

Tracking Your Reservations

Once you've submitted a reservation, **My Reservations** is where you go to review it's status.

Open My Reservations

Go to **Reservations** → **My Reservations**. By default, your bookings appear in **Grid** view, but you can switch to whichever layout suits what you're trying to see.

View	Best For
Grid	Browsing your reservations as individual cards, each showing status at a glance.
Table	Scanning a dense list of reservations side by side.
Calendar	Seeing your bookings laid out by date.

My Reservations

Grid

Table

Calendar

Select facility

Filter by Status

From date

To date

Filter

Reset

All24

Pending4

Approved18

TestPENDING

test3AOS

10 JU...00:00

10 JU...02:10

View

trainingPENDING

test3AOS

25 MA...13:00

25 MA...15:00

View

View Reservation Status

Every reservation that requires approval moves through one of three stages:

Status	What it means
Pending	Awaiting review from the facility manager. The facility is not yet confirmed.
Approved	The facility manager reviewed and confirmed the booking for your requested time.
Rejected	The booking did not go through.

My Reservations

X

Grid

Table

Calendar

Select facility

Filter by Status

From date

To date

Filter

Reset

All24

Pending4

Approved18

Test

PENDING

test3

AOS

10 JU...

00:00

10 JU...

02:10

View

training

PENDING

test3

AOS

25 MA...

13:00

25 MA...

15:00

View

Filter your Reservations

Use the filters above your reservation list to find a specific reservation:

- **Select facility** narrows the list to a single facility,
- **Filter by Status** shows only Pending, Approved, or Rejected reservations.
- You can also set a **From date** and **To date** to limit results to a specific period.
- Click **Filter** to apply your selection, or **Reset** to start over.

My Reservations

X

Grid

Table

Calendar

Select facility

Filter by Status

From date

To date

Filter

Reset

All 24

Pending 4

Approved 18

Test

PENDING

test3 AOS

10 JU...

00:00

10 JU...

02:10

View

training

PENDING

test3 AOS

25 MA...

13:00

25 MA...

15:00

View

Viewing a Reservation's Details

Click **View** on a reservation card to see it's full details.

GSAS

Government Security Access System

HomeE-ApprovalE-FolderTasksReservationsContactsSchedulePMSEmail

Dashboard

Facilities

My Reservations

My Reservations

Grid

Table

Calendar

Select facility

Filter by Status

From date

To date

Filter

Reset

All 15

Pending 3

Approved 5

Meeting

PENDING

test3 AOS

06 AUG, 2026 10:45

06 AUG, 2026 12:30

View

Lorem ipsum dolor sit ...

PENDING

test3 AOS

02 OCT, 2025 09:47

02 OCT, 2025 10:17

View

Lorem ipsum dolor sit ...

PENDING

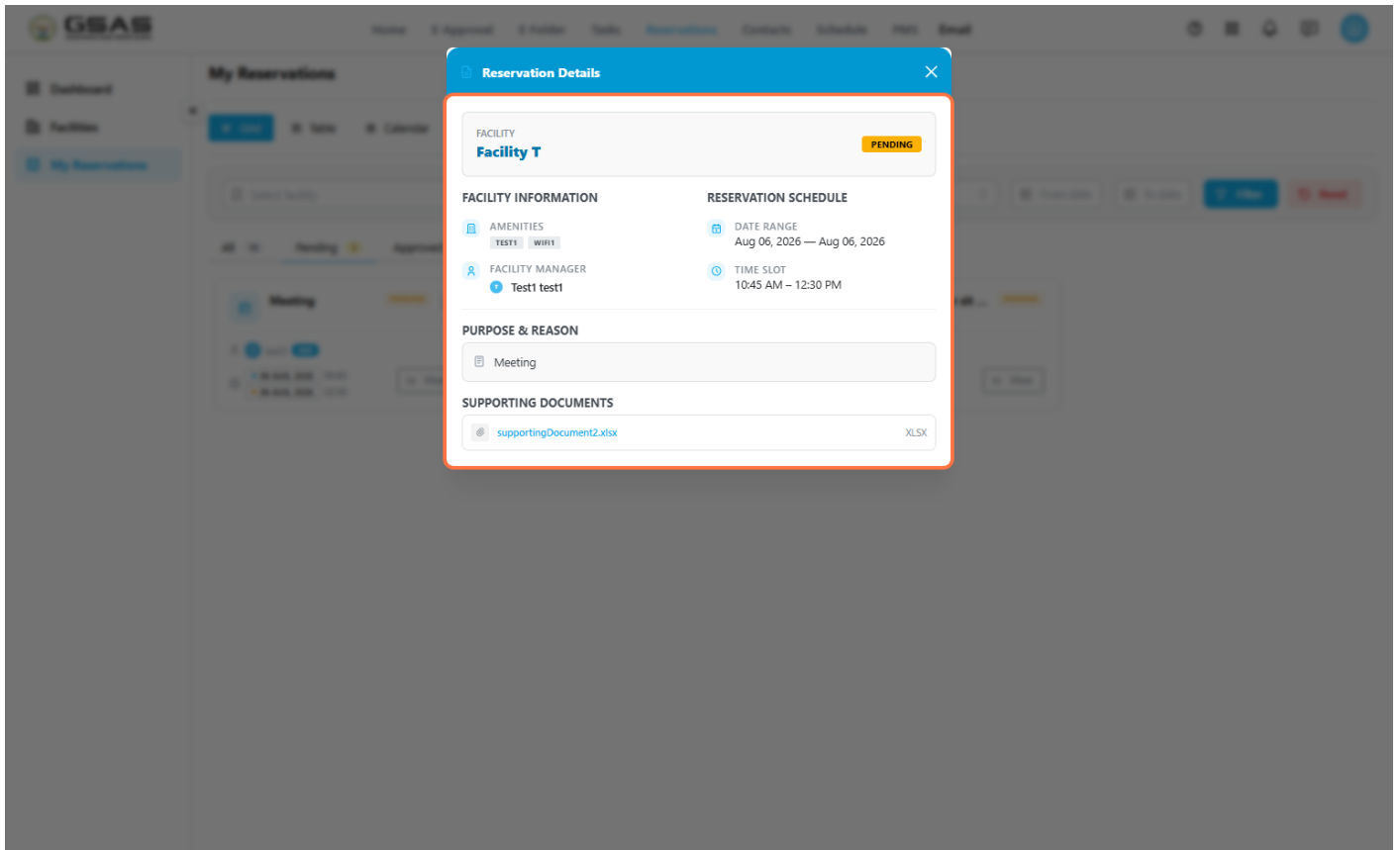
test3 AOS

01 OCT, 2025 10:45

01 OCT, 2025 13:16

View

- The **Reservation Details** open showing the facility name and current status, along with its amenities and manager under **Facility Information**.
- The **Reservation Schedule** section shows the exact date range and time slot you booked.
- Below that, you'll find the reason you gave when booking, and any supporting document you attached.



If your reservation is approved and scheduled for today, you'll also see it under **Today's Bookings** on the GSAS home page.
