

## **APPROVAL OF EVENTS/FORMS**

 When an event or form has been submitted, you will receive an email from EngageXU notifying you that a workflow was submitted and needs to be approved. Click on View Workflow.

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File Message Acrobat Q Tell me what you	want to do	
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mailer@campusgroups	.com on behalf of EngageXU <admin@campusgroups.com></admin@campusgroups.com>	
WORKFLOW APPROVAL: Event &	Space Registration by Jillian Finch	
To Finch, Jill		
If there are problems with how this message is display	ed, click here to view it in a web browser.	^
Phish Alert V2	✤ Get more app	ps
	Hi Jillian, The "Event & Space Registration " workflow submitted by <u>Jillian Finch</u> on Mon. 29 at 4:16pm is now in step Tabling Step (1 out of 2) and requires your approval. <b>Tabling (Test Event)</b> Wednesday, July 8 1:00pm - 2:00pm (i) Ferwick, 3300 Videory Pkwy, Clincinnati, OH 45207,	•
	United States  Outlook G Google Calendar  Hosted by: OSI - Club & Organization Management  View Workflow	4

2. An approval page from EngageXU will appear, click the **Open Submission** button to review the submission before approving.





3. Once you have viewed the submission you can start the approval process. Click on the green button that says **I Approve**, once that is done it will continue through the workflow approval until the form has been final approved. Depending on the form's settings, you may receive update notifications as the form progresses through the approval process.

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Exception involves at the suchasian     Magazine     AND the submitter     Fernwick	Club & Organization			
Tabling Step	Final Event Approval (APPROVED)			
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AT LEAST ONE MEMBER (IN EACH TEAM) APPROVES	NYONE (FROM ANY TEAM) APPROVES			
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