

# Reviewing submissions

When the form has been completed for a location, the status for that request will automatically change to *Awaiting approval*. To review a request, click on the 'Open' link that appears beside the location's status when you hover over it, or anywhere in the blank space to the right of the *Link* column. This will open a side page with the request details.

▼ Funky Design Co			
Status	Area (at venue)	Location	Link
Awaiting approval	Backstage	Artists' Lounge	<a href="https://forms.fillout.com/t/7ZjCtuhsZFus?id=recNfQe3TjFzlw0ui">https://forms.fillout.com/t/7ZjCtuhsZFus?id=recNfQe3TjFzlw0ui</a>
Awaiting approval	Structures	Green Diamond Edit Suite	<a href="https://forms.fillout.com/t/7ZjCtuhsZFus?id=rec7FdcAZpT1NgfCJ">https://forms.fillout.com/t/7ZjCtuhsZFus?id=rec7FdcAZpT1NgfCJ</a> → Click in this area ←

The side page includes expandable sections for *Furniture*, *Power and Internet* and *Feeds and other requirements*.

Once these have been reviewed, the status for that location should be changed to either *Clarification requested* or *Approved (locked)* by clicking on the current status in the *Locations* list and selecting the appropriate option from the dropdown (shown below).

A dropdown menu is shown with the current status 'Awaiting submission' selected. The menu is open, displaying a search bar 'Find an option' and a 'Clear selection' button. Below the search bar are four status options: 'Awaiting submission' (highlighted in yellow with a checkmark), 'Awaiting approval' (pink), 'Clarification requested' (blue), and 'Approved (locked)' (green). A blue circle is visible at the bottom left of the menu.

When clarification is needed, an email should be sent to the appropriate contact asking them to make the necessary changes to the form using the original link.

The side page displays the following details for the request:

- Area (at venue): Structures
- Location (at venue): Green Diamond Edit Suite
- Status: Awaiting approval
- Link: <https://forms.fillout.com/t/7ZjCtuhsZFus?id=rec7FdcAZpT1NgfCJ>
- Default Contact Name: Alan Brindley
- Default Contact Email: [greendiamond@artcliff.net](mailto:greendiamond@artcliff.net)
- Default Contact Mobile: 07881955900

Below the details are expandable sections:

- ▼ Furniture
  - Trestle Tables: 2
  - Office Chairs: 4
  - Desk Lamps: 4
  - Lockable Cupboards: -
  - Coat Rails: 1
  - Fridges: -
  - Bar Fridges: 1
  - Sofas: -
  - Coffee Tables: -
  - Stackable Chairs: 2
  - Bins (Large): 1
  - Bins (Small): 2
- > Power and Internet
- > Feeds and other requirements

Once status has been set to *Approved (locked)*, no further changes can be made via the link. Instead, details of the request will be displayed along with an email address for any urgent last minute changes.

Revision #1

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