

# How to approve a reservation

The approval authority has several methods to approve reservations.

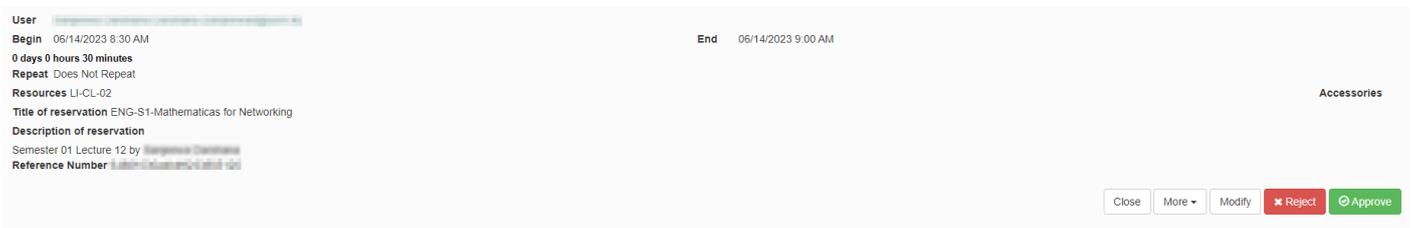
## Method 1

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



Today (0)	Tomorrow (1)	Later This Week (0)	Next Week (0)		
	ENG-S1-Mathematicas for Networking	Sanjeewa Darshana Darshana	Wed, 6/14 8:30 AM	Wed, 6/14 9:00 AM	LI-CL-02

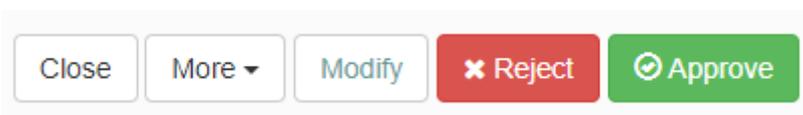
Upon clicking on the one you want to approve, and you will be redirected to the approval page.



User: [redacted]  
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      Accessories  
Title of reservation: ENG-S1-Mathematicas for Networking  
Description of reservation:  
Semester 01 Lecture 12 by Sanjeewa Darshana  
Reference Number: [redacted]

Close   More ▾   Modify   **✖ Reject**   **✔ Approve**

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.cits@uom.lk)" <director.cits@uom.lk>  
Sent: June 13, 2023 3:06 PM  
Subject: Notification: Reservation for LI-CL-02 requires your approval  
**Reservation Details:**

**User:** Sanjeewa Dambana Dambana  
**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 Dambana

**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:** 84807183044864333885129

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

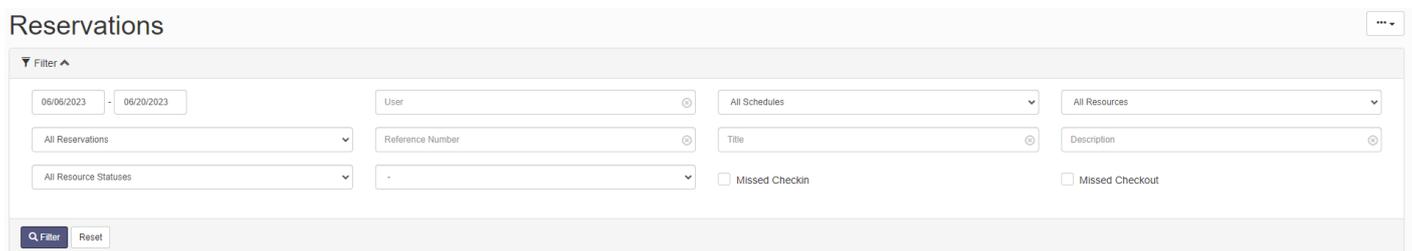
 **Click here to start the approval process**

### 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.

A screenshot of the 'Reservations' filter interface. The title 'Reservations' is at the top left, and a three-dot menu icon is at the top right. Below the title is a 'Filter' section with a downward arrow. The filter section contains several input fields and dropdown menus: a date range field with '06/06/2023' and '06/20/2023'; a 'User' field with a search icon; an 'All Schedules' dropdown; an 'All Resources' dropdown; an 'All Reservations' dropdown; a 'Reference Number' field with a search icon; a 'Title' field with a search icon; a 'Description' field with a search icon; an 'All Resource Statuses' dropdown; a 'Missed Checkin' checkbox; and a 'Missed Checkout' checkbox. At the bottom left of the filter section, there are 'Filter' and 'Reset' buttons.

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 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