

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.

The screenshot displays a web interface for a room reservation system. At the top, a dark blue header contains 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 left and right arrow icons, and several tabs: "TODAY", "WEEK", "DAY" (which is selected and highlighted), "PENDING", "MY", and "MY ROOMS". The date "27 May 2020" is centered below the tabs. The main area is a calendar grid with columns for days from 06 to 17. A vertical red line is positioned at the 15th column. On the left side of the grid, a list of resources is shown under the heading "Resources": "Intalio HQ" (with a dropdown arrow), "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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