This guide is meant to be a quick reference only.

OVERVIEW

1. Open a Web Application Request from Notifications in the Dashboard
2. Approve or Deny a Request (to then alert the Events Office)
3. Mark Notification as Reviewed

1. **Open a Request from the Dashboard:**
   - Open the Dashboard button to review all Everyday User reservations that are awaiting approval.
   - Notifications: The left-hand window will display each notification rule and the number of new notifications that are applicable to each notification rule. Select a notification rule to see the new notifications. See sample screen shot below.
• Double-click on the room request in the right-hand window to open the reservation in the Navigator.

2. **Approve or deny a request from the Navigator:**
   • Review the events scheduled in rooms around this request and determine if this request is suitable.
   • Right-click and select “Go to Book” to see other bookings in that room and the surrounding rooms.
   • Select the Reservation level of the reservation. This is the top layer in the left-hand pane just like in the image above.
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- Click the Change Status button located on the right side of the Navigator window

- Choose the appropriate status for this request (either Moderator Approved or Moderator Denied)

- Make sure that Update Reservation Status” is Checked and “Send Confirmation if Successful” is unchecked

- Select All at the bottom right of the window. Click Finish. (At this point, the notification will be sent to the Events Office to finalize.)
3. **Mark Everyday User Reservation Notification as Reviewed in the Dashboard**
   - Now that you are finished working on the reservation, close the “Change Successful” Window and the Reservation Navigator to return to the Dashboard.
   - In the “Notifications” area of the dashboard, highlight the room request you just responded to and click *Reviewed* on the right.