25Live Event States Explained

Event States are the status of the event itself. The status of Tasks/Requests *are not* related to the Event State. Below is a list of the Event States and helpful information about the.

Draft

Means: Event is in the thinking about stage.

System Processes: Tasks/Requests will not be created.

Business Process Note: Will not be counted in space utilization reports. Will be deleted by System Administrator if the date has passed.

Tentative

Means: Creator thinks the event will happen but is not 100% sure.

System Processes: Tasks/Requests will created.

Business Process Note: Will not be counted in space utilization reports.

Confirmed

Means: Creator expects this to happen or it did happen.

System Processes: Tasks/Requests will created.

Business Process Note: Will be counted in space utilization reports.

Sealed

Means: The event has or will happen and the Scheduler want to limit changes to the event.

System Processes: Tasks/Requests will created. Only editable by Security Groups with Area Administrator or Scheduler permissions.

Business Process Note: Will be counted in space utilization reports.

Denied (Not currently Used)

Means: The event has been denied by UAA Risk Management. Event has not met the University of Alaska requirements for events on University property. Event cannot be held unless this changes. See Confirmation Notes for details.

System Processes: Tasks/Requests will created. Only editable by Risk Management.

Business Process Note: Will not be counted in space utilization reports.

Cancelled

Means: The event has been cancelled.

System Processes: All Locations and Resources are unassigned. Users with Requestor level access cannot uncancel events.

Business Process Note: Will not be counted in space utilization reports.