

# 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.


[illegible]

# 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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