## Facility Use Request

## **District Approver**

When a FUR is approved for one of your	From: 💧 "Eduphoria" <eduphoria@dalenaparkisd.com> 3/9/2</eduphoria@dalenaparkisd.com>
responsible facilities you will receive an	Cubicate Assure Action Demokrad Colore Deals High
Email.	Subject. Approval Action Required - Galeria Park high
	To: P Steven R. Kinney P David C. Lovinggood
See sample Email - $\rightarrow$	Attachments: 🕢 Attach0.html
When you receive an email, login to	
Eduphoria Formspace to approve or deny	Form Response Submitted by Darlene Louinggood
the request.	3/9/2010 12:08:20 PM
-	GPISDFacility Use Request -Galena Park High School
In Eduphoria:	Review Forms
Select: Formspace	Pending Review
Select: Review Tab	Galena Park High Review Forms
	Darlene Lovinggood 3/9/2010 Pending Review
Note: You can click on the down arrow	Pending Review
key to see Reviewed and Received forms.	Reviewed Received
Scroll to the bottom of the form to add	Commonts by District Lougi Approvary
Comments - if needed	comments by District Level Approver.
	History
You can view the History of the form on	Started by Darlene Lovinggood
the right side of the screen.	Remaining
	(🕉 Approval
The history is updated as the form is	FormSpace: FUR Campus Level Approvers - GPH5
approved or denied in the workflow	Notification FormSpace: FUR Notifications - Custodial
process.	Notification
	Notification
	tur_printer@galenaparkisd.com
Note: When viewing the Form History	
(workflow) – you can click on the paper	
icon to add a note.	
Note: The Workflow icon is a toggle. Click	(a) Workflow
on to hide history or show history	
(workflow).	
You can email the form to another user if	层 Save Draft for Later 👌 🧭 Approve 🤤 Deny 😪 E-mail 🛛 🖑 Spell Check
the request needs to be shared with other	
departments.	
Note: Maintenance, Custodial Services and	
Security will receive a copy of the request	
upon you selecting the Approve icon.	
Utilize the top bar menu to Approve or	📙 Save Draft for Later 🔌 🥑 Approve 🤤 Deny 🙀 E-mail 🛛 💖 Spell Check
Deny the request.	
You MUST select Continue	😂 🖙 Sen 🖉 Continue Workflow 🦳 Denv 🖙 E-mail
Workflow to complete the FUR.	
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