

How to approve a reservation

The approval authority has several methods to approve reservations.

Method 1

One logged in to the system, you will find unapproved reservations in your dashboard under "All Upcoming Reservations" in **amber** colour.

All Upcoming Reservations1

Today (0)

Tomorrow (1)

Later This Week (0)

Next Week (0)

| | | | | |
|-----------------------------------|----------------------------|-------------------|-------------------|----------|
| ENG-S1-Mathematics for Networking | Sanjeeva Darshana Darshana | Wed, 6/14 8:30 AM | Wed, 6/14 9:00 AM | LI-CL-02 |
|-----------------------------------|----------------------------|-------------------|-------------------|----------|

Upon clicking on the one you want to approve, and you will be redirected to the approval page.

| | | |
|---------------------------------------------------|------------------------------------|------------------------|
| User | | |
| Begin | 06/14/2023 8:30 AM | End 06/14/2023 9:00 AM |
| 0 days 0 hours 30 minutes | | |
| Repeat | Does Not Repeat | |
| Resources | LI-CL-02 | |
| Title of reservation | ENG-S1-Mathematics for Networking | |
| Description of reservation | | |
| Semester | 01 Lecture 12 by Sanjeeva Darshana | |
| Reference Number | System Generated | |
| Accessories | | |
| <div>Close More ▾ Modify ✖ Reject ✔ Approve</div> | | |

Click the "**Approve**" button to approve the reservation. To reject a reservation request click the **Reject** button. A notification to the requester will be sent informing. The resource administrator also have the opportunity to modify the reservation request. However, modification is strongly **discouraged**.

Close

More ▾

Modify

✖ Reject

✔ Approve

Method 2

Once an request has been placed in the system to reserve a resource of which you are the resource admin, you will receive an email notification (if your notification preferences have been appropriately set in in the system). Click on the link in the email to start the approval process.

Reservations

▼ Filter ▲

06/06/2023

-

06/20/2023

User

⊗

All Schedules

▼

All Resources

▼

Pending Reservations

▼

Reference Number

⊗

Title

⊗

Description

⊗

All Resource Statuses

▼

-

▼

☐ Missed Checkin

☐ Missed Checkout

Filter

Reset

| User | Resource | Title | Description | Begin | End | Duration | Reference Number | Approve | Delete | |
|----------------------------|---------------|---------------------|-----------------------------------------------|-----------------|-----------------|------------|------------------------|-------------------------------------|--------------------------|--|
| Sanjeeva Darshana Darshana | LI-CL-02 | Mathematics Lecture | Faculty of Engineering Mathematics Lecture 08 | 6/16/23 1:30 PM | 6/16/23 2:00 PM | 30 minutes | 648845d12a6a1657634699 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Created 6/13/23 4:02 PM | Last Modified | Check In Time | Check Out Time | Original End | | | | | | |

Revision #5
Created 13 June 2023 06:16:00 by Pasan
Updated 15 June 2023 07:34:46 by Director Center for IT Services