DeaconSpace Statuses: Meanings and Types

Reservation (Who & What) → Event ← Booking (Where & When)
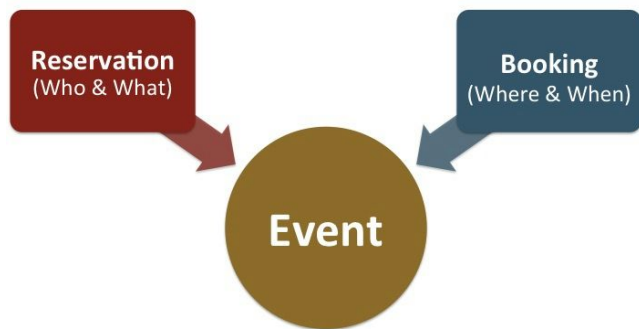
Status indicates the likelihood that a booking will occur. A status can be applied to either a reservation or booking, but only those applied to a booking affect room availability.

Status Type	Status/Color	Meaning
Book Space *Room is taken out of inventory & cannot be reserved by another booking.*	Academic Confirmed	When a course is confirmed
	Conference Request	Used by Conference Services only
	Confirmed	Booking confirmed by space manager
	Confirmed-Private	Booking confirmed by space manager; listed as 'Private' in browse options with no further event details displayed.
	Hold	Holds a space for a period of time - must be assigned a reconfirm date
	Rain Date	Holds a space for a rain date
	Rain Location Only	Holds a space for a rain location
	Web Request	Temporary status assigned to a request made by a user through DeaconSpace until the space manager processes the request and changes the status
Cancel *Booking information is retained, but room is released back into inventory to reserve.*	Academic Cancelled	When a course is cancelled
	Cancelled	Event is cancelled either by the end user or the space manager
	Cancelled with Charges	Same as above but charges are applicable
	Not Approved	used by a space manager to let requestor know the request was not approved for use
Info Only *Booking information is retained, but the space is not taken out of inventory.*	Academic Bumped	When courses for a term are published, EMS will automatically update a status to this for any booking that conflicts with a course location
	Academic Conflict	A course that comes through the Banner feed conflicts with another existing course
	Academic Crosslist/Shared	Two courses that are crosslisted
	Athletics Hold	Used by Athletics only - does not book space
	Confirmed-Shared	Booking confirmed by space manager; used for spaces that can be shared by more than one group at a time
	Conflict	Assigned when one event conflicts with another
	Web Conflict	A web request was automatically put in conflict status
Wait *Booking information is retained in case the space becomes available prior to the event date.*	Wait	Events that appear on the Wait List report