## Facility Use Request

## Campus Approver

When a FUR is completed for your	From: 🕴 "Eduphoria" <eduphoria@galenaparkisd.com> 3/9/2010 12:</eduphoria@galenaparkisd.com>
campus – you will receive an Email.	Subject: Annroval Action Required - Galena Park High
	Ter Subject.
See sample Email - $\rightarrow$	To. Y Steven R. Kinney Y David C. Lovinggood
When you receive an email, login to Eduphoria Formspace to approve or deny the request	Attachments: 🕢 Attach0.html 51
ucity the request.	Submitted by Darlene Lovinggood 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
	Darlene Lovinggood Review Forms
Note: You can click on the down	3/9/2010 Pending Review
arrow key to see Reviewed and	Pending Review
Received forms.	Reviewed
Scroll to the bottom of the form to add	
Comments – if needed	comments by campus Approver:
Utilize the top bar menu to Approve	
or Denv the request.	🕞 Save Draft for Later 🌍 💟 Approve 🤤 Deny 🔀 E-mail 🛛 🍼 Sp
You can view the History of the form on the right side of the screen.	History  Started by Darlene Lovinggood 3/9/2010 12:08 PM  Remaining  Approval FormSpace: FUR Campus Level Approvers - GPH5
The history is updated as the form is approved or denied in the workflow process.	Notification         FormSpace:       FUR Notifications - Custodial         Notification         FormSpace:       FUR Notifications - Maintenance         Notification         fur_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.	🔍 Workflow
Click on to hide history or show	
history (workflow).	
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Note: Fine Arts, Athletics and Kitchen facilities require additional approval from the district departments. After your approval, the district level department will receive the FUR.	
Note: After the last approval step: Main copy of the FUR	tenance, Custodial Services and Security will receive a