

Approving or Declining Facility Request in School Dude-FS Direct

Once a schedule request is entered by a Requester or Community user, it follows the Automatic Approval Routing to take it through the approval process the district has created. When a request is assigned to you for approval, it will show up on your FSDirect home page under the **Waiting Your Approval** section. You may also receive an email notification that you have a request waiting to be processed.

- Log directly into FSDirect and click on the number displayed under **Waiting Your Approval** on your home page. You can also access the processing screen by clicking on the link provided in the email notification, which (after logging into the system) will take you directly to the Approve Schedule Request screen.

The screenshot shows the top navigation bar with tabs for Home, Calendar, Availability, New Schedule, and Documents. Below the navigation is a search bar with a 'GO' button and 'Advanced Search' link. A 'Facilities' section includes links for Add, List, Graph, and Report. The main dashboard area is titled 'What's New?' and features a 'Facility Schedules & Events' section. This section displays two items: 'Waiting Your Approval' with a count of 11, and 'Waiting to be Invoiced' with a count of 0. A 'Schedule' link is visible next to the 'Waiting Your Approval' item.

- Select the **Schedule** title from the drop down menu.
- Choose the appropriate option to process the request: **Process/Approve Now, Cancel, Decline, or Duplicate**.
- If you see a **Conflicts Exist** warning on the approval page or on the Schedule itself. See [Resolving Schedule Conflicts](#) for more information.

The screenshot shows the 'Approve Schedule Requests' screen. At the top, there is a blue header with the text 'Approve Schedule Requests'. Below this, a section titled 'Waiting Your Approval' contains a dropdown menu with the selected item '65759 - 12/24 RENTAL: Christmas Eve 2020'. Below the dropdown is a table with the following structure:

Event / Organization		
Route To	Location Room / Zone	Begin / End
12/24 RENTAL: Christmas Eve 2020 / Declaration Church		
Lou Padilla		
Process/Approve Now		
<input type="radio"/> Cancel <input type="radio"/> Decline <input type="radio"/> Duplicate	<input type="text" value="Decline Reason"/> <input type="checkbox"/> Notify Booked By <input type="checkbox"/> Notify Contact	Snyder Elementary Flex 15 - 131 Cafetorium / Gym / Parking Lot / See Event Description (list rooms needed) /
		12/24/20

Approving a Request

- Click on **Process / Approve Now**.
- Scroll down the page and review the schedule request. Make sure request is filled out completely and you approve. Check the box next to **Approve**; add any notes you may have in the “**Approval Note**” box.
- Click Save to update.

Approve? **Route to Next** -- Select Route To -- ▾

Note: Leave 'Route to Next' blank to allow the system to automatically route

Approval Note

Event Visibility Yes, this is a schedule of public events

Google Calendar Yes, add the scheduled events to Google Calendar

Inactive Schedule

Pending Schedule?

Pending Expiration Date

Declining a Request

- Select the **Decline** option.
- Add a note explaining the reason for declining the schedule by clicking the **Decline Reason** button. The Decline Reason will be sent to the Booked By person and Organization Contact on the schedule. Click **Submit** to save your note.
- Click **Save** to update the schedule.

Approve Schedule Requests

Waiting Your Approval

Event / Organization	Location
Chocolate Chip Tasting Session / Independent Cookie Bakers Inc.	Room / Zone

Chocolate Chip Tasting Session / Independent
Claire Burling
Process/Approve Now Claire Elementary / Gym /

Cancel

Decline Notify Booked By

Duplicate Notify Contact Person

Approval Process

Date Approved
1/14/2016 1:31:47 PM

Secure | <https://app10.schoolde.com/toolbox/mydtfs/includ>

Decline Reason

Chocolate Chip Tasting Session / Independent
Cookie Bakers Inc.

Decline because...

Close this window!