

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.

🕗 Dashboard														-
														Options
Show New Only	N	Notification Date (0)	 Reservation ID	Group	Group Type	1st Contact	Event Name	Event Type	Status	First Booking	Last Booking	Go To		
Notification Rule (10)	- New	^												Delete
Alcohol Services	0													Reviewed
Cancelled A/V Request	0													
Cancelled Web App Request	0													Hetresh
Change Web App Request	0													Show
Changed A/V Request	0													Did
External Attendees - Notify Campus Police	0													Reviewed
New A/V Request	0													
New Confirmed Request	0													
New Web App Request	2	~												
<		>												
A Notifications*			1											
Course Updates														
@ Reminders														
GEVERYDay User Reservations*														
@ Guest Requests														
🕞 Wait List*														
7 Reconfirm Dates														
Building Hours Exceptions			1											
Analytics			<										>	
														Close

Show New Only		Notification Date (10)	Туре	Booking Date	Start	End	Building	Room	Go To	
Notification Rule (5)	New	7/30/2008 3:27 PM	Change	8/19/2008 Tue	8:00 AM	12:00 PM	UK-CW	10.Enzo - All	Delete	
Catering Change Order	0	8/19/2008 11:37 AM	Change	8/28/2008 Thu	6:00 AM	7:30 AM	UK-CW	10.Enzo - South	Reviewed	
New AV Request and/or Change Request	0	10/15/2008 1:57 PM	Change	10/29/2008 Wed	9:00 AM	10:00 AM	UK-CW	10.Enzo - South 10.Enzo - North	Refresh	
New Web Request	0	12/10/2008 10:40 AM	Cancelled	12/18/2008 Thu	3:00 PM	5:00 PM	UK-CW	10.Enzo - South	Show	
New/Changed Video-conference	0	12/11/2008 1:48 PM 1/14/2009 9-27 AM	Change	12/18/2008 Thu 1/16/2009 Eri	8:30 AM	11:30 AM	UK-CW	CQ02- Conferen	VId 💟	
		7/1/2009 2:42 PM	Change	7/16/2009 Thu	8:15 AM	11:15 AM	UK-CW	10.Enzo - South	Reviewed	
		7/16/2009 1:20 PM	Change	7/21/2009 Tue	8:00 AM	10:00 AM	UK-CW	CQ02 - Conferer	Unreviewed	
		7/24/2009 11:37 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 7/27/2015 Mon 7	💽 Use	er Defined Fields	(0)	Tr	ansactions (0)	History	📩 E	📤 Emails (0)		
	Reserva	tion Summary		Properties	Reminders (0)	Comments (0)	I Att	Attachments (0)		
	Event Name:	General Cou	uncil Annual	Reception			Edit			
	Employees: 1st Contact:	Provost's O	ffice	Status: Event Coordin	Web Request			Confirmation		
	Phone:	240-422917	77	Salesperson:	(none)			Change Statu		
	Reservation No.:	13						Update Pricin		
	Drag a column head	ler here to group	by that colum	n				New		
	Drag a column head	ier here to group Start	by that colum End Tim	ne Zone Building	Room Event	Event Type	Status	New Edit		
	Drag a column head Date 7/27/201	ler here to group Start L5 Mon 7:00 PM	by that colum End Tin 11:30 PM MT	ne Zone Building SMTH	Room Event SMTH 102 General Coun	Event Type cl Annual Reception Maintenance	Status Web Request	New Edit Delete		
-	Drag a column head Date 7/27/20 :	Start Start 15 Mon 7:00 PM	End Tin 11:30 PM MT	n e Zone Building SMTH	Room Event SMTH 102 General Coun	Event Type of Annual Reception Maintenance	Status Web Request	New Edit Delete Tools		
-	Drag a column head Date 7/27/201	Start Start 15 Mon 7:00 PM	End Tin 11:30 PM MT	e Zone Building SMTH	Room Event SMTH 102 General Coun	Event Type ci Annual Reception Maintenance	Status Web Request	New Edit Delete Tools Details		

### 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:	✓
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.)

ſ				(Res	ervation	No. 13) -	Change B	ooking Status		
	Select Bool	kings:								
	Date		Weekday	Start	End	Building	Room	Event	Status	Servic
	7/27/2015	Mon	Monday	7:00 PM	11:30 PM	SMTH	SMTH 102	General Council Annual Reception	Web Request	
	<									>
	Hide Cance	elled B	ookings:	Hide Ol	d Bookings	•		Select	t All Unsele	ect All
	Cancel							< Pres	vious Fin	iish



#### 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 Rule (10)																
Notification Rule (10)	Show New Only					ID	Group	Group Type	15	1st Contact	Event Name	Event Type	Status	First Booking	Last Boo	Go To
	- New	^	9/30/2015 11:07	VM 66	571		Logan Steinbrin	ik Faculty / Sta	ff (no	ne)	Acohol Test	Conference	Web Reques	1 9/30/2015 Wed	9/30/20	Delete
Cancelled A/V Request	0															Reviewed
Cancelled Web App Request	0															Defect
Change Web App Request	0															rverrean
Changed A/V Request	0															Shaw
External Attendees - Notify Campus Police	0		100													Did
New A/V Request	0		<												>	Reviewed
New Confirmed Request	0	_	New Bookings (	hanges	Notified Us	iers										
New Web App Request	0		Date		Start	End	Building	Room	Event							
Work Order Request - Specific	0	~	9/30/2	015 Wed	3-30 PM	7:30 PM	UNION	Conf 1	Vcohol T	est						
<		>	_													
Motifications																
Course Updates																
@ Reminders																
GEVERY Careford Every Constructions*																
🕜 Guest Requests																
🔂 Wait List*																
r Reconfirm Dates																
Building Hours Exceptions																
Analytics																