

25Live Event Scheduling | Approving/Rejecting Events

1 View your task list.

When someone requests an event in a location or with a resource for which you are assigned as an approver, you will be assigned a task in 25Live. At the end of each day, you will receive an email notification about any new tasks assigned to you that day. Additionally, upon logging into 25Live (or refreshing the page within a current 25Live session), the number of outstanding tasks will appear in the toolbar.

A Access your task list.

1. Select the **Tasks** button in the top toolbar.



2. View the list of outstanding tasks. For each task, you can view the:
 - Event name and title
 - Task item (typically the location or resource being requested)
 - Type
 - Status
 - Available actions
 - Response due date
 - First date of the event
 - Internal 25Live reference number
 - ID of the user who assigned the task
 - You and other individuals who are assigned to the task
 - The event scheduler (the individual who entered the event into 25Live)

List

Calendar

Choose Columns

Create "To Do" Task

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Help

4 Matching Tasks

| Event | Title | Task Item | Type | Status | Actions | Respond By | First Date | Reference | Assigned By | Assigned To | Scheduler |
|------------|-------|--|--------|-------------|---|-----------------|-----------------|-------------|--------------|-------------|--------------|
| TEST EVENT | | <input type="checkbox"/> TBA 212 - Dining Room A | Assign | In Progress | <div><div>Assign</div><div>Deny</div></div> | Wed Jun 29 2022 | Sat Jul 30 2022 | 2022-AABGVD | campusevents | You | campusevents |

B Review your outstanding task(s).

1. To view the details of the event, select the event name in the **Event** column.

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2. To view the details of the location or resource being requested, select the **Task Item**.

3. Select an action to take on this task:
 - a. If you approve of the location or resource requested for this event,
 - i. Select **Assign**.
 - ii. Allow a few seconds for the assignment to complete. This action *only assigns* the location or resource to the event. It does *not* move the event from *tentative* to *confirmed* state.
 - iii. Select the event name from the **Event** column.
 - iv. In the upper right, change the **Event State** dropdown from **Tentative** to **Confirmed**. This will complete the event approval and send an email notification to the scheduler.

- b. If you do not approve of the location or resource,
 - i. Select **Deny**.
 - ii. Allow a few seconds for the assignment to complete. This action *only denies* the location or resource for this event. It does *not* cancel the event or remove it from *tentative* state.
 - iii. If you need to also cancel the event, select the event name from the **Event** column and, in the upper right, change the **Event State** dropdown from **Tentative** to **Cancelled**. This will complete the event denial and send an email notification to the scheduler.
 - iv. Notify the scheduler and/or requestor of the location or resource denial, including an explanation and any additional information regarding how the individual might edit the event for a successful approval.

You can also view and manage tasks while viewing an event in 25Live. To do so, select the **Task List** to view all tasks associated with the event. From here, you can approve or deny requests, after which you must also be sure to update the **Event State** dropdown from *Tentative* to either *Confirmed* or *Cancelled*.

| Task Item | Type | Status | Actions | Flagged | Respond By | First Date | Assigned To | Comments |
|-------------------------|--------|-------------|---------|---------|-----------------|-----------------|--|---|
| PTS-Parking for Guests | Assign | In Progress | None | | Thu Jun 30 2022 | Sat Jul 23 2022 | ▼ AASPA, AASPA; APIUser, Colter, Shane L; Hughes, Kim; LYKAdmin; Owner, Object, Workman, Stephanie V; publish25; report25; service25 | Request was assigned to system administrators because there are no users with approval permissions. Please add approval contacts for this resource. |
| TBA 212 - Dining Room A | Assign | Denied | None | | Thu Jun 30 2022 | Sat Jul 23 2022 | ▼ You and Bouwell, Kylea Grace; White, Mary Theresa; | |