



Labor Billing Workflow 9/20/18

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Event Coordinator creates Reservation and Bookings

Event created in

EMS

Event Coordinator adds Staff Estimate Request categories

Event Coordinator changes reservation status

Service Request

Pending Approval

Detail Entry

Service Department adds Staff Estimate category

Service Department uploads estimate attachment

Event Coordinator changes reservation status

Event Complete

Event Coordinator adds Staff Actuals Request categories

Post-Event Actuals Request

Detail Entry

Service Department adds Staff Actuals category

Service Department uploads actuals attachment