Managing Waitlist Requests

In This Article:

- Manage Waitlist Overview
- How to Manage Waitlist Requests

Manage Waitlist Overview

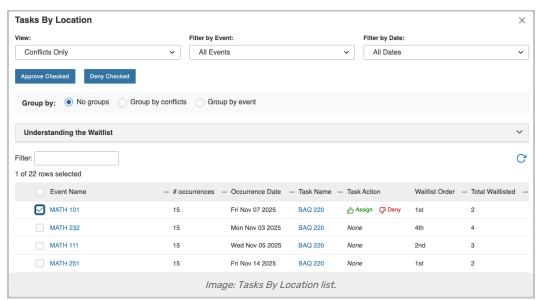
When searching for Locations, you may encounter the need to manage a waitlist of events requesting that Location. This occurs when a Location has been previously requested. You can manage the conflicting Location requests with the right permissions.

How to Manage Waitlist Requests

Tap the **Manage Waitlist** button from a location availability view to open up the tasks window and view all of the conflicting requests and their queue order.



The **Tasks By Location** view shows tasks for all events that are visible in your current availability view. Thus, making an adjustment—such as updating the availability date range—will update the list accordingly.





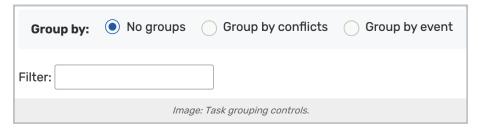
Security Note

To see the **Manage Waitlist** button, your security group must have the following setting set to **Yes** in Series25 Group Administration:

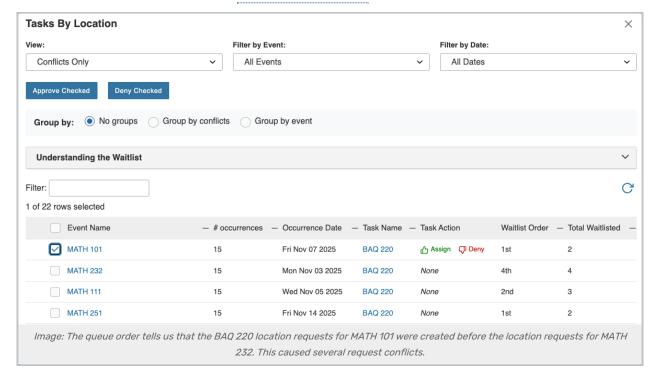
- Basic Options: 10.0 View Tasks List
- Use the **View** dropdown to show only assignment tasks, both assignment and notification tasks, or only location assignment requests that have conflicting requests.
- Select a specific event or occurrence date from the list or view all at once with the Filter by Event and Filter by Date dropdowns.



 Use the Group by buttons to group all of the events by their shared conflicts, group by individual events, or leave list items ungrouped.



Each task item shows the associated event name, the total number of occurrences for that event, the occurrence date that the task is for, the task name, interactive task actions, the Waitlist Order, and the Total Waitlisted.



CollegeNET Series25 Help and Customer Resources

The **Waitlist Order** column represents the position of each conflicting request in relation to the total number of conflicts for that location and occurrence. The date and time that a request was made determines the position, with lower numbers representing earlier requests.

The Total Waitlisted column represents the total number of requests competing for this space at this time.

For example, if events MATH 101 and MATH 232 both have a reservation request for location BAQ 220 on Tuesday, October 21, 2025, it appears on the Tasks by Location pop-up. The BAQ 220 location was requested for MATH 101 first which indicated by the Waitlist Order 1st and for MATH 232 2nd.



Note

Only tasks belonging to events present in your selected availability view will be displayed. This means that you may only see *some* of the tasks that are in a Queue Order conflict grouping. Adjust your availability view controls to see all conflicting requests.

- Click on the column headers to sort by the number of occurrences, occurrence date, task name, and queue order.
- As with <u>other task views</u>, you can select tasks and click **Approve Checked** or **Deny Checked** to make assignment changes.
- Shared locations are expected to overlap and no conflicts will be shown when events overlap in a shared location.