Facility Use Request

End User

In Eduphoria: Select Formspace	formspace
	Create and submit online forms.
At the bottom left of the screen –	Form Options
Select: Submit New Form	🔄 Submit New Form
Select: Facility Use Requests	💖 Facility Use Requests
Select: Correct Location	Galena Park High
Select: Correct Workflow	📲 Galena Park High: Main
Please Note: Some Locations do not have work	Building
flow as a selection	Select this form to request use
	of classrooms, library, multi- purpose room or similar rooms for this campus.
Note: When selecting date and time – you	Start Date and Time
MUST click on the calendar icon to type in a	Not Set 😰
selection.	
Fill out the form.	Contact: *
Note: Asterisk fields must be filled out	
Select: Submit Form	Submit Form
	History
	THISCOLA
You can view the History of the form on the	Started by Darlene Lovinggood
You can view the History of the form on the right side of the screen.	Started by Darlene Lovinggood 3/9/2010 12:08 PM
You can view the History of the form on the right side of the screen. The history is updated as the form is approved	Started by Darlene Lovinggood 3/9/2010 12:08 PM Remaining
You can view the History of the form on the right side of the screen. The history is updated as the form is approved or denied in the workflow process.	Started by Darlene Lovinggood 3/9/2010 12:08 PM Remaining Sproval
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