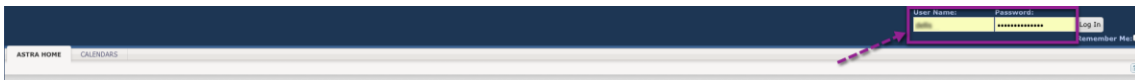


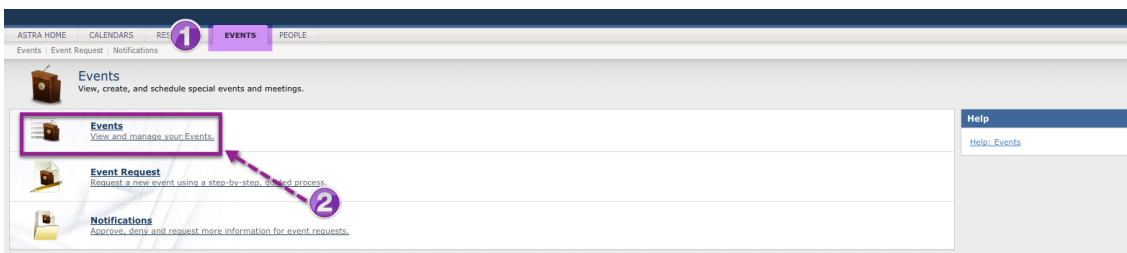
After you have either granted or denied room requests, you need to notify the requesters of the status of their requests. Following is the process for doing so.

Process Steps

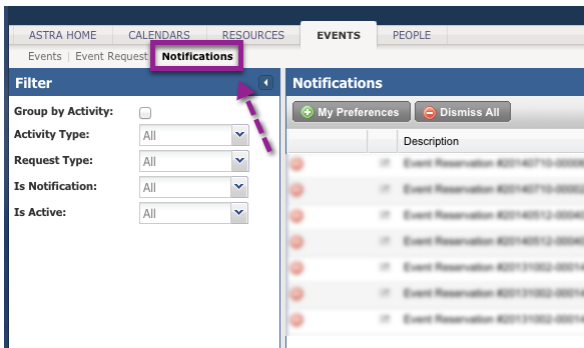
1. Log into rooms.moody.edu.



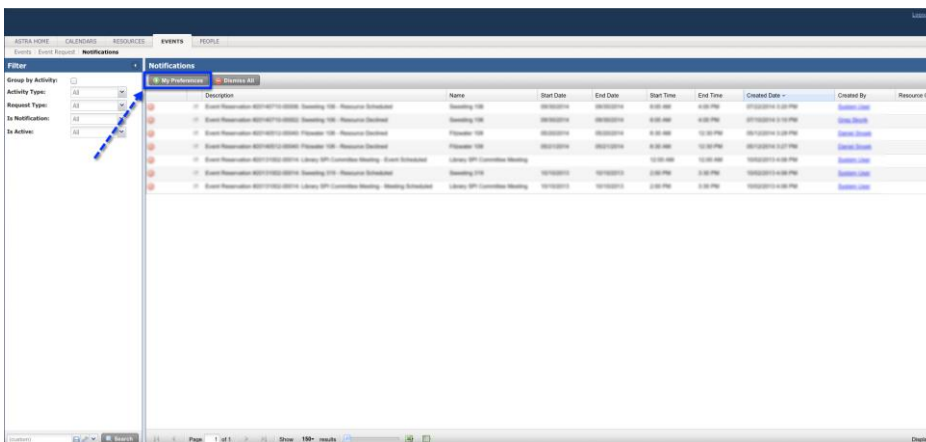
2. Click on the “Events” tab.



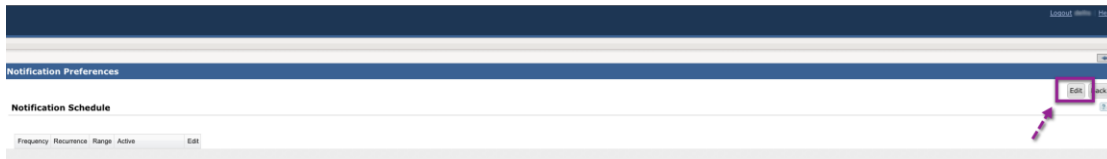
3. Click on “Notifications.”



4. Click “My Preferences.”



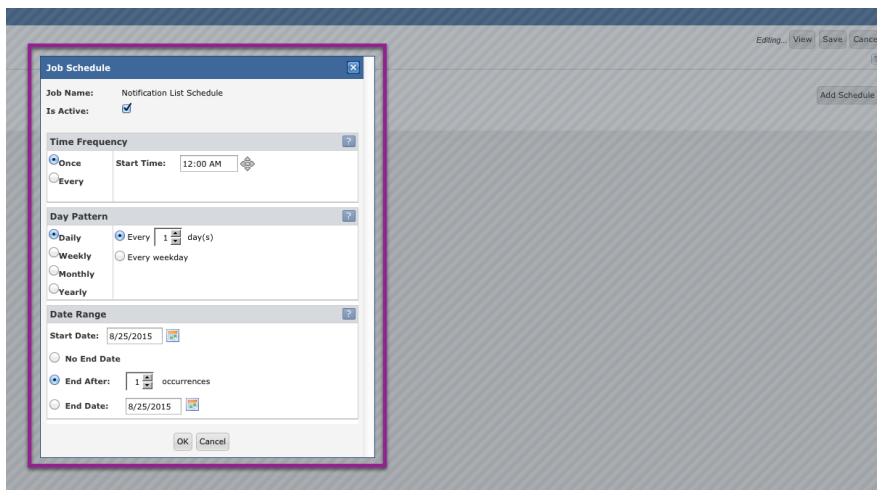
5. Click “Edit.”



6. Click “Add Schedule”—this brings up the “Notification List” schedule options.



7. Select and configure the time frequency for the subscription.



8. Click “Ok” when finished.
9. Click “Save” to save your changes.

FAQs for Job Schedule

What do the options in the job schedule mean?

- *Once*: tells the system to send a message at a certain time for the selected day.
- *Every*: tells the system to send a message at a regular interval for the specified time period, day, and range.
- *Day Pattern*: tells the system if you would like to receive messages daily, weekly, or yearly.
- *Date Range*: gives the user the option to select a date to stop receiving messages or the option to have no end date.

What are best practices for setting up your job schedule?

- Astra recommends setting this up to be no more than every 5 minutes. We have discovered that if it is set to more often than 5 minutes, there have been limitations with the notifications not going out. This limitation has been discovered with users that are the main approver on campus.
- Only set up ONE JOB SCHEDULE. If you set up two jobs the notifications will not be sent out.