

# Reviewing and Approving Room Requests

Audience: Room Managers



This document provides a step-by-step walkthrough for requesting a room separate from a course request.

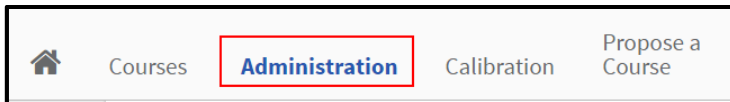
## Table of Contents

Accessing Room Requests.....2

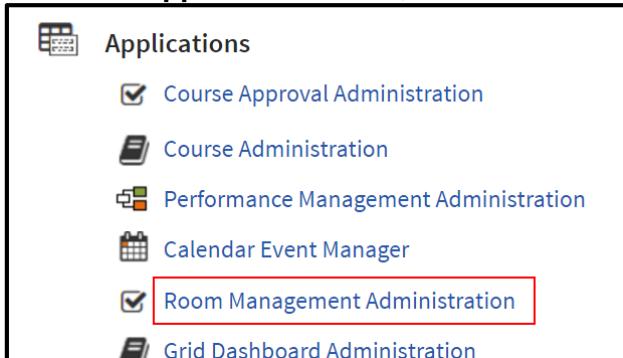
Reviewing Room Requests.....2

## Accessing Room Requests

- Click on the **Administration** tab.



- Under the **Applications** menu, select **Room Management Administration**.

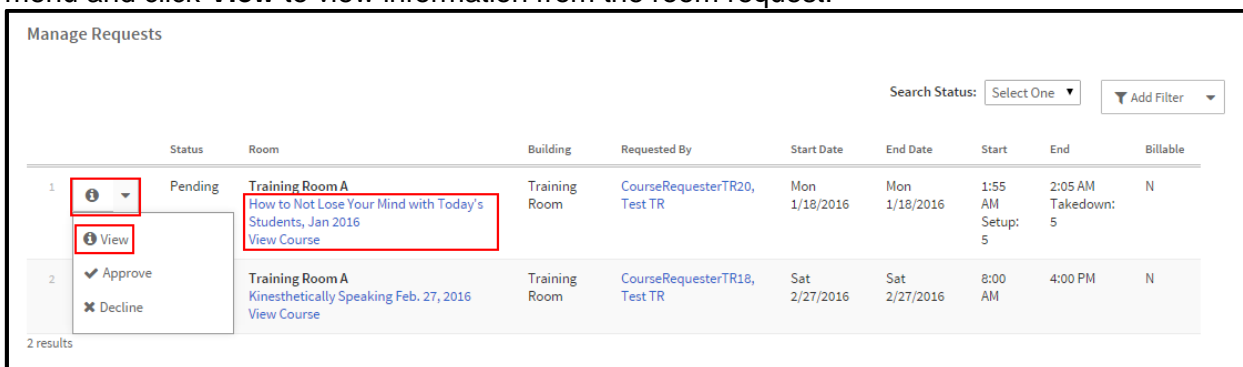


## Reviewing Room Requests

- Within the menu bar, located at the left side of the screen, click **Manage Requests**.



- Click the name of the section to review information regarding the course. Click on the drop-down menu and click **View** to view information from the room request.



## Approving Room Requests

Updated 8/30/2016

- Click on the drop-down menu and select either **Approve** or **Decline**.

Manage Requests

Search Status: Select One Add Filter

	Status	Room	Building	Requested By	Start Date	End Date	Start	End	Billable
1	Pending	Training Room A How to Not Lose Your Mind with Today's Students, Jan 2016 <a href="#">View Course</a>	Training Room	CourseRequesterTR20, Test TR	Mon 1/18/2016	Mon 1/18/2016	1:55 AM Setup: 5	2:05 AM Takedown: 5	N
2		Training Room A Kinesthetically Speaking Feb. 27, 2016 <a href="#">View Course</a>	Training Room	CourseRequesterTR18, Test TR	Sat 2/27/2016	Sat 2/27/2016	8:00 AM	4:00 PM	N

2 results

- Complete the form and click **Send**.

Manage Requests

Booking Approved Email Message

Required Field(s)

\*Subject:

Billable Booking: ☐

Cost:

Notes:

Message:

Dear Test CourseRequesterTR20,

The following room booking request has been approved:  
 Building: Training Room  
 Room: Training Room A  
 Date: 01/18/2016  
 Start Time: 1:55 AM  
 End Time: 2:05 AM

Send Cancel