:00 PM	5:00 PM	UK-CW	10.Enzo - South	Show
New/Changed Video-conference	0	12/11/2008 1:4	PM Change	12/18/2008 Thu	8:30 AM	11:30 AM	UK-CW	CQ02-Conferen	VID VID
		1/14/2009 9:27	M Change	1/16/2009 Fri	8:00 AM	10:00 AM	UK-CW	CQ02-Conferen	And the second second
		7/1/2009 2:42 F	M Change	7/16/2009 Thu	8:15 AM	11:15 AM	UK-CW	10.Enzo - South	Reviewed
		7/16/2009 1:20	M Change	7/21/2009 Tue	8:00 AM	10:00 AM	UK-CW	CQ02 - Conferer	Vinreviewed
		7/24/2009 11:3	AM Change	7/28/2009 Tue	8:00 AM	10:00 AM	UK-CW	CQ02-Conferen	



• Double-click on the room request in the right-hand window to open the reservation in the Navigator.

General Council Annua	💽 Us	er Defined Fields (0	0)	🔊 Tr	ransactions (0)	🕑 Hist	🤣 History 📩 📩					
7/27/2015 Mon 7	Reserva	tion Summary	•	Properties	Reminders	(0) 🤜 😔 C	omments (0)	I At	tachments (0)			
	Event Name:			nnual Reception								
	Employees: 1st Contact:	Provost's Off John Ray	fice	Status: Event Coordin	Web Request (none)				Confirmation			
	Phone:	240-4229177	7	Salesperson:	(none)			Change Statu				
	Reservation No.: 13											
									Update Pricin			
	Drag a column head	ler here to group t	by that column						Update Pricin			
	Drag a column hear		by that column End Time i	tone Building	Room Event		Event Type	Status	Edit			
	Date		End Time 2	tone Building SMTH		Council Annual Reception			New Edit Delete			
	Date	Start E	End Time 2			Jounci Annual Reception			New Edit			
	Date	Start E	End Time 2			Jounal Annual Reception			New Edit Delete			

2. Approve or deny a request from the Navigator:

- Review the events scheduled in rooms around this request and determine if this request is suitable.
- Right-click and select "Go to Book" to see other bookings in that room and the surrounding rooms.
- Select the Reservation level of the reservation. This is the top layer in the left-hand pane just like in the image above.



• Click the Change Status button located on the right side of the Navigator window

	(Reservation No. 13) - Change Booking Status
Status:	Confirmed Current Reservation Status: Web Request
Reconfirm Date:	•
Update Reservation Status:	✓
Send Confirmation If Successful:	v
Cancel	Next >

- Choose the appropriate status for this request (either Moderator Approved or Moderator Denied)
- Make sure that Update Reservation Status" is Checked and "Send Confirmation if Successful" is unchecked
- Select All at the bottom right of the window. Click Finish. (At this point, the notification will be sent to the Events Office to finalize.)

			(Re	servatior	n No. 13)	- Change E	Booking Status		
Select Bo	okings:								
Date		Weekday	Start	End	Building	Room	Event	Status	Servi
7/27/201	5 Mon	Monday	7:00 PM	11:30 PM	SMTH	SMTH 102	General Council Annual Reception	Web Request	
6									
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	celled B	lookings:] Hide O	ld Bookings	: 🔽		Select	All Unsele	



3. Mark Everyday User Reservation Notification as Reviewed in the Dashboard

- Now that you are finished working on the reservation, close the "Change Successful" Window and the Reservation Navigator to return to the Dashboard.
- In the "Notifications" area of the dashboard, highlight the room request you just responded to and click *Reviewed* on the right.

Show New Only			Notification Date (1) -	Reservation	ID	Group	Group Typ	e 1st C	Contact	Event Name	Event Type	Status	First Booking	Last Boo	Go To
Notification Rule (10)	- New	^	9/30/2015 11:07 AM	66571	1	ogan Steinbrink	Faculty / S	aff (none	0	Alcohol Test	Conference	Web Reque	t 9/30/2015 Wed	9/30/20	Delete
Cancelled A/V Request	0														Reviewed
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External Attendees - Notify Campus Police	0		1991 - 1991 - 1991 - 1991 - 1991 - 1991 - 1991 - 1991 - 1991 - 1991 - 1991 - 1991 - 1991 - 1991 - 1991 - 1991 -												0id
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Work Order Request - Specific	0	~	9/30/2015 Wee				Conf 1	Alcohol Test							
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Building Hours Exceptions															