

Reviewing Event Requests and Approvals Using Q ware

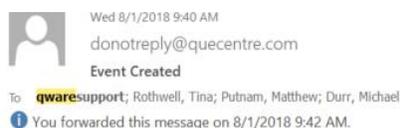
SUNY Polytechnic Institute

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.”



A new event named Test Event was created by Support, Q Ware with a description of Test to check emails created in the Internal scheduled for SUNY Poly->Campus Center - 23->1st Floor->Grounds from 8/1/2018 @ 4:00 PM to 8/1/2018 @ 5:00 PM.

Visit [Q Ware CMMS](#) for further information.

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.”

Work Orders Preventive Maintenance Inventory Events Fixed Assets Quick Links						
Approvals My Events My Location Events My Category Events						
Bulk Operations						
<input type="checkbox"/>	Title	Description	Location	Dates	Status	Conflict
<input type="checkbox"/>	Summer School	Summer School 2nd Session	Site Location: Main Property Building: High School Floor: 1st Floor Room: Cafeteria	8/1/2018 8/2/2018 8/3/2018 8/6/2018 More	New Event	
<input type="checkbox"/>	Summer School Testing	Summer School 2nd Session	Site Location: Main Property Building: High School Floor: 1st Floor Room: Cafeteria	8/1/2018 8/2/2018 8/3/2018 8/6/2018 More	New Event	

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Bulk Approvals or Rejections

	Description	Location	Dates	Status	Conflict
	Summer School 2nd Session	Site Location: Main Property Building: High School Floor: 1st Floor Room: Cafeteria	8/1/2018 8/2/2018 8/3/2018 8/6/2018 More	New Event	
<input checked="" type="checkbox"/>	Summer School Testing	Summer School 2nd Session	Site Location: Main Property Building: High School Floor: 1st Floor Room: Cafeteria	8/1/2018 8/2/2018 8/3/2018 8/6/2018 More	New Event

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

Main Details	Approvers	Communication	Conflicts
<p>Event Title: <input type="text" value="Culinary Meeting"/></p> <p>Description: <input type="text" value="Culinary"/></p> <p>Calendar: <input type="text" value="Kunsela Hall"/></p> <p>Category: <input type="text" value="Internal"/></p> <p>Contact Information: <input type="text" value="Kerwin, Courtney"/></p>			<p>Event Status: <input type="text" value="Event Closed"/></p> <p>Site:</p> <p>Buildings:</p> <p>Floor / Grounds:</p> <p>Room / Area:</p>

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.**

Event: 87 - Culinary Meeting

Main Details | Approvers | **Communication** | Conflicts

Required Approvers: Kerwin, Courtney

Select Recipients

- Abel, Nakesha
- Adams, Jennifer
- Aimino, Kaila
- Alcott, Kate
- Allen, Tyler
- Alzheimer, Andrew
- Anderson, Chingun
- Andrews, Josh

Add additional email addresses

Enter Email Address [Add] [Clear]

Email Comments

Enter additional comments for the email:

[Update] [Cancel]

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.

Event: 87 - Culinary Meeting

Main Details	Approvers	Communication	Conflicts
Event Title:	<input type="text" value="Culinary Meeting"/>	Event Status:	<input type="text" value="Event Approved"/>
Description:	<input type="text" value="Culinary"/>	Site:	<input type="text" value="SUNY Poly"/>
Calendar:	<input type="text" value="Kunsela Hall"/>	Buildings:	<input type="text" value="Kunsela Hall - 16"/>
Category:	<input type="text" value="Internal"/>	Floor / Grounds:	<input type="text" value="2nd Floor"/>
Contact Information:	<input type="text" value="Kerwin, Courtney"/>	Room/Area:	<input type="text" value="A225"/>
		Pre-Date Workorder:	<input checked="" type="checkbox"/>
		Work Order Details	
		Service Area:	<input type="text" value="Maintenance"/>
		Pre-Date Days:	<input type="text" value="3"/>
		Assign To:	<input type="text"/>

Event Timing

Note any Custom Fields being tagged with the Event

Additional Information	
Presenter needs to connect to SUNY computer:	<input type="checkbox"/>
Wired Ethernet RJ-45 Jack:	<input type="checkbox"/>
Number of seats:	<input type="text"/>
Macintosh:	<input type="checkbox"/>
Copier Machine needed:	<input type="checkbox"/>
Software Name and Version:	<input type="text"/>
Receive incoming calls from outside campus:	<input type="checkbox"/>
Wireless Network Access Account needed:	<input type="checkbox"/>
Computer Lab required :	<input type="checkbox"/>
Operating System Windows:	<input type="checkbox"/>
Other:	<input type="text"/>
Printer needed:	<input type="checkbox"/>
Dial-out off campus:	<input type="checkbox"/>
Technical Assistant needed:	<input type="checkbox"/>

Update Cancel

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.

Create Events Report

Report Name:

Description:
Words: 0 Characters: 0

Event Filters | **Additional Details**

Calendar: <input type="button" value="Select Calendars"/>	Site: <input type="button" value="Select"/>
Categories: <input type="button" value="Select Categories"/>	Buildings: <input type="button" value="Select"/>
Statuses: <input type="button" value="Select Statuses"/>	Floor / Grounds: <input type="button" value="Select"/>
Name: <input type="text"/>	Room/Area: <input type="button" value="Select"/>
Title: <input type="text"/>	Location: <input type="text"/>
Description: <input type="text"/>	Event Date: <input type="text"/> <input type="button" value="After"/> <input type="text"/> <input type="button" value="Before"/>
Requested By: <input type="button" value="Select Requester"/>	Event Time: <input type="text"/> <input type="button" value="Clock"/> <input type="text"/> <input type="button" value="Clock"/>
	Sliding Dates: <input type="button" value="Select"/>

Available Columns:	SelectedColumns:
Calendar	Event Title
Category	Description
End Date	Status
Times	Date
Duration (Hrs)	Buildings
Requester	Floor / Grounds
Conflict	Room/Area
Site	

Hint: To move an item, drag to the other window or highlight it and click arrow. (Ctrl + Left-Click to select multiple)

Preview | Export | Print | Save | Cancel | Clear Filters

Event Title	Description	Status	Date	Buildings	Floor / Grounds	Room/Area
No events exist that match current selections.						

For approver access contact:

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