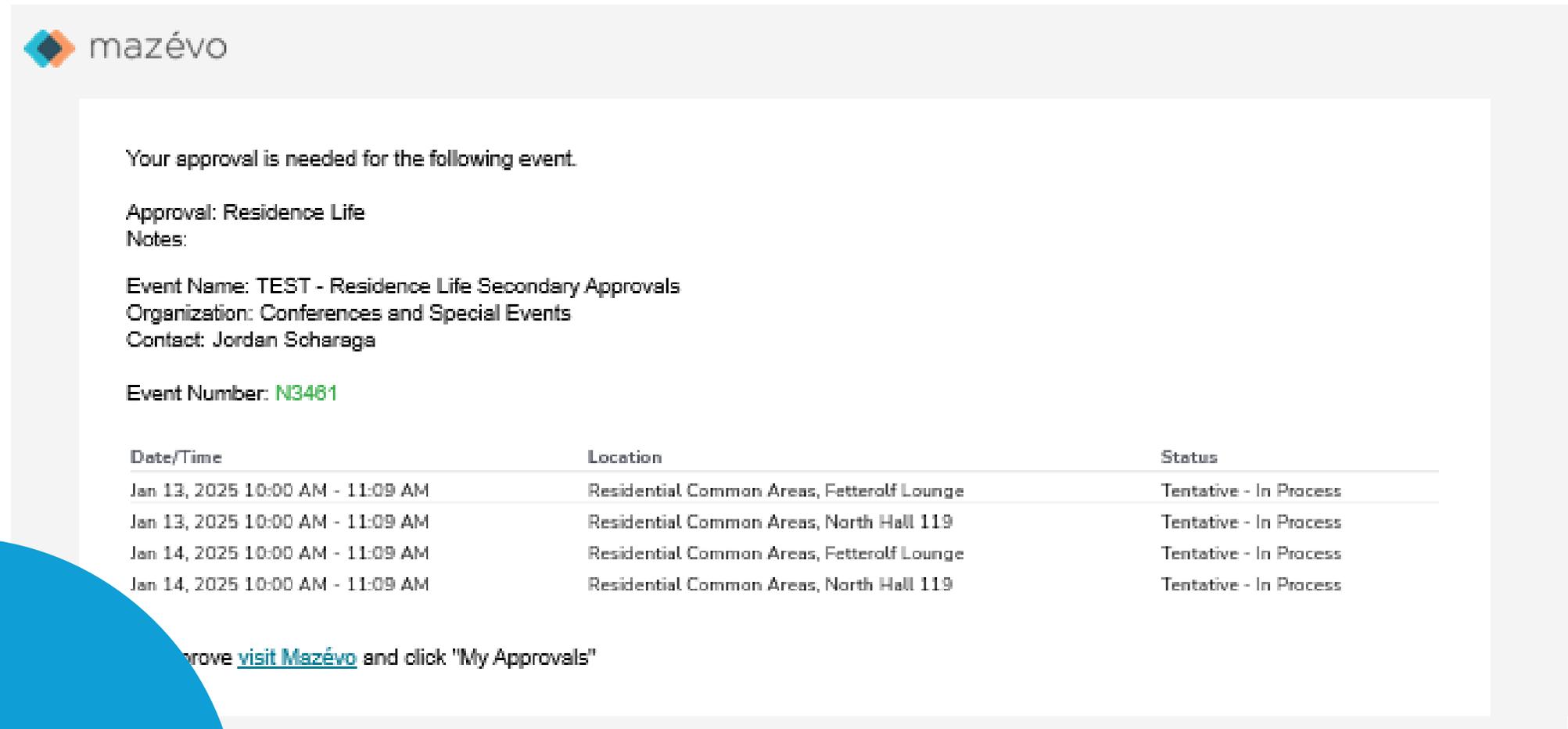


# Secondary Approvals Instructions



# Secondary Approval Notification

- Users assigned a secondary approval responsibility will receive a notification email when a request is pending their approval



The screenshot shows an email notification from Mazévo. The header includes the Mazévo logo and name. The main body of the email states that approval is needed for an event and provides details such as the approval type (Residence Life), notes, event name, organization, and contact. It also lists the event number (N3481) and a table of event instances with their dates, times, locations, and statuses.

**mazévo**

Your approval is needed for the following event.

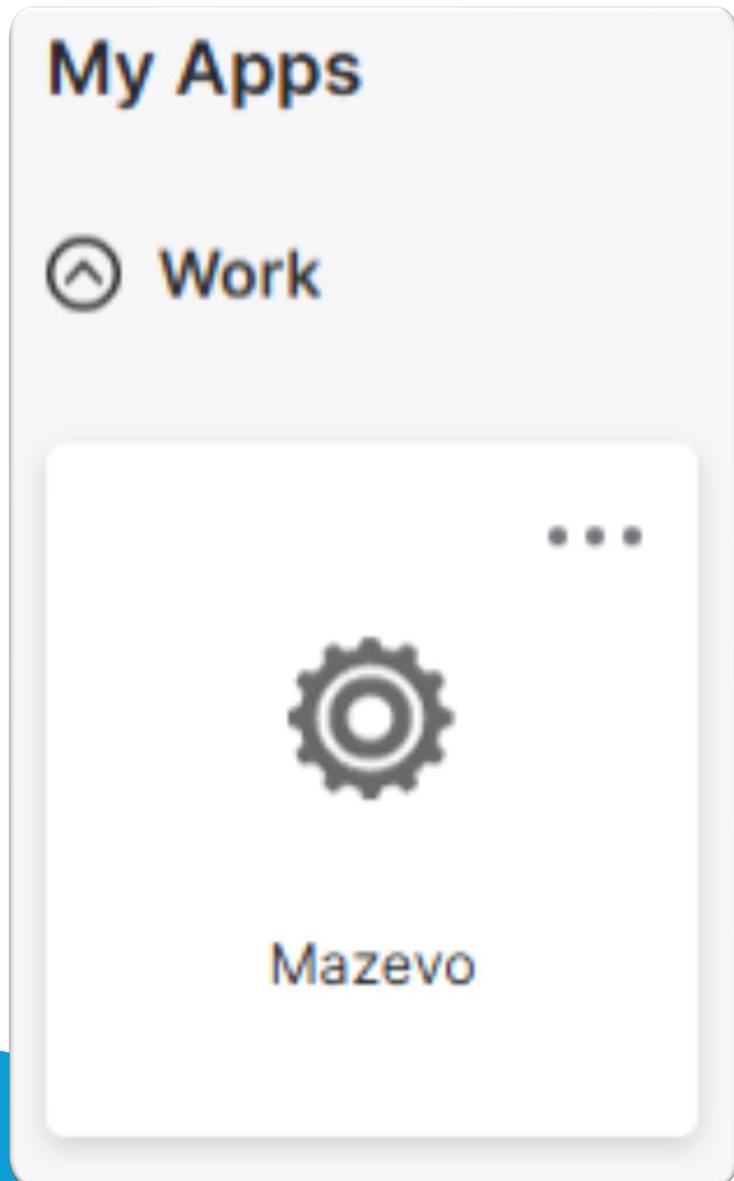
Approval: Residence Life  
Notes:

Event Name: TEST - Residence Life Secondary Approvals  
Organization: Conferences and Special Events  
Contact: Jordan Scharaga

Event Number: **N3481**

Date/Time	Location	Status
Jan 13, 2025 10:00 AM - 11:09 AM	Residential Common Areas, Fetterolf Lounge	Tentative - In Process
Jan 13, 2025 10:00 AM - 11:09 AM	Residential Common Areas, North Hall 119	Tentative - In Process
Jan 14, 2025 10:00 AM - 11:09 AM	Residential Common Areas, Fetterolf Lounge	Tentative - In Process
Jan 14, 2025 10:00 AM - 11:09 AM	Residential Common Areas, North Hall 119	Tentative - In Process

For more information, please [visit Mazévo](#) and click "My Approvals"

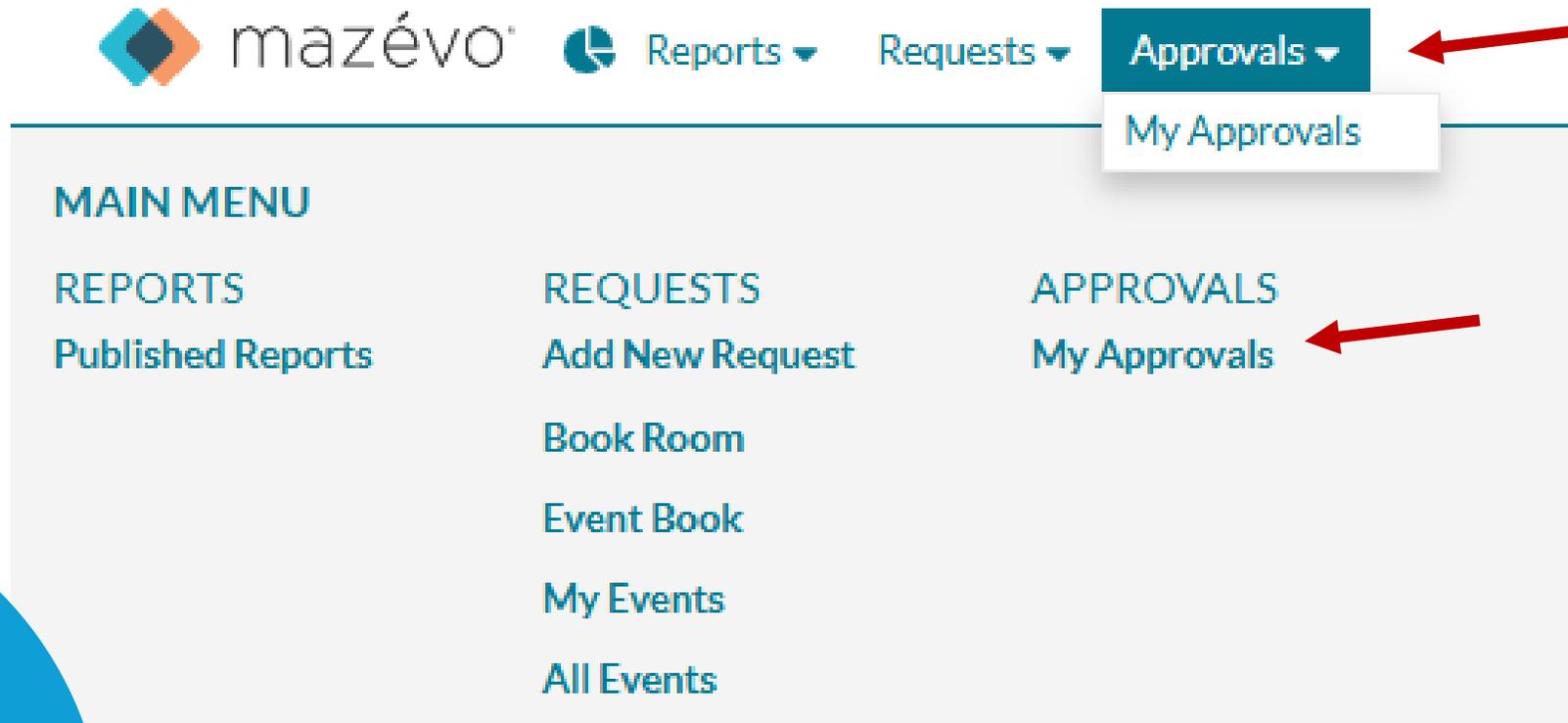


## Signing In to Mazevo

- Accounts are created automatically for College employees and students
- Sign in using your Okta portal
  - Select Mazevo under My Apps

# Seeing your pending approvals

- Under the Main Menu:
  - Click "My Approvals"
- Under top menu:
  - Approvals drop down
    - My Approvals



The screenshot displays the mazévo application interface. At the top, the mazévo logo is on the left, followed by navigation links for Reports, Requests, and Approvals. The Approvals link is highlighted with a red arrow pointing to it. Below the navigation bar, a dropdown menu is open, showing the following options: My Approvals (highlighted with a red arrow), MAIN MENU, REPORTS (with sub-item Published Reports), REQUESTS (with sub-items Add New Request, Book Room, Event Book, My Events, and All Events), and APPROVALS (with sub-item My Approvals).

# View your pending approvals

- Click the ">" button to open a pending approval request
  - The reservation status will tell you when an approval is required because event details were changed
- Note: Requests are reviewed by Protocol staff before approval process is activated

MY APPROVALS

Refresh

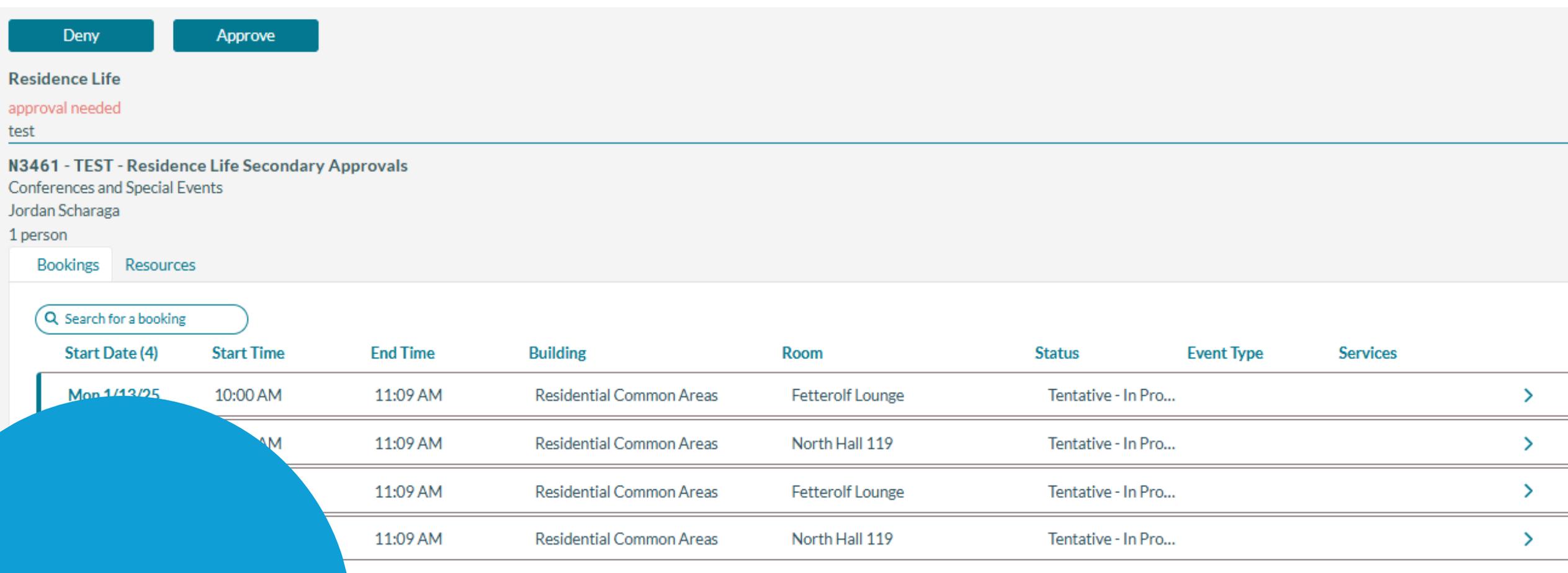
Search for an event Filter  Active  History (Last 90 Days)

Event	Start Time	End Time	Location	Status	Organization	
▼ Mon, Jan 13, 2025 - Residence Life						
N3461 TEST - Residence Life Secondar	10:00 AM	11:09 AM	Residential Common Areas - F...	approval needed - chan...	Conferences and Special Events	 



# Review requested bookings

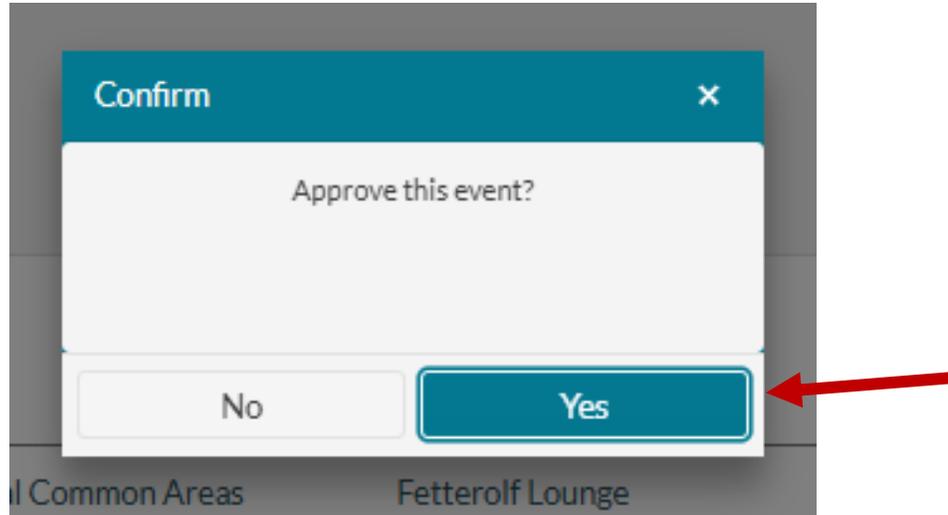
- Review booking information for requests in your space
- Select "Approve" or "Deny"
  - Requests within one reservation set cannot be individually approved or denied. Adjustments and notes to individual bookings can be shared during the next step.



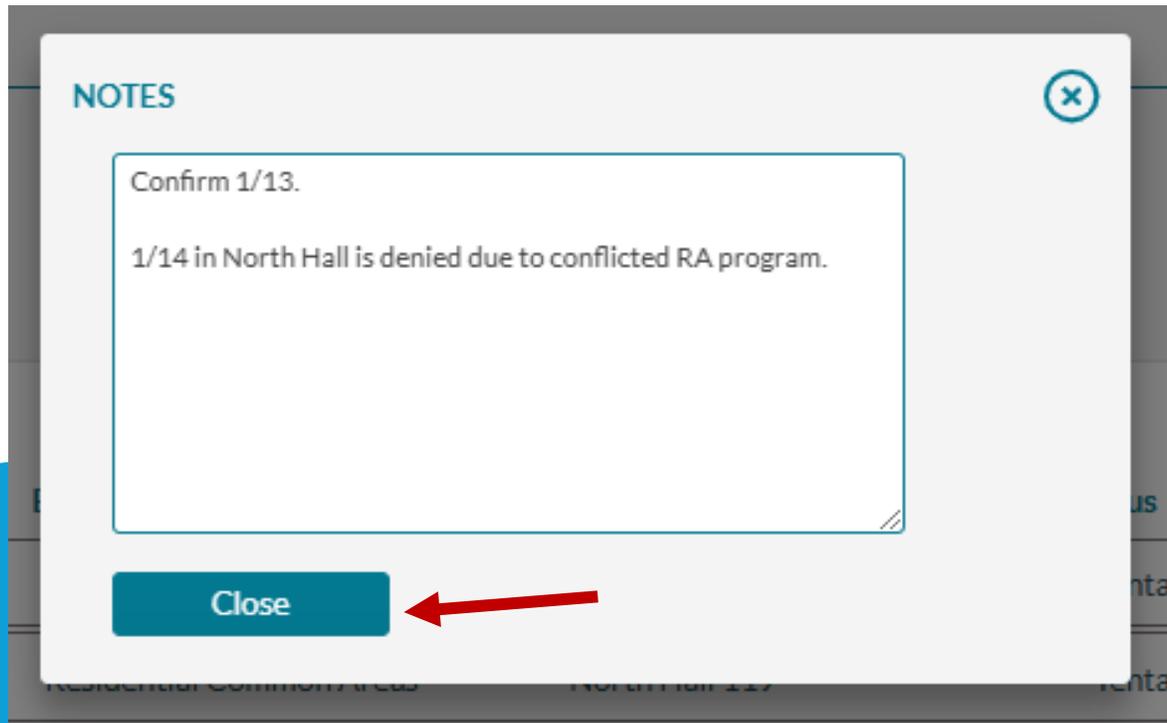
The screenshot displays a user interface for reviewing requested bookings. At the top, there are two buttons: "Deny" and "Approve". Below these, the text "Residence Life" is followed by "approval needed" in red and "test" in grey. The main heading is "N3461 - TEST - Residence Life Secondary Approvals", with sub-headers "Conferences and Special Events", "Jordan Scharaga", and "1 person". There are two tabs: "Bookings" (selected) and "Resources". A search bar contains the text "Search for a booking". Below the search bar is a table with the following columns: "Start Date (4)", "Start Time", "End Time", "Building", "Room", "Status", "Event Type", and "Services". The table contains four rows of data, all with a status of "Tentative - In Pro...".

Start Date (4)	Start Time	End Time	Building	Room	Status	Event Type	Services
Mon 1/13/25	10:00 AM	11:09 AM	Residential Common Areas	Fetterolf Lounge	Tentative - In Pro...		>
	AM	11:09 AM	Residential Common Areas	North Hall 119	Tentative - In Pro...		>
		11:09 AM	Residential Common Areas	Fetterolf Lounge	Tentative - In Pro...		>
		11:09 AM	Residential Common Areas	North Hall 119	Tentative - In Pro...		>

# Review requested bookings cont.

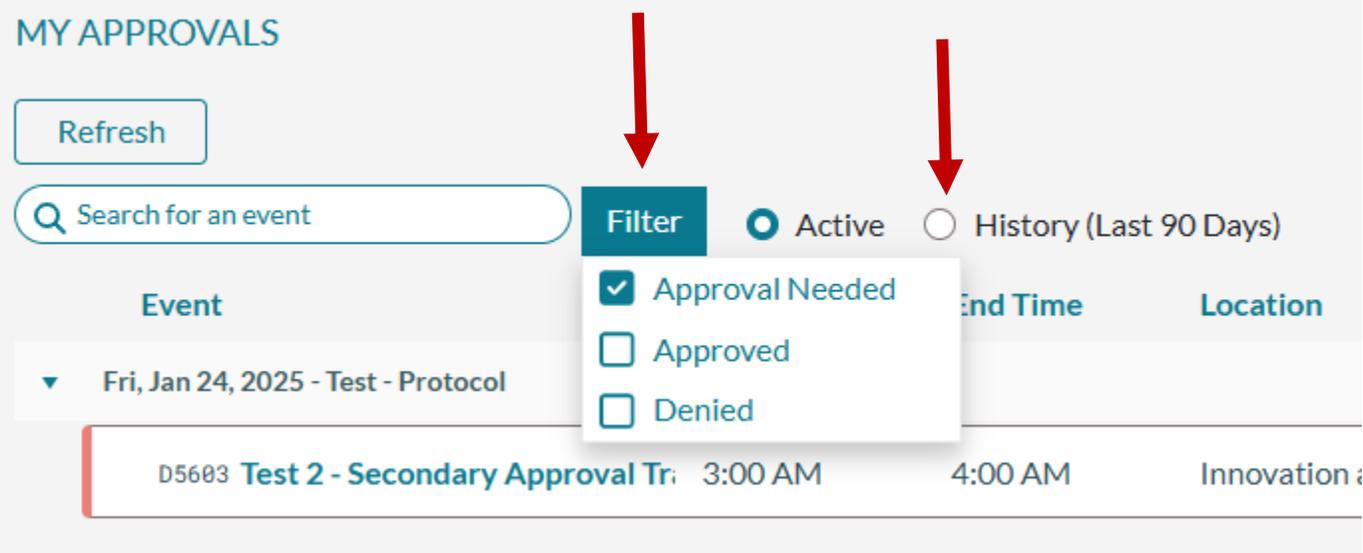


- Click "Yes" in the pop-up window.
- Add a note
  - This can be left blank if no notes
  - You may provide additional information, feedback, or adjustments to protocol staff through this window.
- Click "Close" to save

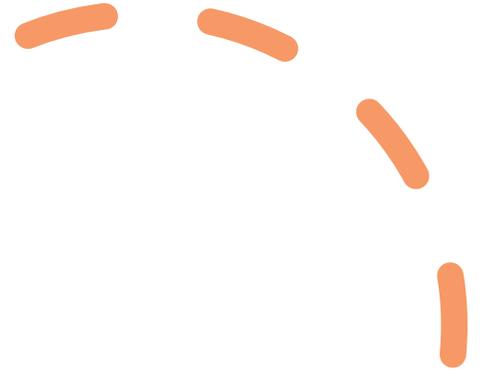


# Quick Tip

- Looking to view or update previous approvals?
  - Use the Filter and History (Last 90 Days) features
  - Settings automatically default to Approval Needed only
  - Please include a detailed note regarding the change when updating approval status



The screenshot displays the 'MY APPROVALS' section of a software interface. At the top left, there is a 'Refresh' button and a search bar labeled 'Search for an event'. To the right of the search bar are three filter options: 'Filter' (highlighted with a red arrow), 'Active' (selected with a radio button), and 'History (Last 90 Days)' (indicated by a red arrow). A dropdown menu is open under the 'Filter' button, showing three options: 'Approval Needed' (checked), 'Approved', and 'Denied'. Below the filters is a table with columns for 'Event', 'End Time', and 'Location'. The first row shows a collapsed event: 'Fri, Jan 24, 2025 - Test - Protocol'. The second row is expanded, showing 'D5603 Test 2 - Secondary Approval Tr' with a start time of '3:00 AM' and an end time of '4:00 AM' at the 'Innovation' location.



Congrats!  
Your queue is empty!



# Reports

- Users with secondary approval permissions are also able to access event reports
  - Under the Main Menu:
    - Click "Published Reports"
  - Under top menu:
    - Reports drop down
      - Published Reports
- Reports include day-off plus 30 days



# Reports

- Selected report access options:
  - Email link / Copy Link for on-request access
    - This proceeds automatically
  - Subscribe for automatic emails

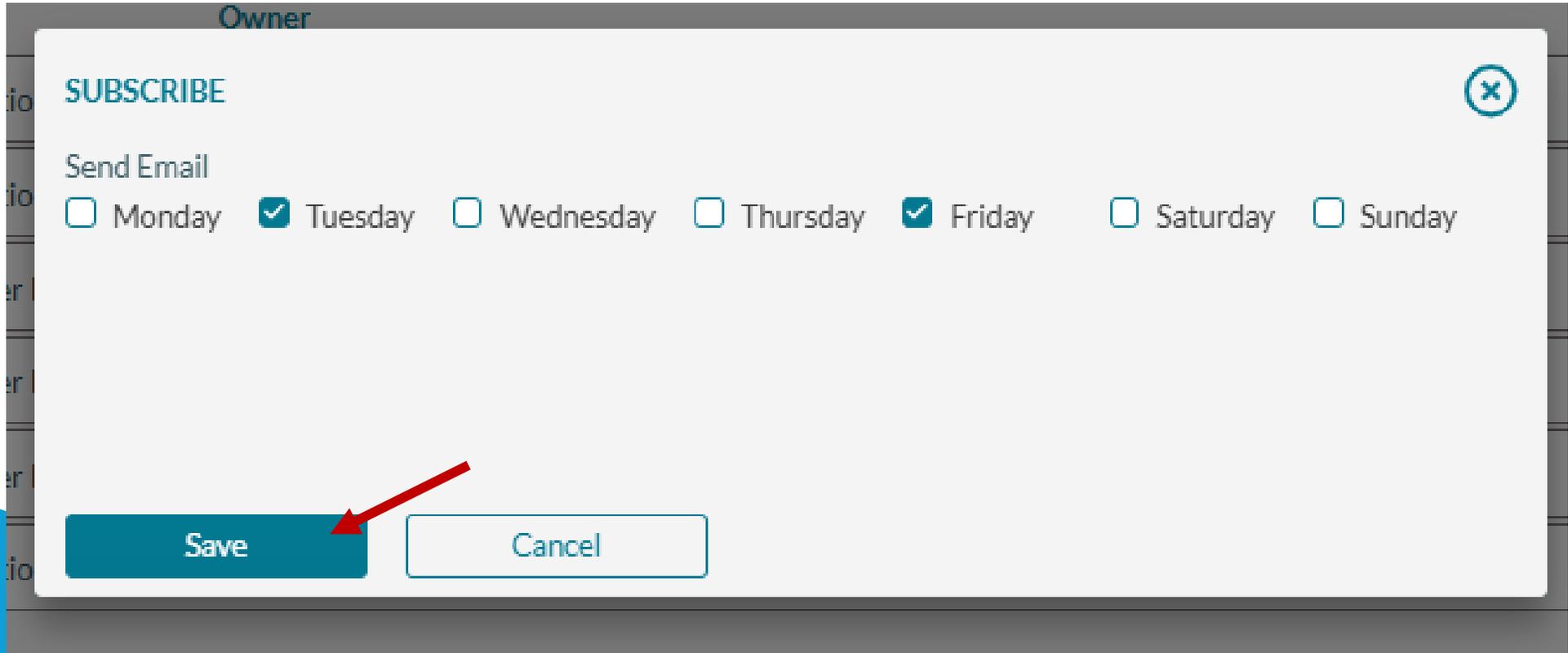
PUBLISHED REPORTS

Search for a report

Report Description	Report Type	Owner			
Admission	Daily Operations Report	Meghan Nealon	Subscribe	Copy Link	Email Me A Link
Berman Museum - 30 days	Daily Operations Report	Mallory Dubus	Subscribe	Copy Link	Email Me A Link
Campus Safety Parking Report - ...	Service Order Report	Jordan Scharaga	Subscribe	Copy Link	Email Me A Link
Catering Report - 30 days	Service Order Report	Jordan Scharaga	Subscribe	Copy Link	Email Me A Link
Cleaning Services Report - 30 D...	Service Order Report	Jordan Scharaga	Subscribe	Copy Link	Email Me A Link
Theater and Dance Specialty Sp...	Daily Operations Report	Melanie Cunningham	Subscribe	Copy Link	Email Me A Link

# Reports

- To subscribe to a report:
  - Click "Subscribe"
  - Select the days you would like to receive emailed reports
  - Click "Save"



Owner

**SUBSCRIBE** ⓧ

Send Email

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Save** Cancel

The image shows a 'SUBSCRIBE' dialog box with a close button (ⓧ) in the top right corner. Below the title, there is a section for 'Send Email' with checkboxes for each day of the week. Tuesday and Friday are selected. At the bottom, there are two buttons: 'Save' (highlighted with a red arrow) and 'Cancel'.