

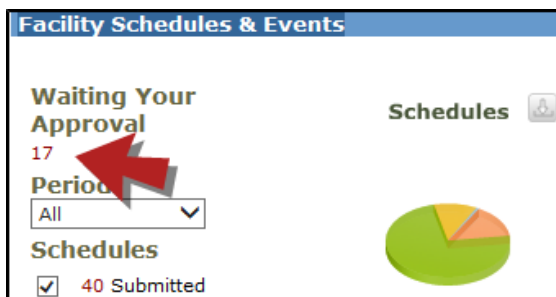


The role of Site Administrator I can approve or decline schedule requests for their assigned locations. Administrators typically setup routing rules that will direct certain requests (usually based on location) to a Site Administrator I. That individual can then approve or decline the request when it is routed to them. If they approve the request it will follow the routing rules and notify the next user in the approval process. If the schedule is declined it will not route to anyone else. An email will be sent to the "Booked By" person and also to the schedule's organization contact when it is declined.

## How to Process a Request

*\*Note: You will receive an email when the schedule has been routed to you for approval. You can either log in by going directly to FSDirect ([fsd.schooldude.com](http://fsd.schooldude.com)) or by clicking on the link contained within the email. If you click on the link, it will take you directly to the **Approve Schedule Requests** screen (See step 2).*

1. When a schedule routes to you for approval, you can locate the request on the Home page by clicking on the number displayed beneath **Waiting Your Approval**.
2. Select the schedule that you would like to approve from the drop down menu next to **Waiting Your Approval**.
3. Choose the appropriate option to process the request: **Approved**, **Cancel**, **Decline**, or **Duplicate**.



Event / Organization		Location
Route To		Room / Zone
Book Club Meeting / Austen Association		
Karen SA1		
Select Status:		Approval Note
<input checked="" type="radio"/> Approved	Decline Reason	Mansfield Park High School Bearcat Library /
<input type="radio"/> Cancel	<input type="checkbox"/> Notify Booked By	
<input type="radio"/> Decline	<input type="checkbox"/> Notify Contact Person	
<input type="radio"/> Duplicate		

4. If you approve the request, click on **Approval Note** if you would like to add an internal note which will appear on the schedule request form. If you decline a request, you have the ability to add a **Decline Reason**. An email containing the Decline Reason will be sent to the Booked By and Organization Contact when the respective boxes are checked. To prevent the Decline reason from being sent, uncheck the boxes. Click **Submit** to save the note.

5. Back on the processing screen, click the **Save** button.

## How to Resolve Conflicts

1. If the schedule you are reviewing conflicts with another approved/activated or approved/pending schedule, you will see **Conflict Exists** on the **Approve Schedule Requests** screen. Click on the **Conflicts Exists** link to see what event the schedule is in conflict with.

Event / Organization		Location Room / Zone	Begin / End	Begin/End Time Recurrence	Setup Begin Time Setup End Time
<b>Book Club Meeting / Austen Association</b> Karen SA1 Select Status: <input type="button" value="Approval Note"/> <input type="button" value="Decline Reason"/> <input type="radio"/> <b>Approved</b> <input type="checkbox"/> Notify Booked By <input type="radio"/> <b>Cancel</b> <input type="checkbox"/> Notify Contact Person <input type="radio"/> <b>Decline</b>		Mansfield Park High School Bearcat Library /	6/19/2015	3:00PM - 5:00PM Non-recurring <b>Conflicts Exist</b>	3:00PM- 5:00PM

2. You will have the option to cancel a date if needed. The system will allow you to double book a room if you ignore the conflict warning.

<b>Event Title:</b>	Book Club Meeting						
<b>Location:</b>	Mansfield Park High School						
<b>Rooms Needed:</b>	Bearcat Library						
Event Conflict(s):							
Event Setup Time	Event Title	Schedule ID	Setup Begin Time	Setup Breakdown Time	Room (s) Used		
6/19/2015 3:00:00 PM - 6/19/2015 5:00:00 PM						<b>Conflict Exists!</b>	<input type="button" value="Cancel Schedule Event"/>
<b>Conflicting Schedule -&gt;</b>	Read-a-thon	50569	6/19/2015 1:00:00 PM	6/19/2015 5:00:00 PM	Bearcat Library	<b>Change</b>	<input type="button" value="Email Cancellations"/>

## CONTACT US

Got questions? Answers are what we're here for.  
 Phone: 877.868.3833 – 8:00 am to 6:00 pm EST  
 Email: support@schooldude.com