Reviewing Event Requests and Approvals Using Q ware

SUNY Polytechnic Institute

Administrators and Location Owners

How to Check Incoming Event Requests

Since you have been appointed a location owner for Q ware, you will now be receiving email notifications when there is an event request in your space.

The subject headline could say “Event Created,” “Event Approved,” “Event Rejected,” and “Event Closed.”

Once availability is verified your incoming requests for approval will appear under “List Events” and “Approvals.” There are two ways to approve events. The first is through voting and the 2nd is by manually updating the status from the event details page. Under “List Events” voting occurs by clicking on incoming requests, viewing the event, and using the 2nd tab called “Approvers” to vote approve or rejected with the available circled options. Also in this location you can open each individual event request to review details and approve or reject or you can use the bulk operation command to bulk approve events. If your administrator prefers you “manually” update the status (typically used when there are several location owners, this is to avoid events being held up) then open the event under “List Events” but instead of using the approver tab use the 1st page and change the top right status drop down to either “Event Approved” or “Event Rejected.”
Bulk Approvals or Rejections

To vote your Approval or Rejection on an Event

Select the Main Details tab to view the event and using the multi select drop down on the top right update the event’s status to either “Event Approved” or “Event Rejected.”

Event: 87 - Culinary Meeting
Please **NOTE** that once you **Approve** an event the original requestor is restricted from making changes. If they need a change made you as master owners must update it for them (time, date, additional details etc.).

**Other Features and Information captured with the Event Request**

If you need more info from the requestor regarding the event please use the communication tab to send a private message back to them. Select their name from the available list to the left or if their name is not displayed please enter it under “additional email addresses” and type in your message under “Email Comments.” **Please be aware that once an event is approved your requestors lose the ability to modify their time for resubmission. If a new time is needed you as master owners must edit it for them.**

All Events can produce work orders at the “Approved” status

A postdate work order can be created for the event you are approving. Once you have updated to “Event Approved” you will see a new check box selection called “Pre-Date Work order” appear below. Check this box and assign it to the service area or keep it defaulted on maintenance and then select how many days before the event you would like a Work Order to generate in your queue. From this level you also have the ability to assign it other personnel that should be aware of this event such as maintenance, food service, and IT.
Note any Custom Fields being tagged with the Event

Reporting Using Events

You can pull a report on all events by filtering down to calendar, category or even time period. Our reporting feature can determine results such as your most requested spaces, your most frequent event requestor, any custom fields that helped to pull the event together and a future schedule of all approved events that can be given or emailed to any of your departments.

Simply use the filtering features demonstrated in the screenshot below and then preview your results and lastly export data to either PDF form or an excel csv file.
For approver access contact:

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