

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:

1

Go to Reservations Tab

Click on the Reservations tab to see the list of pending reservations. Search, filter or sort to find specific reservations.

2

View Reservation Detail

Click on a Reservation to view reservation detail. You may pre-approve, change or comment on the reservation.

3

Pre-Approve Reservation

You may view responses of other pre-approvers and click to OK (pre-approve) or not OK.

Other Options:

Change A Reservation

In the Reservation Timeslots widget, click on the change icon to edit the event's facility, name, date, time, or reservation rate.

Edit Services/Equipment

Click to Manage Shared or Dedicated Services or Equipment such as custodial or rental equipment.

Comment on a Reservation

You may add both internal or external comments to a reservation as well as view all the historical data from the reservation.

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.