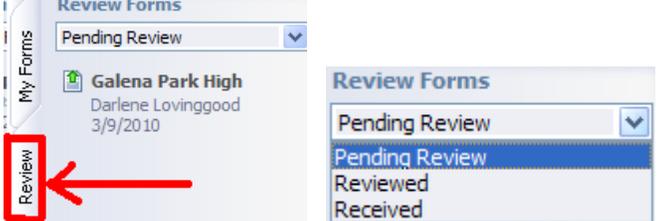
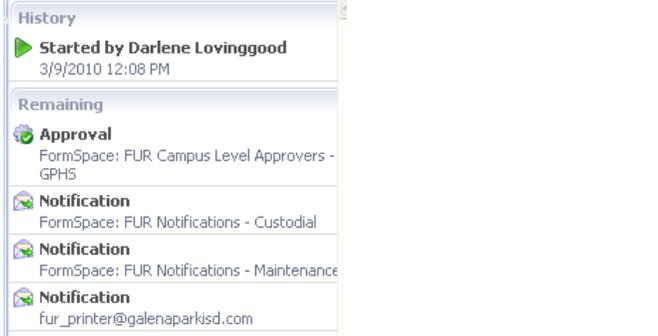


# Facility Use Request

District Approver

<p>When a FUR is approved for one of your responsible facilities you will receive an Email.</p> <p>See sample Email - →</p> <p>When you receive an email, login to Eduphoria Formspace to approve or deny the request.</p>	 <p>Form Response Submitted by Darlene Lovinggood 3/9/2010 12:08:20 PM GPISDFacility Use Request -Galena Park High School</p>
<p>In Eduphoria: Select: Formspace Select: Review Tab</p> <p>Note: You can click on the down arrow key to see Reviewed and Received forms.</p>	
<p>Scroll to the bottom of the form to add Comments - if needed</p>	<p>Comments by District Level Approver:</p>
<p>You can view the History of the form on the right side of the screen.</p> <p>The history is updated as the form is approved or denied in the workflow process.</p>	
<p>Note: When viewing the Form History (workflow) - you can click on the paper icon to add a note.</p>	
<p>Note: The Workflow icon is a toggle. Click on to hide history or show history (workflow).</p>	
<p>You can email the form to another user if the request needs to be shared with other departments.</p> <p>Note: Maintenance, Custodial Services and Security will receive a copy of the request upon you selecting the Approve icon.</p>	
<p>Utilize the top bar menu to Approve or Deny the request.</p>	
<p><b>You MUST select Continue Workflow to complete the FUR.</b></p>	