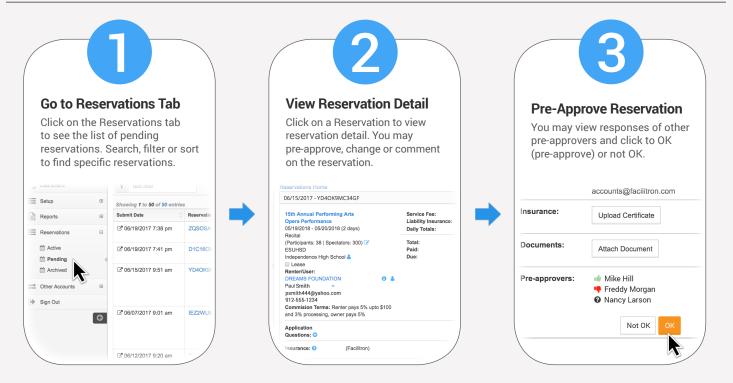
facilitron[®] Administering Reservations (Pre-approval) Quick Start Guide

Administering Reservations includes reviewing, pre-approving, changing or commenting on reservations. To view and administer reservations, you must be logged into your account's Dashboard.

To Administer a Reservation:



Other Options:

Change A Reservation				Edit Servic	es/Equipment	Comment on a Reservation		
In the Reservation Timeslots widget, click on the change icon to edit the event's facility, name, date, time, or reservation rate.				Click to Manag Dedicated Serv such as custor equipment.	vices or Equipment	You may add both internal or external comments to a reservation as well as view all the historical data from the reservation.		
eservation Timeslots				Services - 05/19)/2018 Saturday			
		Α	Add New Times				Comments/History	
Saturday 05/19/2018						Q	Newest First History	Comments
Change Shared Services Custodial Staff	Hours: 10	\$450.00	×	Custodial Staff	\$45.00/hr (Min. 3 I \$	1		
Restroom Fee	Hours: 10	\$100.00	x				04/05/2016 06:55 pm Nancy Larson 👈 🕻	
Supplies		\$0.00	×	Restroom Fee	\$10.00/hr \$	1	Please turn the lights off at the end of the	a event.
Theater								
8:00 AM-6:00 PM		\$600.00	🕜 X				comment here	
Change Services A/V Technician	Hours: 10	\$300.00		Supplies	\$0.00/day \$	1		
Theater Utilities	10010.10	\$500.00					Internal comment	
Change Equipment							send email notification to: Standard distribution	Comment
Sound System		\$75.00	>			/	select recipients	
		Daily To		Also, apply these	settings to:	/		

The detail of any Reservation may be revealed by clicking on the reservation or by clicking on "More Details" from the Event Calendar reservation popup window. In the reservation detail, you can view details, pre-approve, change, or comment on a reservation.