



## JANUARY SOFTWARE RELEASE > NEW USER FEATURES

# Facility Use Requests: Confirm Reading of Space Notes and Ability to Cancel

### What are the new features?

New user features in the January release of ML Schedules™ Facility Use Request Software include:

- Required confirmation that you have read any Space Notes associated with your Request prior to submitting it for review and approval, and;
- The ability to cancel any Facility Use Request regardless of status (i.e., pending, on hold or approved).

This Tech Note describes the use and application of these new features.

### Confirmation that Space Notes have been read

At the bottom of the software's Facility Use Request form is a new checkbox labeled "I have read the Space Notes ([view](#))."

This new checkbox is **only** displayed when the requested Space includes an associated Note: if the checkbox does not appear on the form, there are no Notes associated with the requested Space.

Selecting [view](#) will display the Space Notes in a pop-up window.

Once the Space Notes and Terms and Conditions checkboxes are both selected, the **Reserve** button will be fully displayed to submit the Request form.

The "I have read the Space Notes" checkbox appears at the bottom of the Facility Use Request form **only** if the Space requested has Notes associated with it.

I have read the Space Notes ([view](#))

I have read and agree to the Provider Terms & Conditions ([view](#))

Reserve

1 The Reserve button is dimmed upon initial display of the Request form

2 The Reserve button is fully displayed after both checkboxes are selected

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## New User Ability to Cancel Requests

Another new feature is the ability of Group Managers to cancel Facility Use Requests they have made, regardless of the events' status (i.e., pending, on hold or approved).

To cancel a Request from within ML Schedules™ software:

1. Select *My Reservations* from the gray toolbar to display a summary of all Requests made for your Group. (If you manage more than one Group, you will need to select the appropriate entry from the *Select Group* drop-down menu.)

*Group Manager Reservations Summary screen*



2. Select the **Cancel** icon (✕) to the right of the request you want to cancel.

A pop-up window confirming the cancellation request will be displayed.

**Note:** If the Cancel icon does not appear next to the Event name, it is under the District-defined number of days advance notice required to cancel a Request. View the District's Terms and Conditions for more information about its particular policy.

3. Select OK from the pop-up window to confirm the cancellation.

The selected Group's Request summary page will be displayed without the canceled event.

**Note:** You can also cancel a Request by selecting the red **Cancel Request** button  from the bottom of the Reservation Details page, accessed by selecting the Details () icon in the Reservation Summary screen.

**Questions?** Please let us know via a [Contact Form](#). Thanks.

**New Feature Suggestions?** Authorized District users can now suggest features for development consideration by accessing *Feature Request* from the Admin drop-down menu.