facilitron®   **Administering Reservations (Pre-approval)**   Quick Start Guide
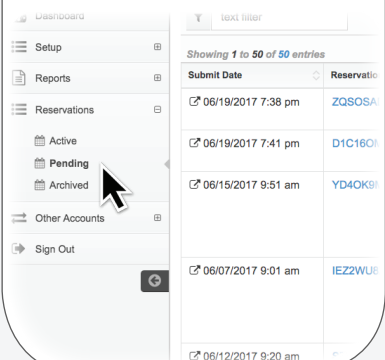
Administering Reservations includes reviewing, pre-approving, changing or commenting on reservations. To view and administer reservations, you must be logged into your account's Dashboard.

To Administer a Reservation:
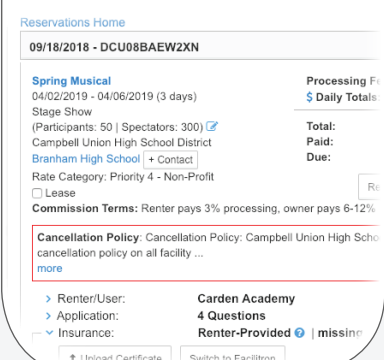
① Go to Reservations Tab

Click on the Reservations tab to see the list of pending reservations. Search, filter or sort to find specific reservations.
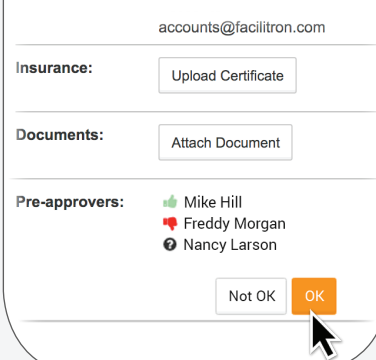

② View Reservation Detail

Click on a Reservation to view reservation detail. You may pre-approve, change or comment on the reservation.
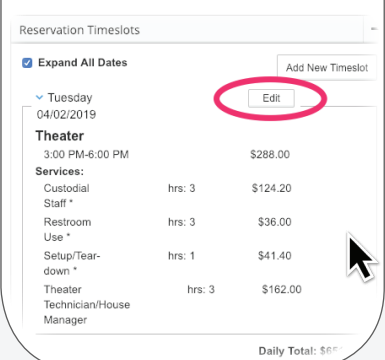

③ Pre-Approve Reservation

You may view responses of other pre-approvers and click to OK (pre-approve) or not OK.
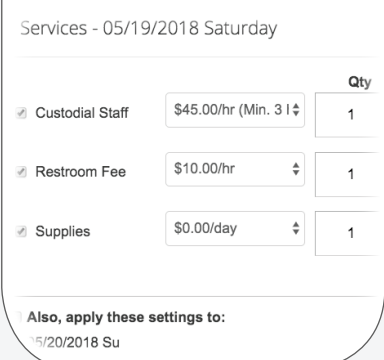

Other Options:

Change A Reservation

In the Reservation Timeslots widget, click edit to edit the event's facility, date, time, or rate OR to access shared or dedicated services.
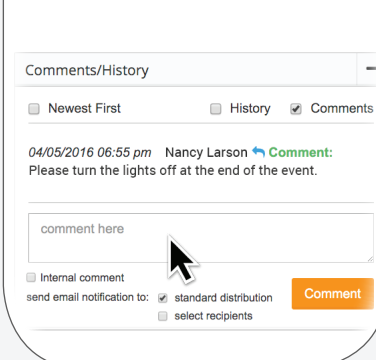

Edit Services/Equipment

Click Change Shared or Dedicated Services to access services and equipment table. Apply changes to any reservation timeslot.

Comment on a Reservation

You may add both internal or external comments to a reservation which triggers email notifications or view the reservation's history.

The detail of any Reservation may also be revealed by clicking on the reservation or by clicking on "More Details" from the Event Calendar reservation popup window. For more support articles, videos and FAQs, visit our support site at https://support.facilitron.com