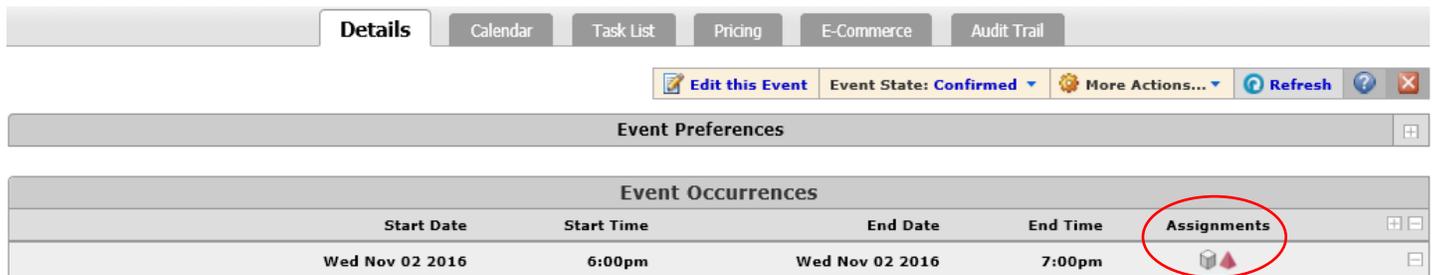


Checking the Status of an Event

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.

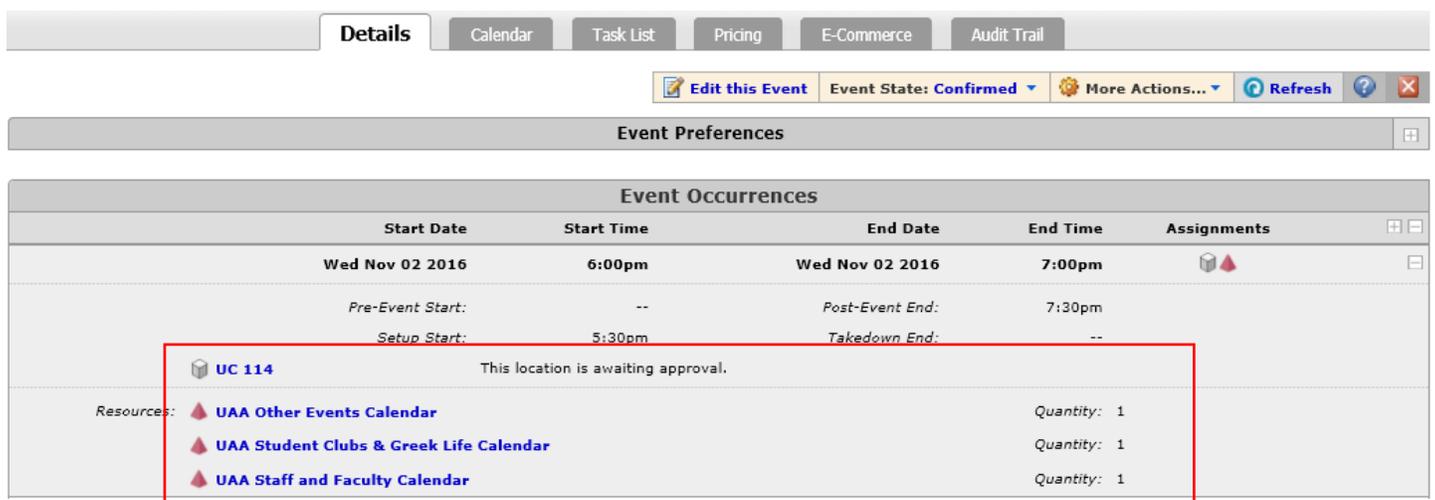
One the Details tab under Occurrences, it should show all locations and/or resources requested.

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.



Start Date	Start Time	End Date	End Time	Assignments
Wed Nov 02 2016	6:00pm	Wed Nov 02 2016	7:00pm	 

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.



Start Date	Start Time	End Date	End Time	Assignments
Wed Nov 02 2016	6:00pm	Wed Nov 02 2016	7:00pm	 
<i>Pre-Event Start:</i>		--	<i>Post-Event End:</i>	7:30pm
<i>Setup Start:</i>		5:30pm	<i>Takedown End:</i>	--
UC 114 This location is awaiting approval.				
Resources:				
 UAA Other Events Calendar				Quantity: 1
 UAA Student Clubs & Greek Life Calendar				Quantity: 1
 UAA Staff and Faculty Calendar				Quantity: 1

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.

Midterm Exams [Details] [Calendar] [Task List]

Event Details

Event Name: Midterm Exams
Event Type: Exam/Testing (Not part of the Class Schedule)
Reference: 2016-ADCNVQ
State: Confirmed
Organization: UAA Disability Support Services
Scheduler: Winckler Moore, Laura
Requestor: Winckler Moore, Laura
Event Categories: • 201603
Head Count: 5 expected 0 registered

Description:
Over-flow from DSS Testing lab

Tasks Completed:
Approvals: 0/0
Assignments: 0/1
To Do's: 0/0
[View this event's Task List](#)

Start Date	Start Time
Fri Oct 07 2016	8:00am

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 the task, clicking on the + to the right of the task.

[Details] [Calendar] [Task List] [Pricing] [E-Commerce] [Audit Trail]

View: All Assigned Tasks [Edit this Event] Event State: Confirmed [More Actions...] [Refresh]

Event Preferences

Tasks for "\$avvy \$eawolf - Credit"

From 06:00 PM to 07:00 PM on Wed Nov 02 2016. Post-event time 30 minutes.

Assignment Requests [More Actions...]

UC 114	Status: Active	
Associated Reservation: Nov 02 2016 Respond By Date: Jul 08 2016		
Comments: (none)		
Assigned To:		
Veldkamp, Tina	Murphy, Kathleen	Barnes, Elizabeth L.
Selhay, Alyona	Bladow, Megan	Leary, Elizabeth
Smith, Michael	Niva, Gianna	Murphy, Kathleen
<input checked="" type="checkbox"/> UAA Other Events Calendar	Status: Assigned	Flagged?: [Flag]
<input checked="" type="checkbox"/> UAA Student Clubs & Greek Life Calendar	Status: Assigned	Flagged?: [Flag]
<input checked="" type="checkbox"/> UAA Staff and Faculty Calendar	Status: Assigned	Flagged?: [Flag]