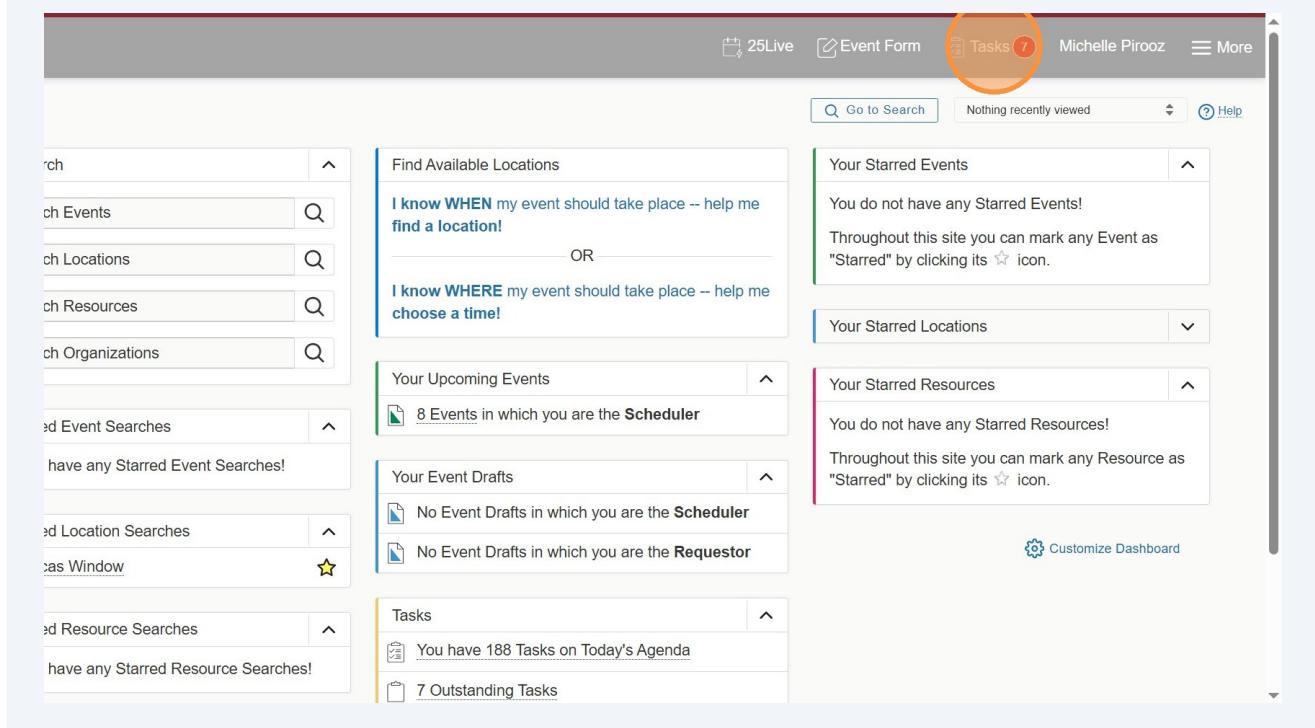


Approve a Cancellation Request in 25Live

When someone wants to cancel their event reservation, the space approver will receive a task.

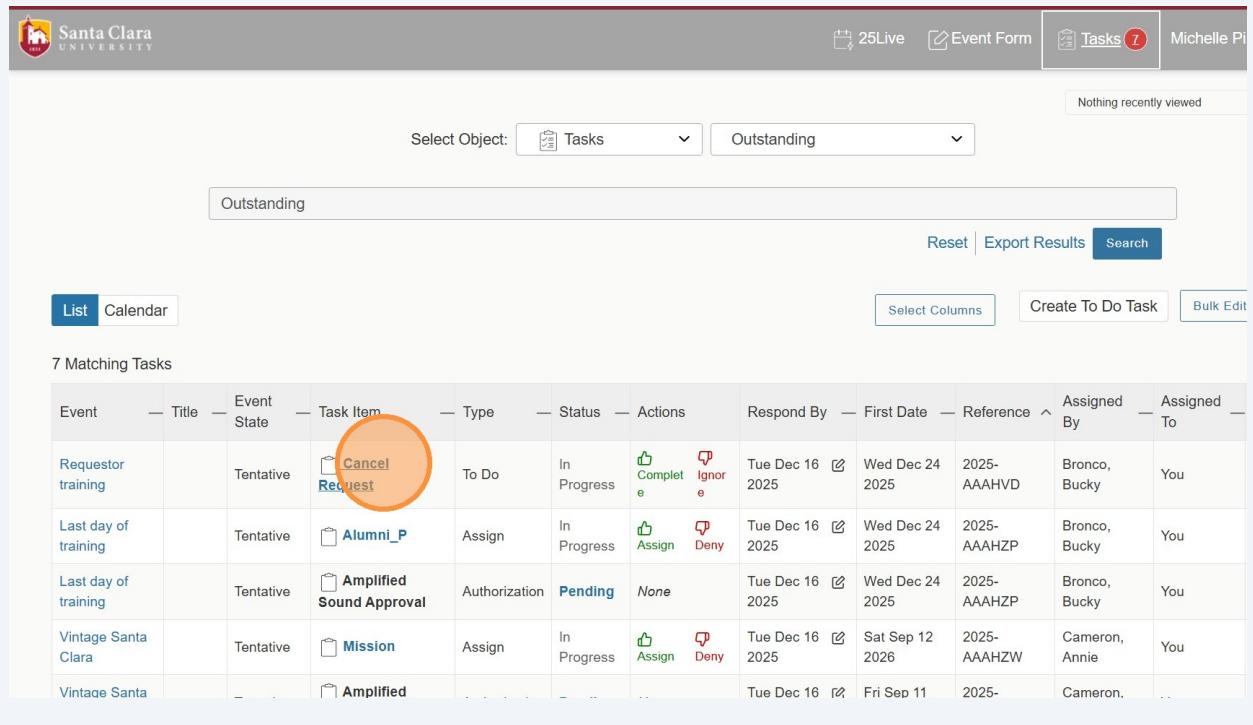
- 1 Click "Tasks" on the 25Live top navigation bar.



The screenshot shows the 25Live dashboard with the 'Tasks' section highlighted. The top navigation bar includes '25Live', 'Event Form', 'Tasks' (with a red circle and '7' indicating new tasks), 'Michelle Pirooz', and 'More'. Below the navigation is a search bar with 'Go to Search' and 'Nothing recently viewed'. The main content area is divided into several sections: 'Find Available Locations', 'Your Upcoming Events' (showing 8 events as Scheduler), 'Your Event Drafts' (showing 0 as Scheduler and 0 as Requestor), 'Your Starred Events' (empty), 'Your Starred Locations' (empty), 'Your Starred Resources' (empty), and 'Tasks' (highlighted with a yellow box, showing 'You have 188 Tasks on Today's Agenda' and '7 Outstanding Tasks').

2

If the Task Item column indicates a "Cancel Request," click on the link in the Task Item column.



Select Object: Tasks Outstanding

Outstanding

Reset Export Results Search

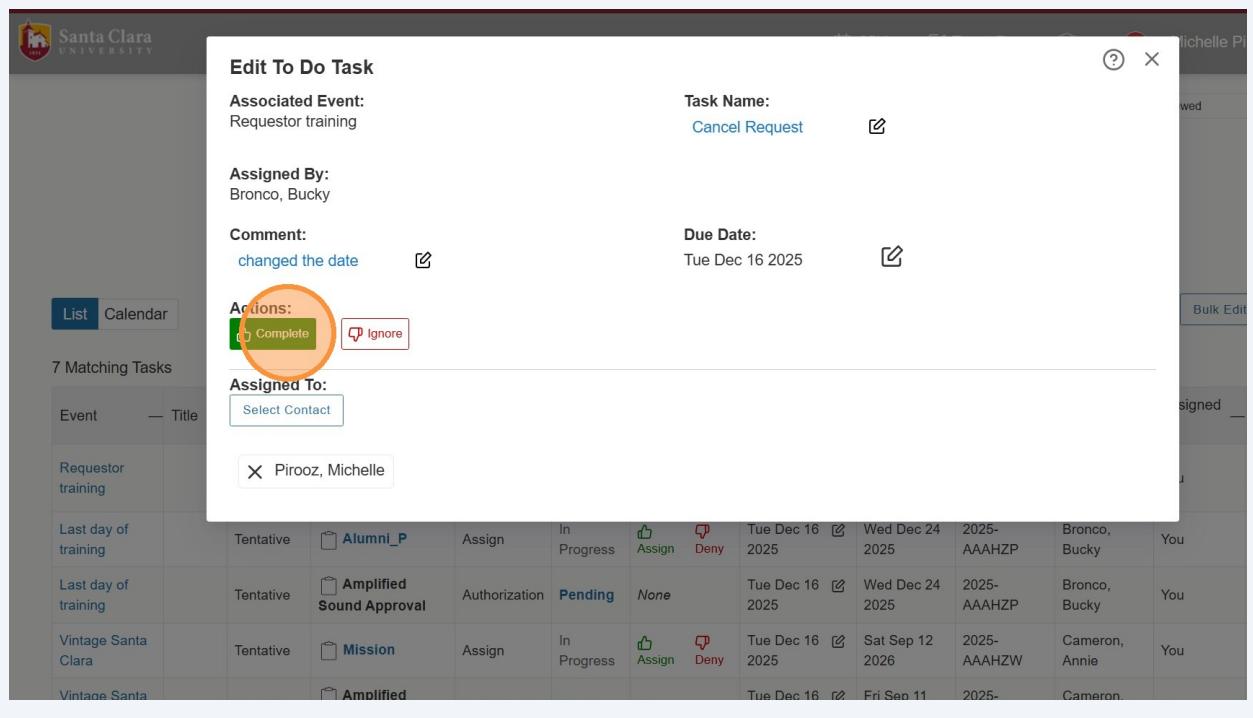
List Calendar Select Columns Create To Do Task Bulk Edit

7 Matching Tasks

Event	Title	Event State	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To
Requestor training		Tentative	Cancel Request	To Do	In Progress	Complete Ignore	Tue Dec 16 2025	Wed Dec 24 2025	2025-AAAHDV	Bronco, Bucky	You
Last day of training		Tentative	Alumni_P	Assign	In Progress	Assign Deny	Tue Dec 16 2025	Wed Dec 24 2025	2025-AAAHZP	Bronco, Bucky	You
Last day of training		Tentative	Amplified Sound Approval	Authorization	Pending	None	Tue Dec 16 2025	Wed Dec 24 2025	2025-AAAHZP	Bronco, Bucky	You
Vintage Santa Clara		Tentative	Mission	Assign	In Progress	Assign Deny	Tue Dec 16 2025	Sat Sep 12 2026	2025-AAAHZW	Cameron, Annie	You
Vintage Santa			Amplified				Tue Dec 16	Fri Sep 11	2025-	Cameron.	

3

In the pop-up window, click "Complete"



Associated Event: Requestor training

Task Name: Cancel Request

Assigned By: Bronco, Bucky

Comment: changed the date

Due Date: Tue Dec 16 2025

Actions: [Complete](#) [Ignore](#)

Assigned To: Select Contact

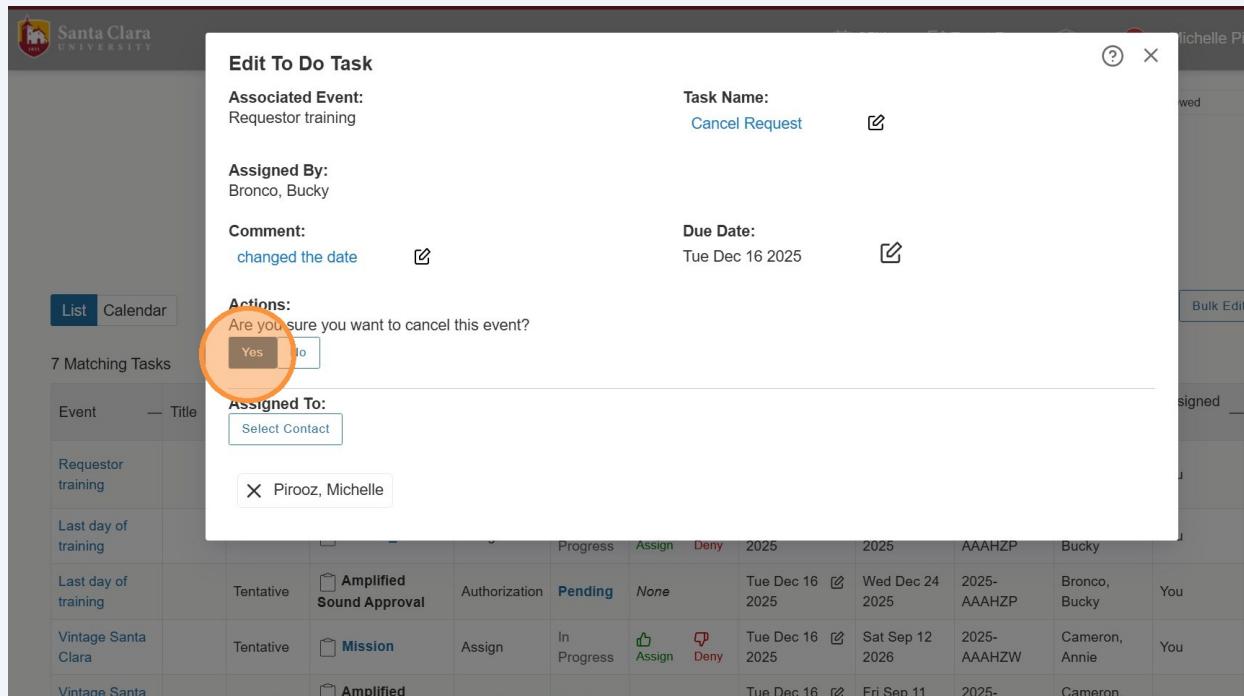
Pirooz, Michelle

List Calendar

7 Matching Tasks

Event	Title	Event State	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To
Requestor training		Tentative	Cancel Request	To Do	In Progress	Complete Ignore	Tue Dec 16 2025	Wed Dec 24 2025	2025-AAAHDV	Bronco, Bucky	You
Last day of training		Tentative	Alumni_P	Assign	In Progress	Assign Deny	Tue Dec 16 2025	Wed Dec 24 2025	2025-AAAHZP	Bronco, Bucky	You
Last day of training		Tentative	Amplified Sound Approval	Authorization	Pending	None	Tue Dec 16 2025	Wed Dec 24 2025	2025-AAAHZP	Bronco, Bucky	You
Vintage Santa Clara		Tentative	Mission	Assign	In Progress	Assign Deny	Tue Dec 16 2025	Sat Sep 12 2026	2025-AAAHZW	Cameron, Annie	You
Vintage Santa			Amplified				Tue Dec 16	Fri Sep 11	2025-	Cameron.	

4 Click "Yes" to confirm your desire to cancel the event.



5 Click the "X" in the upper right-hand corner to exit the pop-up window.

