

# Room Manager

Instructions for using the system for the user who is responsible for managing the reservations - room manager (local administrator).

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# Taking actions on the reservations

If you are a room manager your main task is to accept or reject room reservations requests.

## Looking for reservations requests

The most convenient way to get an overview of the current situation is to use a dashboard's `My rooms` view.

Check out [this link](#) if you don't know how to get to the dashboard.

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## Taking action (accept, reject, release, edit)

Go to the reservations details by clicking on the event in the calendar or a list.  
You will see available actions on the bottom of the details form.

Action buttons visibility is strictly dependent on your current role and reservation state.  
[Read more about permissions here.](#)

Room reservation system

YOU ARE ADMIN

< > May 2020 TODAY WEEK DAY PENDING MY MY ROOMS

1 May 2020 Friday

07:15 - 08:15 Pending (Your)

12 May 2020 Tuesday

15:15 - 16:30 Rejected (Your)

19 May 2020 Tuesday

08:00 - 09:30 Pending (Your)

21 May 2020 Thursday

08:00 - 10:00 Pending (Your)

11:00 - 12:30 Pending (Your)

14:00 - 15:00 Reservation (Your)

15:12 - 15:27 Pending (Your)

16:00 - 16:30 Pending (Your)

16:00 - 16:30 Rejected (Your)

26 May 2020 Tuesday

13:00 - 14:00 Pending

14:30 - 15:00 Pending (Your)

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# Viewing reservation history

Every action on the reservation is saved in the reservation history including user notes.

To check out the reservation history open the reservation details from the calendar or list view. You will find **HISTORY** button on the bottom of the screen near the rest of the possible actions.

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