

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.

The screenshot shows the 'Room reservation system' dashboard. At the top right, it says 'YOU ARE ADMIN' with a user icon. Below the header, there are navigation tabs: '<' and '>', 'TODAY', 'WEEK', 'DAY' (selected), 'PENDING', 'MY', and 'MY ROOMS'. The date '27 May 2020' is displayed in the center. The main area is a calendar grid with columns for days 06 to 17. A red vertical line is positioned at the 15th column. The rows are labeled 'Resources' and include 'Intalio HQ', 'Computer Room', 'Conference Room (1st f)', and 'Conference Room (2st f)'. The grid cells are currently empty.

Resources	06	07	08	09	10	11	12	13	14	15	16	17
▼ Intalio HQ												
Computer Room												
Conference Room (1st f												
Conference Room (2st f												

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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.](#)

The screenshot displays a web interface for a room reservation system. At the top, there is a dark blue header with the text "Room reservation system" on the left and "YOU ARE ADMIN" with a user icon on the right. Below the header, a navigation bar includes a left arrow, a right arrow, the text "May 2020", and several filter buttons: "TODAY", "WEEK", "DAY", "PENDING", "MY", and "MY ROOMS" (which is highlighted). The main content area shows a calendar view for May 2020. Each day is represented by a dark blue bar with the date and day of the week. Below each day bar, reservation events are listed with their start and end times and status. A mouse cursor is visible over the 13:00 - 14:00 reservation on May 26th.

Date	Day	Reservation	Status
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)
21 May 2020	Thursday	11:00 - 12:30	Pending (Your)
21 May 2020	Thursday	14:00 - 15:00	Reservation (Your)
21 May 2020	Thursday	15:12 - 15:27	Pending (Your)
21 May 2020	Thursday	16:00 - 16:30	Pending (Your)
21 May 2020	Thursday	16:00 - 16:30	Rejected (Your)
26 May 2020	Tuesday	13:00 - 14:00	Pending
26 May 2020	Tuesday	14:30 - 15:00	Pending (Your)

F2.1.083.0.60

Revision #4

Created 27 May 2020 12:34:14 by editor

Updated 27 May 2020 13:27:39 by editor