

After your account is setup, your most frequent operating functions will consist of **Making Reservations** and **Administering Reservations**. To engage in these activities access your account's Dashboard.

To Access the Dashboard:

1

Log In to Facilitron

Access your account by logging in at Facilitron.com with your email and password.

Log In x

email address ✉

password 🔒

[Forgot Password?](#)

Log in 🖱️

➔

2

Select Your Organization

Select your organization on the "Organization you represent" list. Then select "Manage reservations (dashboard)"

Organization you represent

Northside High School

City Union High School District

[Search and book facilities](#)

[Manage reservations \(dashboard\)](#) 🖱️

Personal Use

Register new organization

Dashboard Activities:

Alerts Center

In the Alerts widget, "Pending Reservations" are listed by organization. Clicking on an alert, reveals a list of that school's pending reservations.

City Union High School District

www.facilitron.com/cuhad95123

Home / Dashboard

Alerts

Eastside High School	19 pending re
Central High School	8 pending re
Westside High School	5 pending re
Northside High School	5 pending re

Events Calendar

[Reservations](#) [Facilities](#) [All Reservations](#)

Events Calendar

View and sort all reservations on the calendar by organization, by facility or by reservation type (pending or approved).

Organizations - Facilities - Approved Pending Int Ext

Sun 11

- Select All
- Auditorium
- Baseball Field
- Basketball Courts (Outdoor)
- Batting Cage
- Beach Volleyball
- Cafeteria
- Classroom (30 and Under)
- Commercial Kitchen
- Computer Lab
- Conference Center
- Design Studio

Jun 11 — Jul 2

Reservation Tab

Click on the Reservations tab to select active, pending or archived reservations. Click on a reservation to open in a new tab.

demo@facilitron.com

Dashboard

- Setup
- Reports
- Reservations
 - Active
 - Pending
 - Archived
- Other Accounts
- Sign Out

Showing 1 to 50 of 50 entries

Submit Date	Reservation ID
06/19/2017 7:38 pm	ZQSOSADPDBW8
06/19/2017 7:41 pm	D1C18QM53286
06/15/2017 9:51 am	YD4OK9MC343F
06/07/2017 9:01 am	IEZZWU8X9851

The Dashboard tab contains several widgets, including the Dashboard Calendar. Reservations on the calendar can be filtered by Organization, Facilities and/or reservation status - Approved or Pending. Clicking on any reservation opens a pop-up window with detailed summary and Approve/Decline options (these options appear only if the reservation is still pending). The pop-up window also has a "more details" link, which takes you to the reservation details page for that reservation.