

# 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
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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.

From: "UoM Booking System" <booking@uom.lk>  
To: "Director Center for IT Services Center for IT Services" <director@uom.lk> <director@uom.lk>  
Sent: June 13, 2023 3:06 PM  
Subject: Notification: Reservation for LI-CL-02 requires your approval  
**Reservation Details:**

User: Sanjeewa Dandana Dandana  
Start: 06/15/2023 @ 8:30 AM (Asia/Colombo)  
End: 06/15/2023 @ 9:00 AM (Asia/Colombo)  
Title: ENG-S1-Mathematics for Networking  
Description: Semester 01 Lecture 12 by Sanjeewa Dandana  
Resource: LI-CL-02

\* At least one of the resources reserved requires approval before usage. Please ensure that this reservation request is approved or rejected. \*

Reference Number: 848078304466333085129

[View this reservation](#) [Log in to Booked](#)

 Click here to start the approval process

### Method 3

Once logged into the system, you may search for specific reservations for approval under Resource Reservations under Responsibilities.



You can use the below parameters to filter and search for the pending reservation.

Reservations ...

Filter

06/06/2023 - 06/20/2023	User	All Schedules	All Resources
All Reservations	Reference Number	Title	Description
All Resource Statuses	-	<input type="checkbox"/> Missed Checkin	<input type="checkbox"/> Missed Checkout

Filter Reset

Once you click filter, you may find the required reservation. All pending reservations are shown in yellow. Click on the required reservation to approve or reject.

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"/>	<input type="checkbox"/>
Created 6/13/23 4:02 PMLast ModifiedCheck In TimeCheck Out TimeOriginal 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