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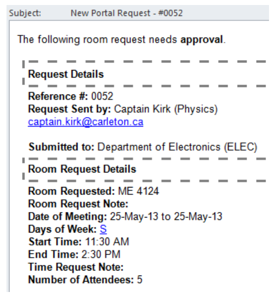
Approving Requests

How to approve room requests coming from the Enterprise Portal.

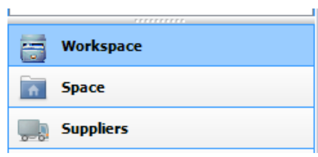
When your department receives a room request from the Portal, an e-mail notification will be sent out.



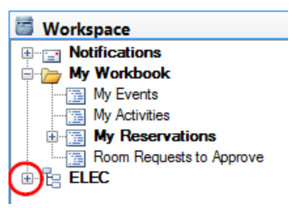
You will need to have the Enterprise software installed on your computer to approve the request.

1. Open the Enterprise client on your desktop, and login using your MyCarletonOne username and password.

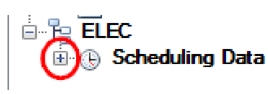
2. Make sure that you are in the Workspace module. If not, click on **Workspace** on the lower left menu.



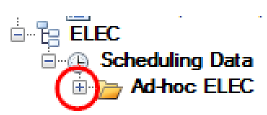
3. On the left side, beside your department's name, click on the **"+"** to expand the menu.



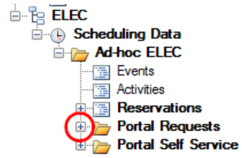
4. Click on the **"+"** beside Scheduling Data.



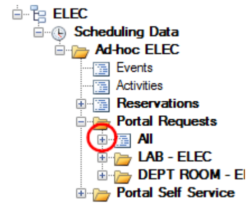
5. Click on the **"+"** beside Ad-hoc your-department-name.



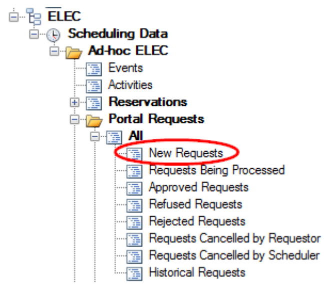
6. Click on the **“+”** beside Portal Requests.



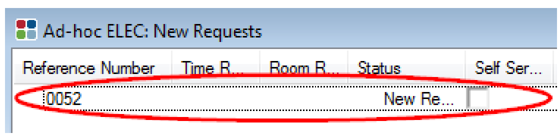
7. Finally, click on the **“+”** beside All.



8. To see new requests, click on **New Requests**.

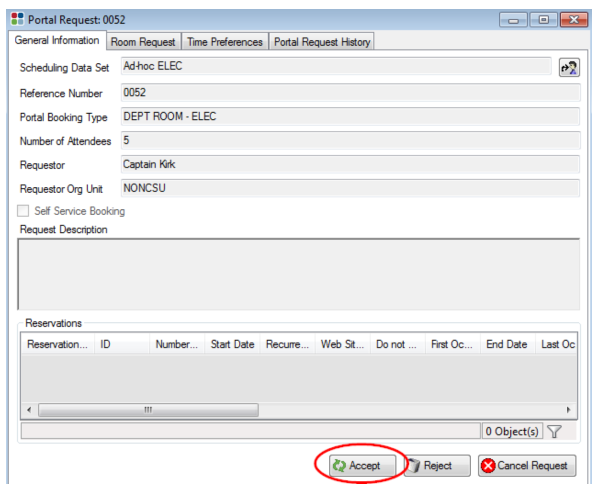


9. In the New Requests window, double click on the request you want to approve. You can see the reference number, which is the same one displayed in the e-mail you received.

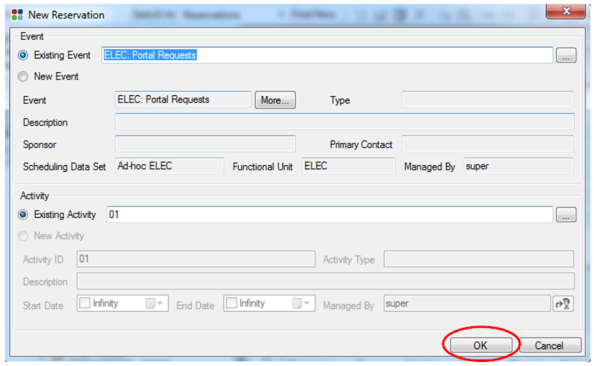


10. In the Portal Request window, click on the **Accept** button at the bottom of the window.

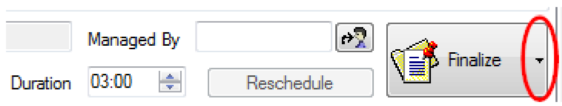
(If you wanted to reject the request, you can click on the Reject button.)



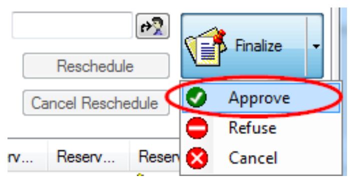
11. In the New Reservation window, you can specify a general category of bookings (called an event) for the request. You can leave the default event as “Portal Requests”. Click on the **OK** button when you are done.



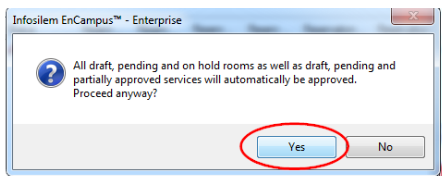
12. In the resulting Reservation window, the room request details are pre-filled in (time,date,room,etc). You may specify a description in the description box if you wish. To finish, click on the down arrow beside the **Finalize** button.



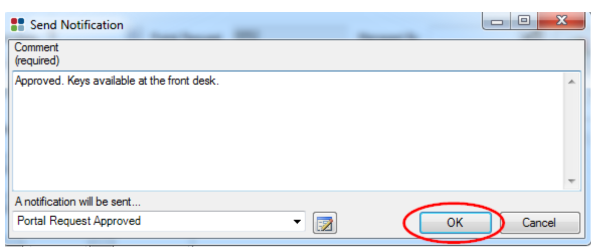
13. Click on **Approve.**



14. A window pops up, click on the **Yes** button.



15. You may type in a comment for the requestor. These comments will appear on their request approval e-mail. Click on the **OK** button when finished.



The request is now approved, you are done!

For further assistance, please e-mail scheduling@carleton.ca.