# **Active Data Calendar Space Reservation Workflow**

The roles, workflow and approval process described below are based on the requirements outlined in the College's Space Reservation Policy.

The reservation process involves:

- 1. Event Organizer Creation of the event and approval/rate category request to Dean/VP
- 2. Dean/VP Event review and rate category selection for event
- 3. Event Organizer Modification and release of event for Space Manager approval
- 4. Space Manager Review and approval/denial of facility request
- 5. (Optional if facility request is denied) Event Organizer Request of alternative facility

### 1. Event Organizer - Creation of Event and Rate Category Request to Dean/VP

The Event Organizer will create an event using the calendar administrative interface (similar to the current process) selecting a facility and saving the event. Using the "Send Notification" option the Event Organizer will notify Dean/VP of event and request comment on event priority (priority rating, rate category, etc.). Event will only be visible to the Event Organizer at this point and no workflow for facilities will be kicked off.

A step-by-step guide of adding an event to the calendar and booking a facility is available at Active Data Training Calendar Training Guide - Adding an event to the calendar

1. Create an event.

active data	🖹 MAIN MENU	FACILITIES C	ALENDAR	PUBLIC CAL	ENDAR	PRIVATE CALE	NDAR ?	HELP	III ABOUT	• В госопт
CALENDAR			Events	Registration	Workflo	w Facilities	Resource	es Ca	tegorization	Marketing
							EVENTS	S: <u>Add</u>	- <u>Modify/Ca</u>	ncel/Delete
Add Event - General Details [Sam	ple Event]									
*Event Name										
Sample Event										
*Desertment										
Baruch Computing and Technology Center (BC	TC)									
Bublich on Selected Calendar(c):										
*Category(s)/Subcategory(s):										
Special Events		•								
*Event Description:										
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A • 為 •   巨 佳 律 律   × * ×	2 abe 🚍 🖂	imes New	• 16p»	. •						
Event Description										
🦯 Design 🔇 HTML 🔍 Preview										
Event Date: 5/31/2014 St	art Time: 9:0	0 AM D	uration	: 2 🔻 Ho	ours and	0 V Minu	ites 🗌 🗸	All Day	/	
Main Sche Information Fac	duling & cilities	R Re	equest sources	5	I Ati	mages & tachments		F	Details & Registratio	n
CANCEL									PRE	VIEW

2. Make the facility request.

Locatio	n - Building: Ba	ruch College - <u>13</u>	37 East 25th Street	t			
elect	Matched/ Unmatched	Room	Room Type	Setup Option	Capacity	Setup	Tear Down
•	<u>1</u> /0	Room 831					
tup Tin: tup Not:	es:	Select Minute	s 🔻 Tear Dowr	n Time: Select Hours	Select Minu	tes ▼ Setu	o Count:
tup Tin: tup Not:	es:	Select Minute	s 🔻 Tear Dowr	n Time: Select Hours	Select Minu	ites 🔻 Setur	o Count:
tup Tin: tup Not: RESE	es: T SAVE	Select Minute	s 🔻 Tear Dowr	n Time: Select Hours	Select Minu	tes 🔨 Setu	o Count:
tup Tin tup Not RESE	es: T SAVE Facility Booking(s)	) Select Minute	s 🔻 Tear Dowr	n Time: Select Hours	Select Minu	tes 🔻 Setur	o Count:
etup Tin etup Not RESE hedule Room 83	es: Select Hours ▼ es: SAVE Facility Booking(s) 1 (1) Add More Ro	) Select Minute	s V Tear Dowr	n Time: Select Hours	Select Minu	tes ▼ Setu	o Count:
etup Tin etup Not RESE chedule Room 83 Facility	T SAVE	Select Minute	s V Tear Dowr	n Time: Select Hours	Vser Tear Down	ttes T Setuj Room Tear Down	Setup Setup Count Notes

3. Check yes or no for the "Attendees to be Charged?" section. Set the Rate Category to "TBD by Dean or VP" as this information will be received later on.

Contact Information	
Name:	Event Contact Name
Phone:	Event Phone
Email:	Event Email Address
Other Event Informat	tion
Schools/Departments:	C Academic Administration
	Accountancy
	Administration and Finance
	Advisement and Orientation
Student Clubs and Orgs	B5 Broads
	Absolute Adrenaline
	Accounting Society
🗌 Enable Registratio	n
Internal Information (Not viewable on user display	y.)
*Promote in CUNY Calendar	No. Do not make this event visible in the CUNY Calendar. $~\blacksquare~$
Attendees to be	🗆 Yes
chargeu:	No
Rate Category - <u>see</u> <u>Space Policy</u>	TBD by VP or Dean
Internal Notes:	

4. After finalizing the event, select "Save Event" and "Go to Event Notification Page" so the event is not published (no facility request will be made) and you will proceed to a screen that will allow you to notify your Dean/VP.

Event Deta Save Even Release For Go to Even	ils it vent it Notification Page	t subscribers of this even	nt change			
Facilities	Marketing Internal	it subscribers of this even	nt change.			COMMENTS
Details	Event Date/Time			Facility Request		
View	5/31/2014 (9:00 AM - 11:00 AM)			137 East 25th Street -	Room 831	
Event Facili	ty Details:					
Booking ID: Location:		N/A Baruch College	Room	Setup Notes:		
Room Setup Room Setup Room Tear D	option: Option: : Jown:	⊥ N/A 0 mins 0 mins	Room	Features:		/
User Setup: User Tear Do Setup Count:	wn: :	0 mins 0 mins N/A	Room	Notes:		
Event Detai	ils		remind me noti	fy me add to my calendar	email a friend	
Sample Even	t					
Start Date: End Date:	5/31/2014 Start Tim 5/31/2014 End Time	e: 9:00 AM :: 11:00 AM				
Event Descri Event Descrip	i <b>ption</b> tion					
Location Info Baruch Colleg Room: Room 8	ormation e - 137 East 25th Street 331	t				
Contact Info Name: Event C Phone: Event	rmation Contact Name Phone					
M Infor	lain mation	Scheduling & Facilities	Request Resources	Ima Attack	ges & ments	Details & Registration
CANCEL					Open	Print Window FINISH

5. On the "Event Notification" page, select "Email Includes Internal Notes and Comments Log" and "Third Party Recipients" where you will enter your Dean/VP's email address. Enter a subject and message then click "Submit".

It is recommended that for the recipient's convenience to include the following text below within the body of the email. This will allow the recipient to quickly review the rate categories.

For a list of rate categories, please see Appendix B under the Space Reservation Policy: http://www.baruch.cuny.edu/spacepolicy

Send Event Email Notice	
Your event was successfully saved.	
Event Name: Sample Event	
Start Date: 5/31/2014	
Start Time: 9:00 AM	
Email Includes Internal Notes and Co	omments Log
Calendar Super User	
All Calendar Administrators	
All Calendar Category Owners	
All Calendar User Accounts	
Selected Calendar User Accounts	Admin, ActiveData (Super User) Washington, Gregory (Admin) Ko, Sidney (Admin) Malatesta, John (Admin)
Third Party Recipients (Unlimited email addresses may be entered. Please separate each with a comma.)	vpenalladdress@baruch.cuny.edu
All Event Subscribers	View List Download List
Event Registrant(s):	All           Pending (0)           Approved (0)           Denied (0)           Cancelled (0)
*Message Subject:	Rate Category Request
*Create Custom Email Message:	HTML Email
Event Name: Sample Event Start Date/Time: 5/31/2014 9:00 AM End Date/Time: 5/31/2014 11:00 AM For a list of rate categories, please see Append	dix B under the Space Reservation Policy: http://www.baruch.cuny.edu/spacepolicy.
Event Name: Sample Event Start Date/Time: 5/31/2014 9:00 AM End Date/Time: 5/31/2014 11:00 AM For a list of rate categories, please see Appen	dix B under the Space Reservation Policy: <u>http://www.baruch.suny.edu/spacepolicy</u>
	<i>h</i>

CANCEL RESET SUBMIT

6. The following screen will show an overview of the message. Click "Submit" to send the notification.

equest Sample Event
Sample Event
Sample Event
Sample Event
5/31/2014 9:00 AM
5/31/2014 11:00 AM
categories, please see Appendix B under the Space Reservation paruch.cuny.edu/spacepolicy
lew the details of the event and to add a comment back to this
ach.cuny.edu/calendartest/EventCommentView.aspx? aref=2a5d76fc-f983-da11-bf2e-000f1f6e42f0

#### 2. Dean/VP - Event review and rate category selection for event

This section has been amended to remove the use of comments in the workflow. Please use email to communicate the rate category to the event organizer.

The Dean/VP will receive an email and click on a link in the email to view the event details. A single web page will present the event details.

1. You will receive an email with a link to the event details. Click on the link to see the event details.



2. On the event detail page you will review the event details (date, time, description, and location), as well as any notes included in the "Internal Notes". You will then email the event organizer by replying to the email shown above with the rate category (from Appendix B of the Space Reservation Policy).

		Internal Event Comment Log:
		There are no comments for this event.
*Add Your Commen	ts:	
*First Name:		
*Last Name:		
	ADD	View Category Approval
Event Details		
Eront Dotano		Go Back
Sample Event		
Sample Event Start Date: 5/31/201 End Date: 5/31/201	4 Start Time: 9:00 AM 4 End Time: 11:00 AM	
Sample Event Start Date: 5/31/207 End Date: 5/31/207 Event Description Event Description	14 Start Time: 9:00 AM 14 End Time: 11:00 AM	
Sample Event Start Date: 5/31/207 End Date: 5/31/207 Event Description Event Description Location Informatic Baruch College - 137 Room: Room 831	14 Start Time: 9:00 AM 14 End Time: 11:00 AM n: East 25th Street	

	То	Event Organizer
Send	Сс	
	Subject:	RE: Rate Category Request
Data	ata sanu sh	auld be Student Casial 500/
nale	ategory sn	
From	riginal Mes webadmir	sage Jobaruch.cunv.edu [mailto:webadmin@baruch.cunv.edu]
Sent:	Wednesda	y, January 29, 2014 12:45 PM
To: W	ayne Chen	g
Subje	ct: Rate Ca	tegory Request
Event	Name:	Sample Event
Start	Date/Time:	5/31/2014 9:00 AM
End D	ate/Time:	5/31/2014 11:00 AM
Click t	he link to v	iew the details of the event and to add a comment back to this calendar user.
http:/ da11-	/ersdev01. bf2e-000f1	.baruch.cuny.edu/calendartest/EventCommentView.aspx?Eid=14233&Iid=32250&ref=2a5d76fc-f983- f6e42f0

3. The Dean/VP workflow process is completed for the event after emailing the Event Organizer the rate category.

#### 3. Event Organizer - Modification and release of event for Space Manager approval

The Event Organizer will check their email to see if a rate category has been sent by the Dean/VP. If an email has been received, the Event Organizer will set the rate category, as indicated in the email and the event will be released. If event's facility is within the Event Organizer's jurisdiction, the event will show up in calendar upon the event's release. If the event's facility is outside of Event Organizer's jurisdiction, release of event will trigger facility workflow. The event will not show up in public calendar until the facility is approved.

1. Check your email to see if a rate category has been sent by the Dean/VP.

From: To: Cc: Subject: RE: Rate Category Request

Rate category should be Student Social - 50%

-----Original Message-----

From: Sent: Wednesday, January 29, 2014 12:45 PM To: Subject: Rate Category Request

Event Name:Sample EventStart Date/Time:5/31/2014 9:00 AMEnd Date/Time:5/31/2014 11:00 AM

Click the link to view the details of the event and to add a comment back to this calendar user. <u>http://ersdev01.baruch.cuny.edu/calendartest/EventCommentView.aspx?</u> Eid=14233&lid=32250&ref=2a5d76fc-f983-da11-bf2e-000f1f6e42f0

2. Log into your account or click "Main Menu" if already logged in. Access/modify your saved event by clicking action and selecting modify. Please take care if using this method to edit the event as accidentally selecting delete and clicking off of the drop-down menu will delete your event with no confirmation. You can also access/edit the event through the traditional method by clicking

Sent

"Events: Modify/Cancel/Delete" and finding your event on the list.

Calendar Administration Main	Menu - Marketing	We	lcome Event Organizer! Today	is January 28, 2014.
Events Pending Approval		MA	RKETING	RESOURCES
Select Department/Category:	(D) Baruch Computing and Tech	nnology Center (BCTC)	Display [	10 🔻 Display All
Enter Keywords/Event Name:		SEARCH		
▼ <u>Department/</u> <u>Category</u> Event M	lame	Start Date/Time	<u>User</u>	Action
There are currently no pending events. Yo	u will be notified when events are	pending.		
Approve Selected Deny Selected	ected Delete Selected	Approve All Den	y All 📃 Delete All	SUBMIT
Your Upcoming Events - Status				
Select Department/Category:	Select	<b>T</b>	Display	10 V Display All
Enter Keywords/Event Name:		SEARCH		
Category Event Na	me	<u>Start Date/Time</u>	Approval Status	Action
Baruch Computing and Technology Center (BCTC) Sample Ev (D)	ent	5/31/2014 9:00 AM	Saved	Select  Select
Copyright 2014. Powered by <u>Active Data</u> , a m	naster calendar management platfo	orm from <u>Active Data</u> .	POW	Modify ERED BY

3. Upon modifying the event, you will see your event information. Proceed to the "Details & Registration" tab on the bottom of the page.

Modify Event - General Details [Samp	le Event]		
	DELETE EV	ENT CANCEL EVENT	COPY CHANGE LOG
*Event Name:		Internal Event Comments Log	×
Sample Event			~
*Department:			
Baruch Computing and Technology Center (BCTC)			
Publish on Selected Calendar(s):		Add New Comments	
Public T			
Event Status: Save Event			400
*Category(s)/Subcategory(s):			NUU
Special Events	•		
*Event Description:			
·	44. AB⊊ @ TE 7 ΤΙ ≣	= = = = = = (0, 0, 0, 0, 0)	-
	Eont Name Re		
Event Description			
Event Description			
🧨 Design 🔇 HTML 🔍 Preview			th.
Main Schedulin Information Facilitie	g & Reques s Resourc	t Images & es Attachments	Details & Registration
CANCEL			PREVIEW

4. Here is the "Details & Registration" tab where you will select the rate category given in the email by the Dean/VP and whether or not attendees are to be charged.

After you've set the rate category and whether or not attendees are to be charged, click "Preview" on the bottom right of the page.

Internal Information (Not viewable on user display	у.)			
*Promote in CUNY Calendar	No. Do not make this event visible	e in the CUNY Calendar. 🔻		
Attendees to be charged?	□ Yes ✔ No			
Rate Category - <u>see</u> <u>Space Policy</u>	Student Social - 50%	<b></b>		
Internal Notes:		<i>i</i>		
Main Information	Scheduling & Facilities	Request Resources	Images & Attachments	Details & Registration
CANCEL				PREVIEW

5. Now you may select "Release Event" and click "Finish".

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even	L	De	La	115

Save Event	-					
Release Ev	ent					
Go to Event	t Notification F	age				
U Do not noti	fy category or	r event subscribers of this ever	nt change.			
Facilities Re:	sources Marke	ting Internal				COMMENTS
Details	Event Date/	Time		Facility Request		
<u>View</u>	5/31/2014 (9:0	00 AM - 11:00 AM)		137 East 25th Street -	Room 831	
Event Facilit	v Details:					
Booking TD:		N/A	Room S	etup Notes:		
Location:		Baruch College	1001113	ccup notesi		
Location Own	er(s):	1				
Room Setup 0	Option:	N/A	Boom F	anturaci		//
Room Setup:		0 mins	Koonin	cutures.		
Room Tear Do	own:	0 mins				
User Setup:		0 mins	Deere			/
User Tear Dov	wn:	U mins	ROOM N	otes:		
Secup Count.		N/A				
						/_
				3 🗹	$\searrow$	
Event Detail	S		remind me notify	me add to my calendar	email a friend	
					Go Back	
Sample Event						
Start Date: 5/	/31/2014 Sta	rt Time: 9:00 AM				
End Date: 5/	/31/2014 End	Time: 11:00 AM				
Event Descrip Event Descripti	on on					
Location Infor Baruch College Room: Room 83	rmation - 137 East 25th 31	Street				
Contact Inform Name: Event Co Phone: Event Pl	mation ontact Name hone					
Ma Inform	ain nation	Scheduling & Facilities	Request Resources	Ima Attac	ges & ments	Details & Registration
CANCEL					Open	Print Window FINISH

6. Upon submission of the event, you will see a message indicating that the event will be put into the workflow instead of the normal successful publish to calendar message. In this case, the Space Manager will receive an email.



#### 4. Space Manager - Review and approval/denial of facility request

The Space Manager will check if a rate category has been set and approve or deny the facility request, triggering email to the Event Organizer. Approval of facility will result in event being displayed in calendar. Denial of facility request will require the Event Organizer to select an alternative facility and release the event, triggering facility workflow again.

1. Space Manager will receive an email indicating a facility request for an event with event details in message.

To:	
Cc	
Subject:	Modified Event Notification for Event that includes a Facility you Own/Manage
An event	has been modified which includes a facility that you manage. Please login to the Calendar administration area in order
to review	the details of the event changes. You are required to approve/process associated facility request(s).
User Acco	ount Modifying Event: Event Organizer
Facility(s)	: Baruch College, 137 East 25th Street, Room 831
Event Na	me: Sample Event
Event Sta	rt/End Date: 5/31/2014
Event Sta	rt/End Time: 9:00 AM - 11:00 AM
The URL f	or accessing the Calendar administration area for modifying this event is:
http://er	sdev01.baruch.cupy.edu/calendartest/login.aspx

2. Click on the "Facilities" button highlighted below to see your facility request queue. Click on either the "Event Name" link to go into further detail for the event or select "Approve" or "Deny" from the Action drop-down for instant approval/denial.

Calendar Administ	tration Main M	4enu - Facilities	v	/elcome Space Manager! Toda	y is January 28, 2014
Facility Requests P	ending Appro	val	MA	RKETING	RESOURCES
Select Location/Build Enter Keywords/Eve	ding/Room: nt Name:	Select	SEARCH	▼ Display	10 V Display All
Facility	Even	<u>t Name</u>	Start Date/Time	User	Action
Room 831	Sampl	<u>e Event</u>	5/31/2014 9:00 AM	Organizer, Event	Select V
Approve Selected	Deny Sele	cted 📃 Delete Selected	I Approve All De	ny All 🔲 Delete All	Approve Deny

3. Space Managers should check and verify that a rate category has been set by clicking on the "Event Name" link and then the "Internal" button (highlighted in image below). If the rate category is set to "TBD by Dean or VP" or empty, the request should be denied.

Facilities Resources Marketing Internal		PRINT ALL	PRINT	BACK TO PENDING LIST
Internal Information: Internal Notes:				
Presente in CHINK Coloradore				
Promote in CUNY Calendar	Attendees to be charged?			
No. Do not make this event visible in the CUNY Calence	dar. No			
Rate Category -see Space Policy				
Student Social - 50%				
Event Owner Details:				
Owner Name: Event Organizer Owner Email:				
Event Details				
				Go Back

4. If you clicked on the "Event Name" link and then the "Facilities" button (highlighted in image below), you will see an overview of the event with options to approve/deny the event. Check the checkbox underneath "Action" and then click approve or deny to take action on the event.

akentaa	Auiiii	msu	auon Main Menu - F	acilities				
Facilities	Resour	ces	Marketing Internal			PRINT ALL - PRINT -	BACK TO	PENDING LI
Details	Ac	tion	Event Date/Time		Facility Request			Status
View	(		5/31/2014 (9:00 AM - 11:00	AM)	137 East 25th Street - Room 831			Pending
Event Fac	cility C	)etai	ls:		COMMENT	S CHANGE LOG	SEND N	OTIFICATIO
Booking IE Location: Location 0	): wner(!	s):	N/A Baruch <u>1</u>	n College	Room Setup Notes:			
Room Setu Room Setu Room Tea User Setu	ıp Opti ıp: r Down p:	ion: 1:	N/A 0 mins 0 mins 0 mins		Room Features:			
User Tear Setup Cou	Down: nt:		0 mins N/A		Room Notes:			
APPRO	VE	APPR	ROVE ALL DENY	DENY ALL				
.vent bet								<u>Go Ba</u>
iample Eve Start Date: End Date:	nt 5/31/2 5/31/2	014 014	Start Time: 9:00 AM End Time: 11:00 AM					
Event Desc Event Descr	ription iption	I						
Location In Baruch Colle Room: Room	format :ge - 13 : 831	tion 7 East	25th Street					
Contact Inf Name: Event Phone: Even	ormati Contac t Phone	on ct Nam	e					

5. If the Space Manager denies the event, they will receive a prompt to indicate the reason for denial. The Event Organizer will receive a message indicating the request was denied and will have to restart the facility request process.

raciities	Resources	Marketing Internal		PRINT ALL - PRINT - BA	CK TO PENDING
Details	Action	Event Date/Time	Facility Request		Status
View		5/31/2014 (9:00 AM - 11:00 AM)	137 East 25th Street - Room 831		Pending
Event Fa	cility Deta	ils:	COMMEN	ITS CHANGE LOG S	END NOTIFICATI
Rooking II		NI/A	Room Cotur Notori		
Location:	<i>r</i> .	Baruch College	Room Setup Notes:		
Location 0	wner(s):	1			
Room Set	up Option:	N/A			
Room Set	up:	0 mins	Room Features:		
Room Tea	r Down:	0 mins			
User Tear	Down:	0 mins			
Setup Cou	nt:	N/A	Room Notes:		
ity Pequest(s)			×		
comments for th	e reason this	facility request is being denied. These	*		
ill be sent back to event and resubn	it for process	o last added this event and will allow them sing.	to		Gol
		CANCEL FINISH			
Event Desci	iption				
Facilities I y requests be rrences. If y	Have Been How have	Denied for the Event "Sample Even e been denied by the facility any questions regarding th	t <sup>*</sup> y administrator(s) and have	e been removed fro e facility administra	om the corres
Facilities 1 y requests be urrences. If y uses occurrer or denying th r Request De Start/End Da Start/End Tin n Name: g Name: Setup Option	Have Been clow hav you have acces will his Facilit enied tte: 5/31/ ne: 9:00 Baruch 137 Ea Room § 1:	Denied for the Event "Sample Even e been denied by the facility any questions regarding thi continue through processing ty Request: 2014 AM - 11:00 AM . College st 25th Street 331	t v administrator(s) and hav s denial, please contact th ; without facilities.	e been removed fro e facility administra	om the corres ator.

6. If the Space Manager approves the event, the event will be published into the calendar. The Event Organizer will receive a message indicating the request was approved.

	ces Marketing Internal		PRINT ALL - PRINT - BACK T	O PENDING
Details	Event Date/Time	Facility Request		Status
View	5/31/2014 (9:00 AM - 11:00 AM)	137 East 25th Street - Room 831	1	Approve
Event Facility D	)etails:	COMME	NTS CHANGE LOG SEND	OTIFICATI
Booking ID:	N/A	Room Setup Notes:		
Location:	Baruch College	2		
Location Owner(	5): <u>1</u>			
Room Setup Opti	on: N/A	Room Fostures		
Room Setup:	U mins	Room reatures.		
Koom Tear Down	c Umins			
User Tear Down:	0 mins			
Setun Count:	N/A	Room Notes:		
o: c: ubject: Calen ttachments: Ev Your event roo	dar Event Facility Request for Baruch Colle ent.ics (828 B) m reservation facility request has l	ge has been Approved been approved for the following e	event	
o: c: ubject: Calen ttachments: Ev Your event roo Event Name:	dar Event Facility Request for Baruch Colle ent.ics (828 B) m reservation facility request has I Sample Event	ge has been Approved been approved for the following e	event	
o: c: ubject: Calen ttachments: Ev Your event roo Event Name: Facility Req Event Star/ Event Star/	dar Event Facility Request for Baruch Colle ent.ics (828 B) m reservation facility request has I Sample Event uest Approved End Date: 5/31/2014 End Times 0/00 AM	ge has been Approved been approved for the following e	event	
o: cubject: Calen ttachments: Ev Your event roo Event Name: Facility Req Event Start/ Event Start/ Booking ID	dar Event Facility Request for Baruch Colle ent.ics (828 B) m reservation facility request has 1 Sample Event uest Approved End Date: 5/31/2014 End Time: 9:00 AM - 11:00 AM : 315000000000176	ge has been Approved been approved for the following e	event	
o: c: ubject: Calen ttachments: Ev Your event roo Event Name: Facility Req Event Start/ Booking ID Location Na	dar Event Facility Request for Baruch Colle ent.ics (828 B) m reservation facility request has 1 Sample Event uest Approved End Date: 5/31/2014 End Time: 9:00 AM - 11:00 AM : 31500000000176 me: Baruch College	ge has been Approved been approved for the following e	event	
o: c: ubject: Calen ttachments: Ev Your event roo Event Name: Facility Req Event Start/ Booking ID Location Na Building Na	dar Event Facility Request for Baruch Colle ent.ics (828 B) m reservation facility request has 1 Sample Event uest Approved End Date: 5/31/2014 End Time: 9:00 AM - 11:00 AM : 31500000000176 me: Baruch College me: 137 East 25th Street	ge has been Approved	event	
o: c: ubject: Calen Ittachments: Ev Your event roo Event Name: Facility Req Event Start/ Booking ID Location Na Building Na Room Name	dar Event Facility Request for Baruch Colle ent.ics (828 B) m reservation facility request has 1 Sample Event uest Approved End Date: 5/31/2014 End Time: 9:00 AM - 11:00 AM : 31500000000176 ime: Baruch College me: 137 East 25th Street e: Room 831	ge has been Approved	event	

## 5. Event Organizer - Request of alternative facility if request was denied

1. If your facility request has been denied, you will receive the following email:

To: Cc: Facilities Have Been Denied for the Event "Sample Event" Subject: The facility requests below have been denied by the facility administrator(s) and have been removed from the corresponding event occurrences. If you have any questions regarding this denial, please contact the facility administrator. NOTE: These occurrences will continue through processing without facilities. Reasons for denying this Facility Request: Denied Facility Request Denied Event Start/End Date: 5/31/2014 Event Start/End Time: 9:00 AM - 11:00 AM Location Name: Baruch College Building Name: 137 East 25th Street Room Name: Room 831 Room Setup Option: Event Name: Sample Event Event Start/End Date: 5/31/2014 to 5/31/2014 Event Start/End Time: 9:00 AM to 11:00 AM The URL for accessing the Calendar administration area for modifying this event is: http://ersdev01.baruch.cuny.edu/calendartest/login.aspx This calendar is Powered by Active Data Calendar, a master calendar management platform from Active Data Exchange. Visit http://www.activedatacalendar.com to learn more.

2. Log into your account or click "Main Menu" if already logged in. Access/modify your event by clicking action and selecting modify. Please take care if using this method to edit the event as accidentally selecting delete and clicking off of the drop-down menu will delete your event with no confirmation. You can also access/edit the event through the traditional method by clicking

"Events: Modify/Cancel/Delete" and finding your event on the list.

Calendar Administration Main Menu - Marketing	Welcom	e Event Organizer! Today is	January 28, 2014.
Events Pending Approval	MARKE	FACILITIES	RESOURCES
Select Department/Category: (D) Baruch Computing and Techn	ology Center (BCTC)	Display 1	Display All
Vent name.           Value           Liter Reywords/Event name.           Category           Event Name	Start Date/Time	<u>User</u>	Action
Baruch Computing and Technology Center (BCTC) Sample Event (D)	5/31/2014 9:00 AM	Organizer, Event	Select 🔻
Approve Selected Deny Selected Delete Selected	Approve All Deny All	Delete All	SUBMIT
Your Upcoming Events - Status			
Select Department/Category: Select Enter Keywords/Event Name:	▼ SEARCH	Display	10 🔻 Display All
▼ <u>Department/</u> <u>Category</u> <u>Event Name</u>	Start Date/Time	Approval Status	Action
Baruch Computing and Technology Center (BCTC) Sample Event (D)	5/31/2014 9:00 AM	View	Select ▼ Select
Copyright 2014. Powered by <u>Active Data</u> , a master calendar management platforr	n from <u>Active Data</u> .	POWE	Modify c

- 3. If your request was denied to a rate category not being set, please complete steps 2 (Dean/VP Event review and rate category selection for event) and 3 (Event Organizer Modification and release of event for Space Manager approval) to select a rate category and proceed below.
  Proceed to the "Scheduling & Facilities" tab to request a new facility. The previous requested facility is automatically removed from your event when it has been denied by the Space Manager.

ocatio	n - Building: Baru	ich College - <u>13</u>	7 East 25th Street						
Select	Matched/ Unmatched	Room	Room Type	Setu	ip Option	Capacity	Setup	Tear D	own
	1/0	Room 831							
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https://www.baruch.cuny.edu/confluence/display/calendar/Active+Data+Calendar+Training+Guide#ActiveDataCalendarTrainingGuide-Addinganeventtothecalendar