Navigating Reservations

The Reservations module lets you book shared facilities, such as meeting rooms, boardrooms, and equipment, and keep track of your requests in one place.

Sidebar Sections

The sidebar on the left gives you access to the main areas of the module. **Dashboard**, **Facilities**, and **My Reservations** are available to everyone. **Submissions** and **My Facilities** only appear if you manage one or more facilities, since they're used to review bookings and edit facility settings.

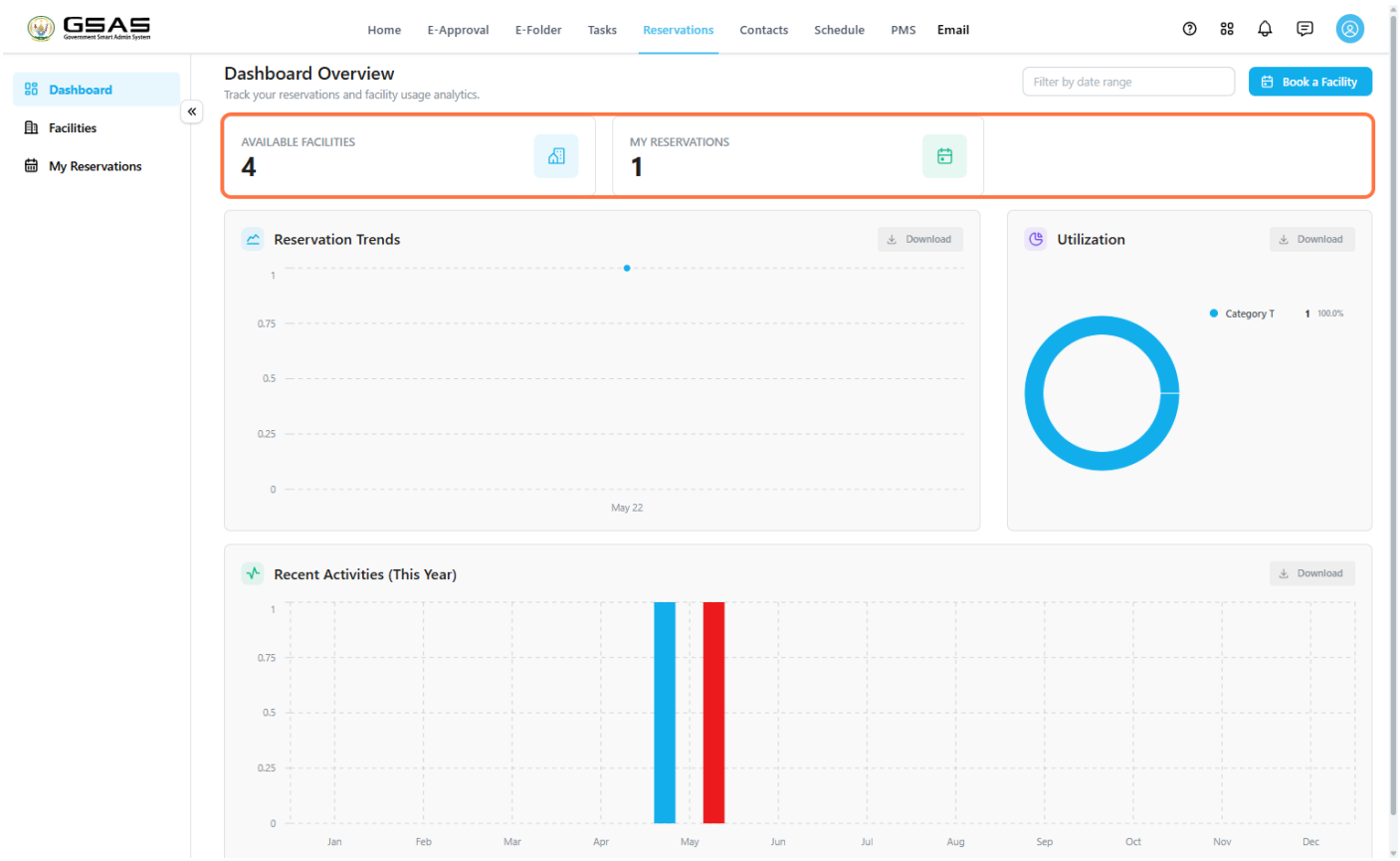
- **Dashboard** — an overview of facility availability and reservation activity.
- **Facilities** — browse the facilities available to book.
- **My Reservations** — view and track the bookings you've made.
- **Submissions** — review reservation requests made against facilities you manage. Facility Manager only
- **My Facilities** — edit or manage the facilities under your responsibility. Facility Manager only

---

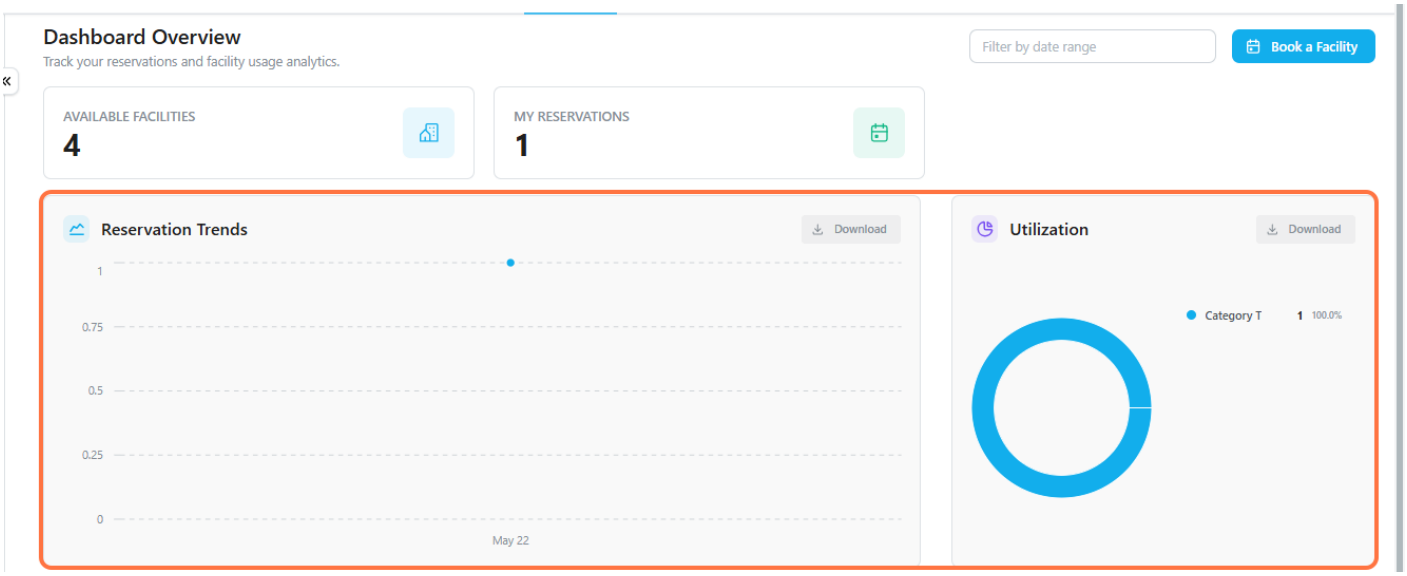
Reading the Dashboard

The Dashboard gives you a quick snapshot of facility availability and your own reservation activity. Use the **Filter by date range** field at the top to narrow the charts below to a specific period.

Two summary cards sit at the top of the page. **Available Facilities** shows how many facilities are currently bookable, and **My Reservations** shows how many bookings you personally have on record.



Below the summary cards, three charts break down activity in more detail.



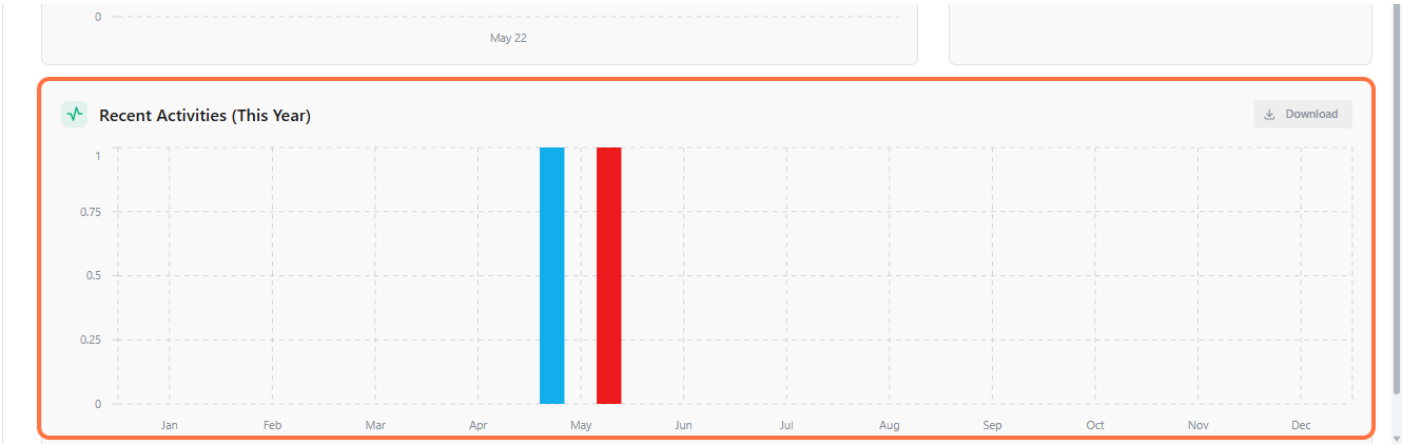


Chart	Shows
Reservation Trends	How many reservations have been made over time.
Utilization	Which facility categories are booked most often.
Recent Activities	A monthly breakdown of reservation activity for the current year.

Each chart has a **Download** option if you need to export the data. To start a new booking from anywhere on the dashboard, click **Book a Facility** in the top right.

If you manage a facility, see **Managing Facilities and Reservations** to learn how to review incoming reservation requests and edit facility details.
