# Checking the Status of an Event

Until an event is assigned to a location/resource, by someone with assigning permissions, it will not show on that location/resource. If the location was requested, a task will have been created to the schedulers for that location/resource. The location/resource will not be assigned until the task is approved. As soon as the task is approved the task, the event is assigned to the location/resource he task was for. There are a couple places ways you can check the status when looking at the details of your event.
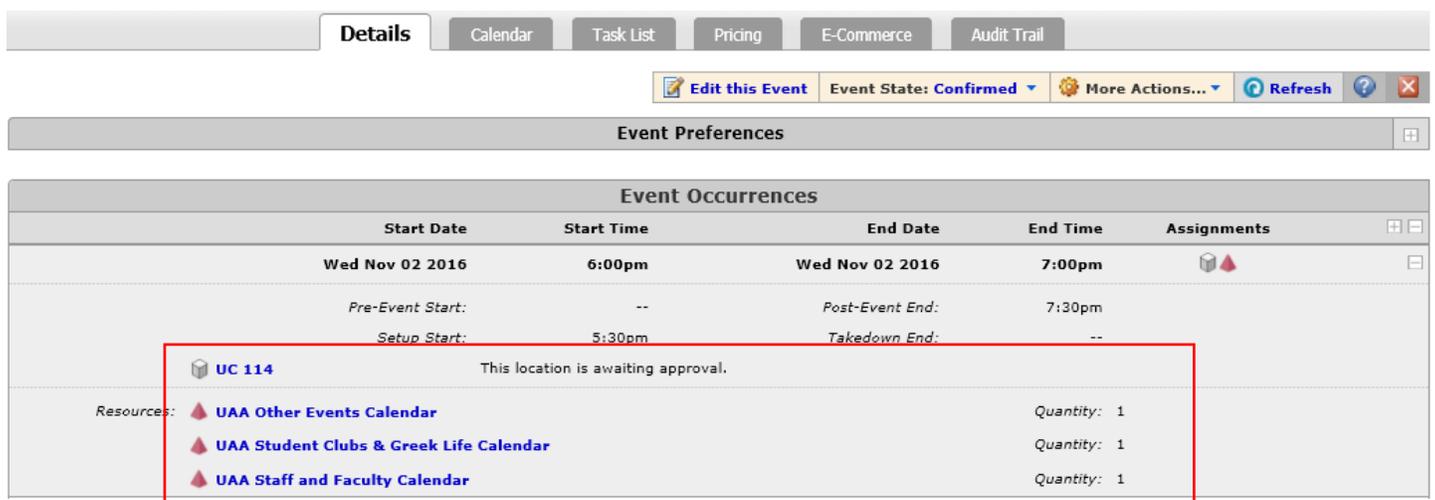
One the Details tab under Occurrences, it should show all locations and/or resources requested.

Under the assignments column, there are icons that represent Locations and Resources. A square for Locations and a triangle for Resources. If the icon is colored in, blue for Locations and red for Resources then it has been assigned. If it is grey, then your request is pending approval. In the print screen below, you can see this event has been assigned to Resources but has not been assigned to a Location.
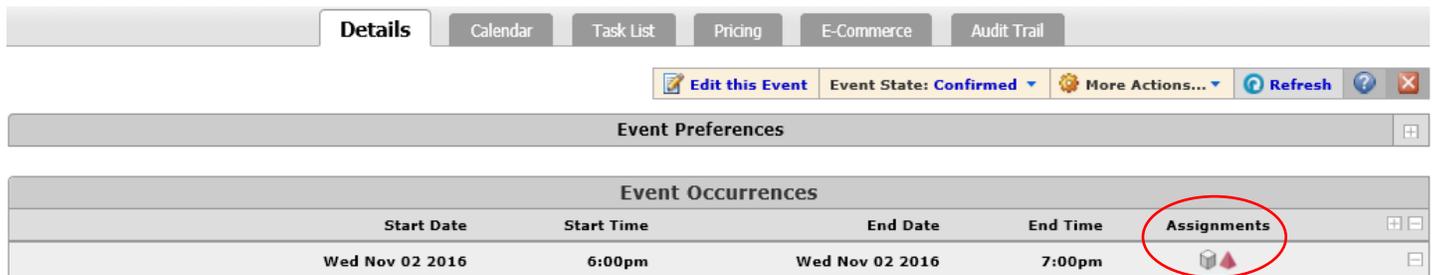
If you expand the Occurrence, click on the + t the right of the occurrence, you can see the details for that occurrence. All Locations and Resources and their status will be listed. In the print screen below, you can see this event has been assigned to three Resources but has not been assigned to the one Location.

Checking the Status of an Event

To see the full details regarding your request you will need to view the Task List for the Event. You get there by clicking on the Task List tab or the "View this event's Task List" link.

The task List will show the status and details for each request that is part of the event. A task is generated for each Location and Resource per Occurrence. In the print screen below, you can see that the Calendars have all been assigned but the Location request is still Active. You can see all details for that request by expanding he task, clicking on the + to the right of the task.