# VENUE BOOKING SYSTEM (VBS)

## Tip 8: Booking Approval

(Super Admins)

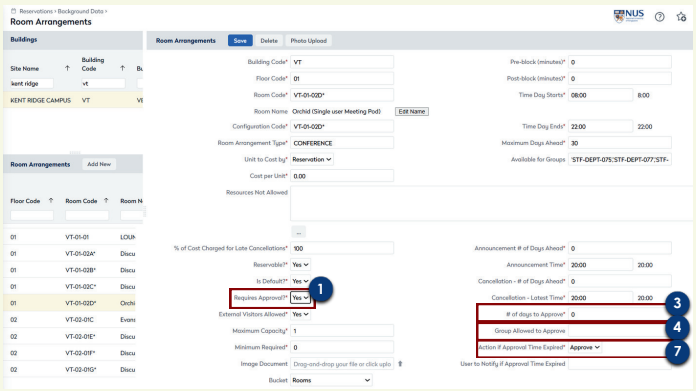
(Building Admins)

QUICK TIPS

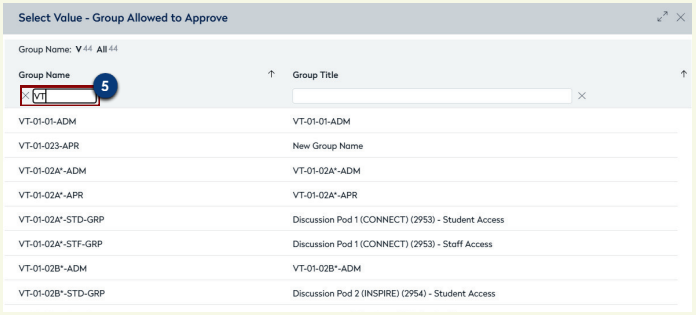
## 1 Approval Workflows

**Navigation Path:**
Reservations > Background Data > Define Room Arrangements

**Step 1:** Select "Requires Approval"
**Step 2:** Change the setting to "Yes."
**Step 3:** In the "# of days to Approve" field, add the number of days to approve. The default setting should be 3 days.




**Step 4:** Complete the Group Allowed to Approve field.
**Step 5:** Select the three-dot menu ("...") to view the list of available groups.

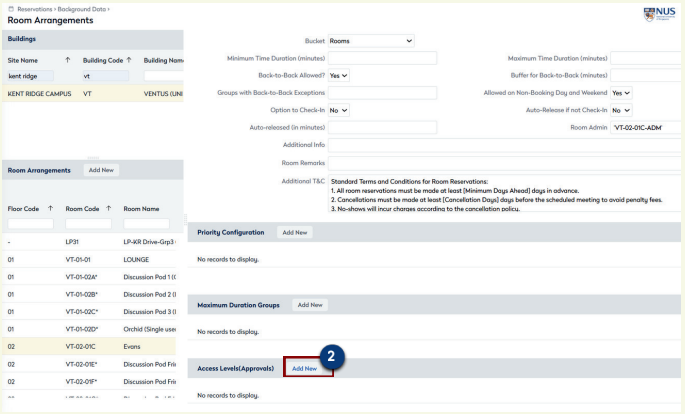



**Step 6:** Select the group and click on close.
**Step 7:** Review "Action if Approval Time Expired"
By default: Approve. If the booking remains pending after 3 days, the system will automatically Approve, Decline, or Notify, based on the selected action.

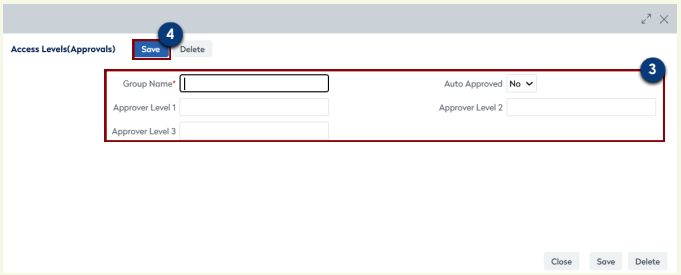
## 2 Multi-Level Approvals (Max. 3 Levels)

**Navigation Path:**
Reservations > Background Data > Define Room Arrangements

**Step 1:** At the bottom of the screen, select "Access Levels (Approvals)."




**Step 2:** Select "Add New", choose the Group Name before adding Approver Level 1 and/or Approver Level 2.
**Step 3:** Input approval group details
**Step 4:** Select "Save" to lock in the multi-level approvals.

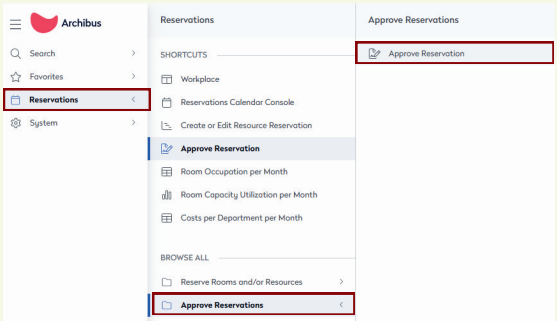



### GOOD TO KNOW

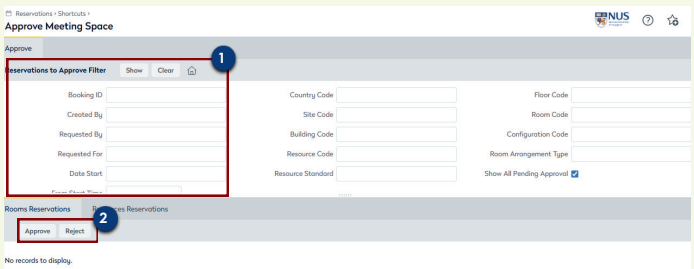
Room bookings must first be approved by the Level 1 group. Once approved, the Level 2 group will be notified to provide their approval.

## 3 Booking Approvals

**Navigation Path:**
Reservations > Approve Reservations > Approve Reservations




**Step 1:** Filter by Building Code, Date Range, Status, Booking ID
**Step 2:** Approve/ Reject pending requests in your scope




### Need Help? (Text only)

Scan the QR code to send us a message.