



## MAKING CHANGES TO APPROVED OR PENDING REQUESTS

### Changes to **Pending** Requests

A request submitted through Web Viewer, is in a *draft* state. You can make changes to it even after hitting the submit button. Look under the *pending* heading while you are logged in to your Web Viewer account. Click the “edit” option on the left. This allows you to return to the event request and change anything you want (date, time, comments, description, title etc). Then click “review” and “submit.”

COCC Home

Events Locations **Event Requests**

New Request **Pending** | Approved | Special Event Setup

### My Pending Requests

	Event Name	Reference	Start Date	Status
(Edit)	CAMPUS SERVICES SCHEDULING MEETING	2017-AAIUOR	Apr 08 2017	Draft

\* If your event is not listed, click here to view your approved event requests.

### Changes to **Approved** Requests (Two methods)

1. Login to your web viewer account, look under *approved* heading and click “request changes or cancel.” This will generate an email to the schedulers.

COCC Home

Events Locations **Event Requests**

New Request | Pending | **Approved** | Special Event Setup

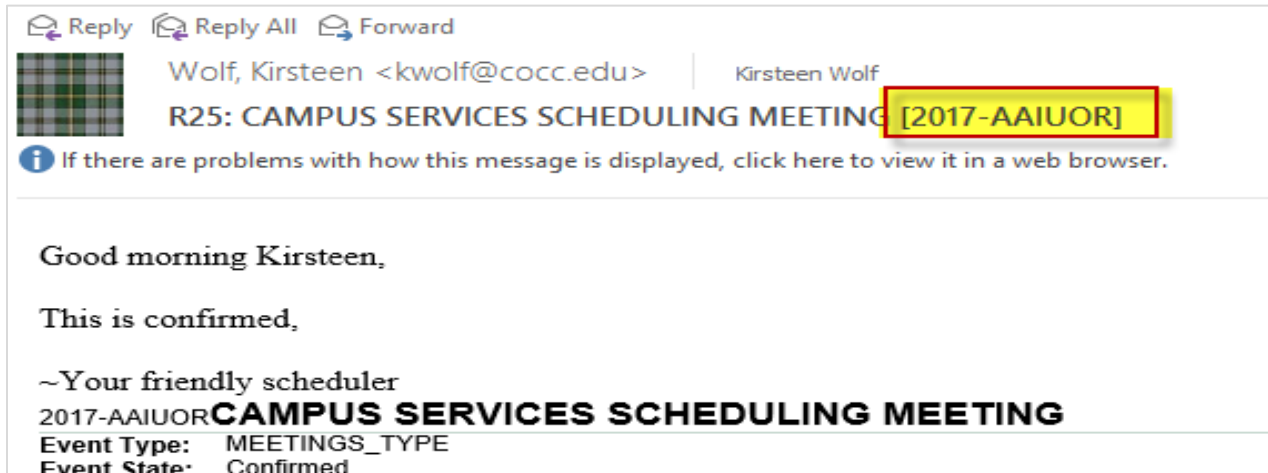
### My Approved Requests (Future Only)

Show All Requests

\* If you need to change or cancel a class that has already been scheduled please lookup your crn here and send the needed changes to the scheduler.

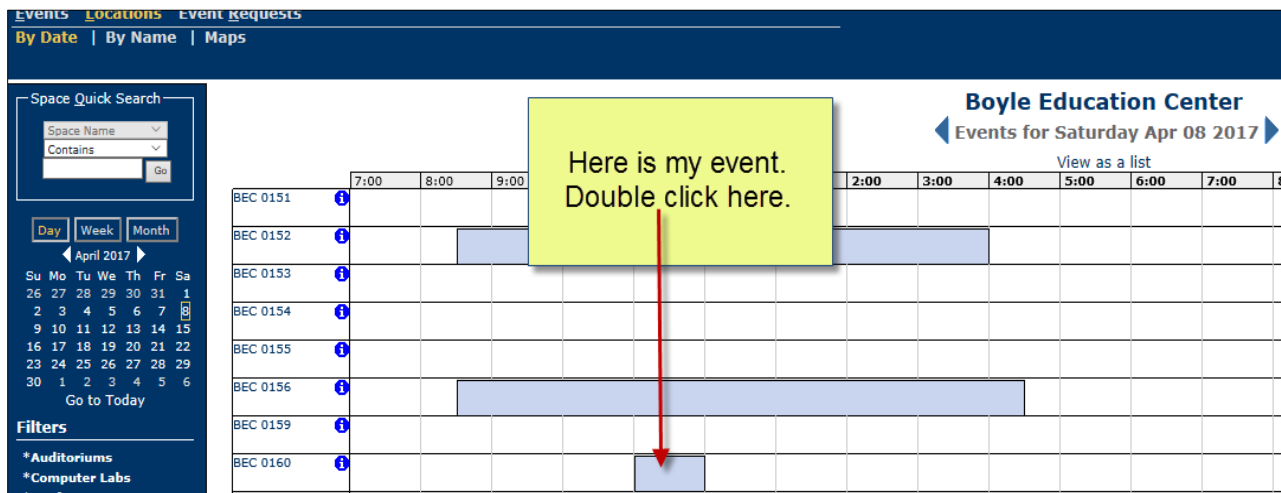
Event Name	Start Date	Location	Edit
CAMPUS SERVICES SCHEDULING MEETING	Apr 08 2017		Request changes or cancel

- Or you can email [scheduler@cocc.edu](mailto:scheduler@cocc.edu) with the details using the **event code** from your confirmation email





## Changes from Web Viewer Calendar

If you are on the Web Viewer calendar and want to make changes to an event:



A box will open with reservation details. On the very bottom (you may have to expand the window), you will see the wonderful schedulers code.

The screenshot shows a calendar event page with the following details:

- Time:** Sat Apr 08 2017 11:00 AM to 12:00 PM
- Location:** Boyle Conference Room - BEC 0160
- Organization:** CAMPUS SERVICES
- Contact:** kwolf@cocc.edu ☎ 541-383-2066
- Description:**  Meetings On or After Today
- Additional Meeting Patterns:**  Persons who need accommodation or transportation for College events because of a physical or mobility disability, should contact ADA Coordinator Joe Viola, 383-7775, in advance of the event. Persons who need accommodation for College events because of other disability such as hearing impairment, should contact Annie Jenkins, 383-7743, in advance of the event.
- Web path to use if referencing this event on another web page:** <http://events.cocc.edu/event.htm?ref=2017-AAIUOR>

A red arrow points from the code '2017-AAIUOR' in a yellow box to the URL in the web path section.

Use this code when you email [scheduler@cocc.edu](mailto:scheduler@cocc.edu).

Doing so reduces the chance of error and ensures that when schedulers are covering for one another, your change request is received.

## Canceling events

To cancel pending events that **have not been** confirmed, use the code on the submittal confirmation email to write to [scheduler@cocc.edu](mailto:scheduler@cocc.edu)

The screenshot shows an email header and the beginning of the body:

- From: Web\_internal <scheduler@cocc.edu>
- To: Kirsteen Wolf
- Subject: Event Request Received: WHEN TUESDAY FEELS LIKE MONDAY - 2017-AAIURH

Dear Wolf, Kirsteen,

Your request has been submitted for the following event, and will processed as soon as possible. Please use the reference number 2017-AAIURH

For confirmed events, use either of the “Changes to [Approved Requests](#)” methods above but request a cancellation instead of changing details.

Thank you!