

Manage room bookings

Review the queue, indicators and request details before approving or correcting a booking.

4 min · Available · 2026-09-21

Before you begin

- ✓ You need Manage booking operations in the community that owns the request.
- ✓ Spaces must have recorded requests or bookings.

1 STEP 1 OF 4 · 1 MIN

Open Bookings

From Rooms, open Bookings. The page combines the approval queue, confirmed bookings, recurring series and top requests; indicators respect the communities covered by your assignment.

Approve appears only for requests in a community where you have Manage booking operations.

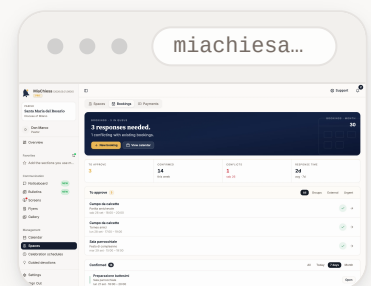


Fig. 1 The overview shows what needs attention within the authorised scope.

2 STEP 2 OF 4 · 1 MIN

Use queue filters

Under To approve, choose All, Groups, External or Urgent. Urgent means the request was created over 72 hours ago; it does not mean the booking time is near.

The capture opens Urgent and shows that no request falls in that category. Filtering changes no booking.

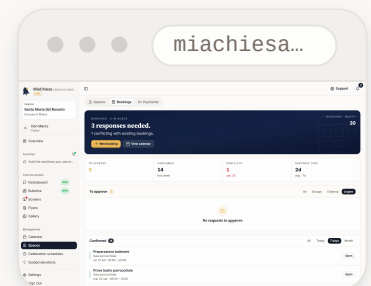


Fig. 2 Urgent filters by request age; this state contains no items.

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STEP 3 OF 4 · 1 MIN

Open details before deciding

Open the Partita amichevole request to review the room, requester, interval, attendance, notes and payment state. The detail page then exposes the actions you are allowed to use.

The capture opens the details without approving, declining, editing or cancelling the request.

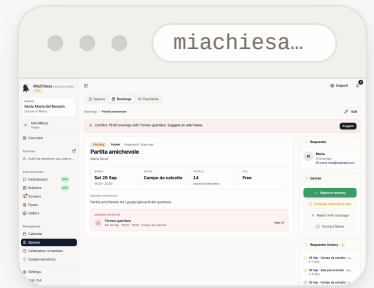


Fig. 3 The details are open for review; no outcome has been applied.

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STEP 4 OF 4 · 1 MIN

Approve with the right check

In the queue, Approve acts immediately on one request; open details when you need verification or other actions. Permission is checked against the booking's owning community.

The Conflicts count compares the queue with approved bookings, but the list conflict badge receives only pending rows. Do not treat it as a complete guarantee; also review View calendar.

What you have achieved

- ✓ You can distinguish the queue, age-based urgency and request details.
- ✓ You reviewed a booking without applying approval in the capture.

Troubleshooting

Approve is missing



You need Manage booking operations in the request's owning community, rather than list access alone.