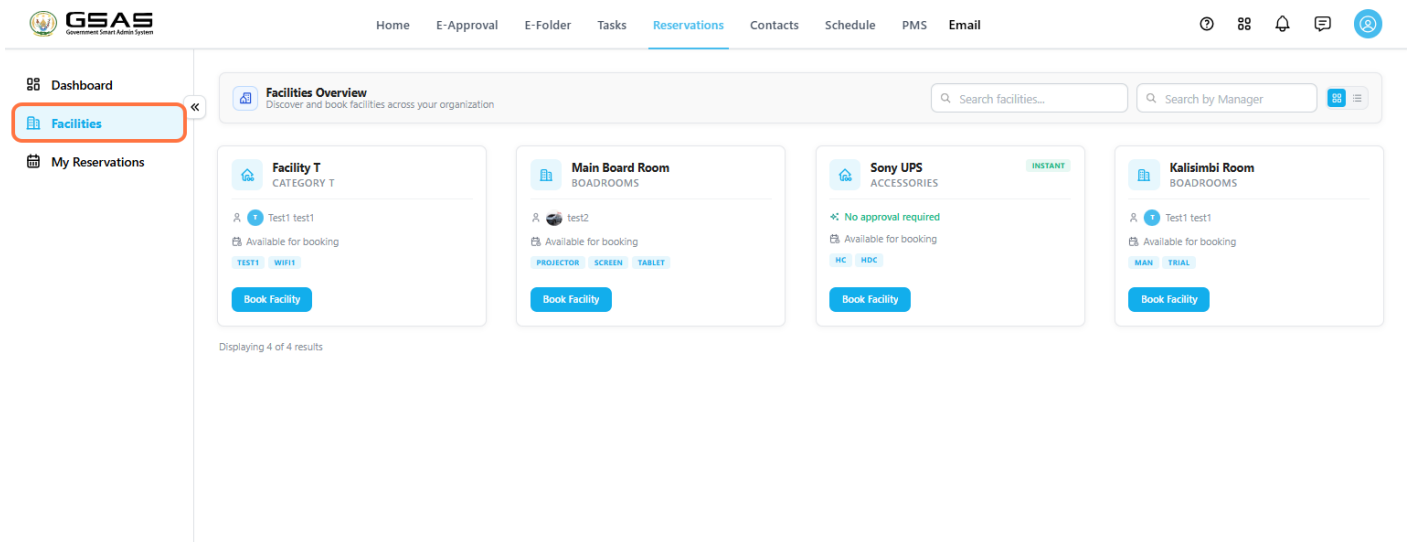


Reserving a Facility

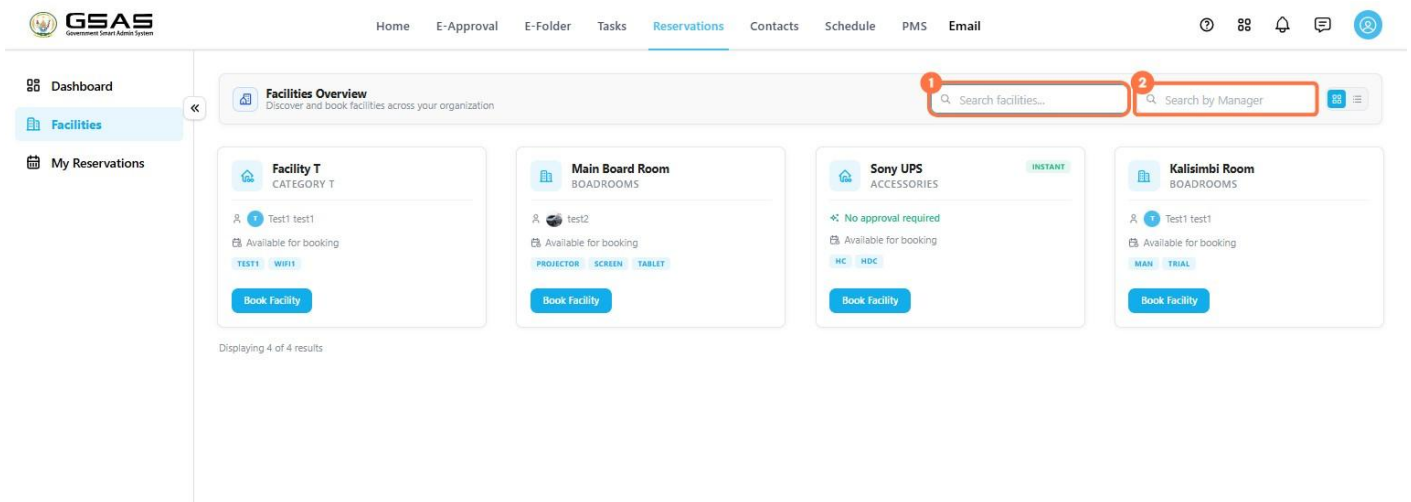
This page walks you through finding a facility and reserving it.

Browse Facilities

Go to **Reservations** → **Facilities** to see everything available to book.



You can use **Search facilities(1)** to look up a facility by name, or **Search by Manager(2)** if you know who oversees it. Use the toggle next to the search bars to switch between a grid view and a list view.



Reading a Facility Card

Each facility card shows its category, the person managing it, its availability, and any relevant tags such as available equipment. Some cards also show **No approval required**, meaning the booking is confirmed the moment you submit it.

Facilities Overview

Discover and book facilities across your organization

Facility T

CATEGORY T

Test1 test1

Available for booking

TEST1 WIFI1

Book Facility

Main Board Room

BOARDROOMS

test2

Available for booking

PROJECTOR SCREEN TABLET

Book Facility

Sony UPS

ACCESSORIES

INSTANT

No approval required

Available for booking

HC HDC

Book Facility

Kalisimbi Room

BOARDROOMS

Test1 test1

Available for booking

MAN TRIAL

Book Facility

Displaying 4 of 4 results

Reserve a Facility

Step 1

Click **Book Facility** on the facility you want to reserve.

You will then see a calendar view showing you the facility's availability, click **Reserve Facility** in the top right.



Government Smart Admin System

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Facilities

My Reservations

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Facility T

APPROVAL REQUIRED

CATEGORY 1

Reserve Facility

2

Calendar

Table

Grid

Facility Availability

< August 2026 > Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7 National Harvest Day	8
9	10	11	12	13	14	15 Assumption
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Step 2

Set the Date and Time

Enter the **From** and **To** dates, along with a **Start time** and **End time**. If the booking covers the entire day, tick **All Day** instead of setting specific times.

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Facility T
APPROVAL REQUIRED

Calendar Table

Facility Availability

Sun

26 27

2 3

9 10 11 12 13

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31 1 2 3 4 5

Thu 31

Fri 7

Sat 1

Meeting
8:45 AM - 10:30 AM

National Harvest Day

Assumption

Reserve facility

From *
August 6, 2026

Start time
10:45

To *
August 6, 2026

End time
12:30

☐ All Day

Reason *
Add reservation reason

Do you want to attach Document? [Click here](#)

Reserve

Step 3

Add a Reason

Enter a short reason for the booking. This helps the facility manager understand the purpose of your reservation when reviewing it, and appears on your reservation record for future reference.

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Facility T
APPROVAL REQUIRED

Calendar Table

Facility Availability

Sun 26 27 Thu 31 Fri 31

2 3 7 National Harvest

9 10 11 12 13 14

Reserve facility X

From * Start time

August 6, 2026 10:45

To * End time

August 6, 2026 12:30

☐ All Day

Reason * Meeting

Do you want to attach Document? [Click here](#)

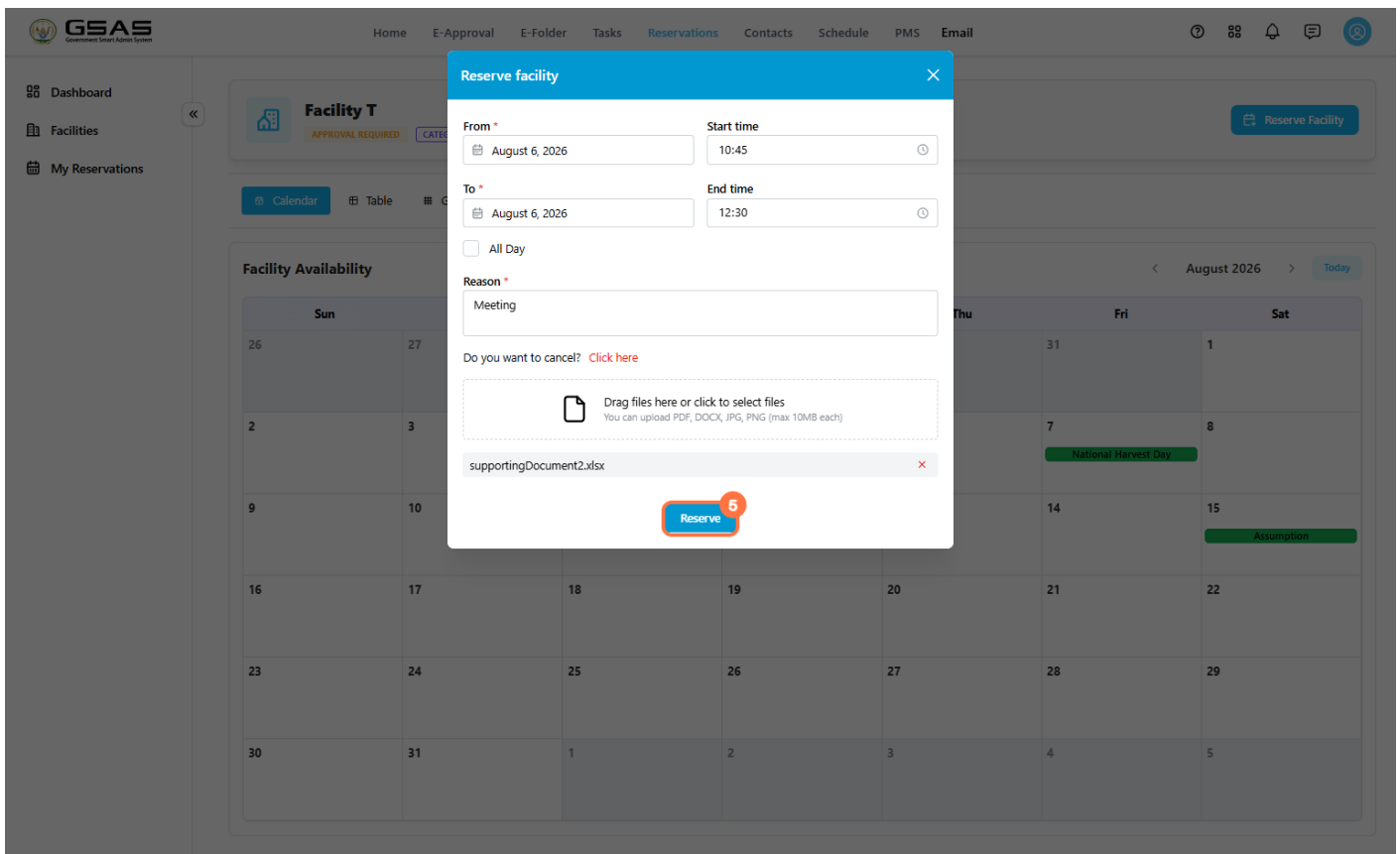
Reserve

If you need to include a supporting document, click **Click here** next to **Do you want to attach Document?** and select the file from your computer. This is optional and can be left blank for straightforward bookings.

Step 4

Submit the Reservation

Click **Reserve** to submit the booking.



A confirmation message appears once your reservation is submitted.

If the time slot you selected overlaps with an existing booking on the same facility, you will see an error message "**Booking already overlaps with existing booking start and end date**" and the reservation won't go through. Choose a different time or date and try again.

See [**Tracking Your Reservations**](#) page to learn how to check the status of your booking request.