

Checking Workflow in the Webviewer

One question that often is asked by webviewer users concerns how they find out if their request for space has been approved. The Webviewer workflow menu items allow you to track your requests, both pending and approved. Please note that you do receive a confirmation e-mail when you post a request to the webviewer. However, you do **not** receive an e-mail telling you that the request remains pending or has been approved.

To track your workflow of event space requests, open the webviewer and click the **My Requests** menu item.



The webviewer will then take you to the standard log-in screen where you log in using your active directory username and password:

User Logon

Username:

Password:

Change your personal details, including password.

Log On

When you click log on, the webviewer loads the event request form as a default but you will notice that your navigation menu has changed at the top of the screen.



There are now three additional menu options to choose from: **New Request, Pending, and Approved.** The **New Request** option is the default choice and opens every time you log on to the webviewer. However, you may view the status of event requested you have

already made using the **Pending** and **Approved** menu items. **Pending** requests are those requests that have not been approved yet. **Approved** requests are requests that have been approved.

If you click the **Pending** menu item, you will see a display of your pending event request(s).

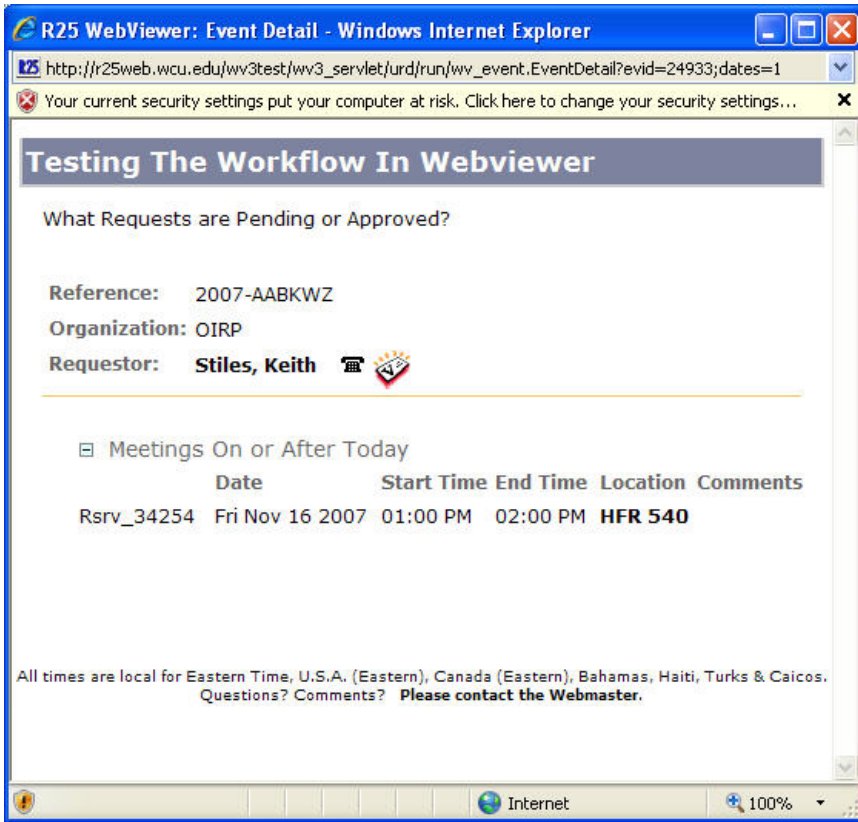
My Pending Requests					
	Event Name	Reference	Start Date	Status	Scheduler
Edit	Testing The Workflow In Webviewer	2007-AABKWZ	Nov 16 2007	Draft	Coward, Dawne

The **Event Name**, the event **Reference Number**, the **Start Date**, the events **Status**, and the **Scheduler** to which it has been assigned will all be on display. Also note that there is an **Edit** choice. Events that are still in draft status may be edited by the requestor prior to approval by the Scheduler. Once your event is approved, it is moved from the **Pending** requests page to your **Approved** requests page.

If you click the **Approved** menu item, you will see a display of your approved event request(s).

My Approved Requests (Future Only)					
View:	Only Requests with Reservations in the Future		or	All Requests	
	Event Name	Start Date	Location	Status	Scheduler
	Testing The Workflow In Webviewer	Nov 16 2007	HFR 540 Chnc Conference	Confirmed	Coward, Dawne

You will notice that now your event has a **Location** assigned to it and will normally have a **Status** of either **Tentative** or **Confirmed**. The **Approved** workflow page defaults to displaying approved requests for *future* events. However, you may click the **All Requests** choice to view all of the requests that you have made in the webviewer that have been approved. Also, the **Event Name** is a clickable link that will summarize all of the information concerning your request in one window and in more detail.



Note: The scheduler's name is a hot link in both the **Pending** and **Approved** workflow lists which will open an Outlook e-mail window to send them an e-mail should you need to check their progress in approving a request. Just remember to attempt to make your requests at least a half day in advance to ensure that the scheduler has time to check and approve your request. Where you need to call emergency meetings, just take the opportunity to call or e-mail the scheduler immediately to let them know the urgency of the situation.