

Quick Step Guide for Site Administrator II

Processing Schedule Requests

The role of Site Administrator II can approve, activate, or decline schedule requests for their assigned locations.

Administrators of an FSDirect account typically setup routing rules that will direct certain requests to Site Administrator Is or IIs for approval or activation(usually based on location). If a Site Administrator II only approves the request, the schedule will follow any other routing rules setup in the system. If a Site Administrator II activates a schedule then it will not follow any other routing rules because activating a request is giving it final approval. If the schedule is declined, then the schedule is not routed to anyone.

To approve/activate or decline a schedule routed to a Site Administrator II, go to the Approve Schedule Requests screen:

Search for Advanced Search Services | Help

Actions: [Add](#) | [List](#) | [Graph](#) | [Report](#)

Schedule [Shortcuts](#) Legend

[Approve Schedule Requests](#)

Waiting Your Approval 47878 - Big Meeting Filter on: ☒ Inactive ☒ Pending

Event / Organization	Location Room / Zone	Begin / End	Begin/End Time Recurrence	Setup Begin Time Setup End Time
Big Meeting / Molly's Super Fantastic Organization Training Dude	John Adams High School Orchestra /	5/4/2012 5/11/2012 5/18/2012 5/25/2012	4:00PM - 6:00PM Non-recurring	4:00PM- 6:00PM

☐ [Process/Approve Now](#)
☐ [Cancel](#)
☐ [Decline](#)
☐ [Duplicate](#)

☐ [Decline Reason](#)
☐ [Notify Booked By](#)
☐ [Notify Contact Person](#)

[Save](#)

Approval Process		
Date Approved	Approved By	Note
7/26/2012 8:35:33 AM	Krebapple, Edna	

You can get to the above screen one of two ways:

#1 Click on the link in the email sent for your approval and login if prompted.

#2 Click on the link under the “Waiting Your Approval” section of your FSDirect home page.



Once on the Approve Schedule Request screen, you can select the radial button next to Cancel, Decline, or Duplicate, and click “Save” to change the status of the schedule.

If you need to approve or activate the schedule, click on the Process/Approve now link.

Approve Schedule Requests

Waiting Your Approval 47894 - Relay for Life

Event / Organization	
Route To	Location Room / Zone
Relay for Life / A New Organization	
Training Dude	
Process/Approve Now	John Adams High School
☐ Cancel	Decline Reason
☐ Decline	☐ Notify Booked By
☐ Duplicate	☐ Notify Contact Person

Approval Process

Date Approved	Approved By	Note
8/17/2012 4:50:58 PM	Krebapple, Edna	Approval Note

On the next screen, scroll to the bottom of the page. Just above the “Save” button, you’ll have the option to Approve or Activate the schedule. If you “Activate” the schedule the “Approve” check box will automatically be filled in. Click the save button to finish processing the request.

Booked by First Name Last Name
ISUSite Admin1
Email
jed@duderrules33.com

Current Route To ISU SiteAdmin

Approve? ☒

Approval Note as long as insurance is current

Event Visibility ☐ Yes, this is a schedule of public events

Inactive Schedule ☒

Pending Schedule? ☐ Add/Update Pending Reason
Pending Expiration Date

Activate Schedule? ☐

back to shortcuts Save Reset

If the schedule you are reviewing conflicts with another approved/activated schedule, you will see a “Conflicts Exist” link on your Approve Schedule Requests screen:

Approve Schedule Requests

Waiting Your Approval 47948 - Spelling Bee Filter on: ☒ Inactive ☒ Pending

Event / Organization	Location Room / Zone	Begin / End	Begin/End Time Recurrence	Setup Begin Time Setup End Time
Spelling Bee / SchoolDude Training Dude	John Adams High School Aud	9/7/2012	5:00PM - 8:00PM Non-recurring Conflicts Exist	5:00PM- 8:00PM

Process/Approve Now
☐ Cancel Decline Reason
☐ Decline
☐ Duplicate
☐ Notify Booked By
☐ Notify Contact Person

Approval Process
 Date Approved Approved By Note
 No Approval Process on record.

Save

If you click on the Conflicts Exist link, you’ll see what event this permit is conflicting with, and you’ll have the option to cancel the one date that is double booked.

Event Title: Rally Night
Location: Beardshere Hall
Rooms Needed: Auditorium-Main

Event Conflict(s):							
Event Date Time	Event Title	Schedule ID	Start Time	End Time	Room(s) Used		
9/28/2007 2:00:00 PM - 9/28/2007 6:30:00 PM						Conflict Exists!	Cancel Schedule Event
Conflicting Schedule ->	Annual Festival	40747	9/28/2007 6:00:00 PM	9/28/2007 10:00:00 PM	Auditorium-Main	Change	Email Cancellations

 [Print This!](#)

[Close Window](#)

The system will allow you to double book a room if you ignore the conflict warning.

If you have multiple schedules waiting your approval, you can use the drop down box to highlight another Event Title to process:

[Approve Schedule Requests](#)

Waiting Your Approval

Event / Organization

Route To

47948 - Spelling Bee

47878 - Big Meeting

47894 - Relay for Life

47948 - Spelling Bee

location

Room / Zone

Begin / End

You have unlimited support for FSDirect, so if you have any questions don't hesitate to give us a call or email:

1-877-883-8337
support@schooldude.com