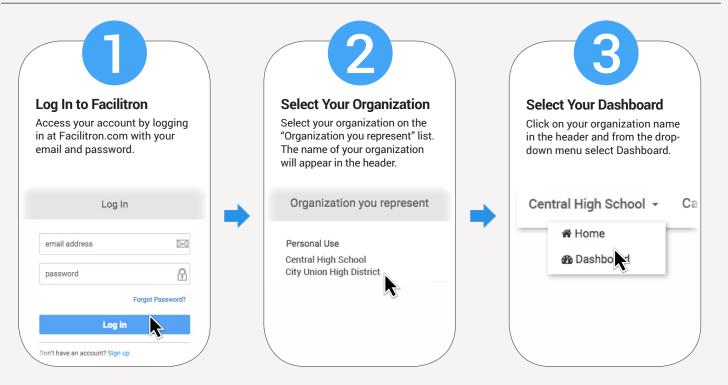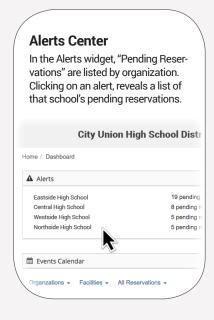**facilitron®**   # Accessing the Dashboard   Quick Start Guide

After your account is setup, your most frequent operating functions will consist of **Making Reservations** and **Administering Reservations**. To engage in these activities access your account's Dashboard.
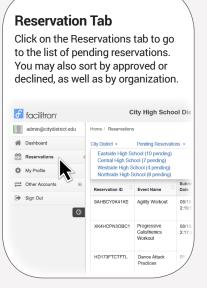
To Access the Dashboard:

①

Log In to Facilitron

Access your account by logging in at Facilitron.com with your email and password.

Log In
email address ✉
password 🔒
Forgot Password?
Log in

Don't have an account? Sign up

②

Select Your Organization

Select your organization on the "Organization you represent" list. The name of your organization will appear in the header.

Organization you represent

Personal Use
Central High School
City Union High District

③

Select Your Dashboard

Click on your organization name in the header and from the drop-down menu select Dashboard.

Central High School ▾   Ca

🏠 Home
🎨 Dashboard

Dashboard Activities:

Alerts Center

In the Alerts widget, "Pending Reservations" are listed by organization. Clicking on an alert, reveals a list of that school's pending reservations.

City Union High School Distr

Home / Dashboard

⚠ Alerts

Eastside High School	19 pending
Central High School	8 pending r
Westside High School	5 pending r
Northside High School	5 pending r

📅 Events Calendar

Organizations ▾   Facilities ▾   All Reservations ▾

Events Calendar

View and sort all reservations on the calendar by organization, by facility or by reservation type (pending or approved).

📅 Events Calendar

Organizations ▾   Facilities ▾   All Reservations ▾

All Facilities	eptember 2015
Central High School	
☑ Softball Field	
☑ Football Field	
☑ Aquatic Center	
☑ Baseball Field	
☑ Tennis Courts	
☑ Classrooms	
☑ Quad	
☑ Main Gym	
☑ Performing Arts Center	

Reservation Tab

Click on the Reservations tab to go to the list of pending reservations. You may also sort by approved or declined, as well as by organization.

facilitron®   **City High School Dis**

admin@citydistrict.edu   Home / Reservations

🏠 Dashboard   City District ▾   Pending Reservations ▾
📅 Reservations   Eastside High School (10 pending)
⚙ My Profile   Central High School (7 pending)
⇄ Other Accounts   Westside High School (4 pending)
⇦ Sign Out   Northside High School (8 pending)

Reservation ID	Event Name	Subm Date
9AHBCY0K41KE	Agility Workout	08/19 2:19:
XK4HCPN3OBC1	Progressive Calisthenics Workout	08/19 2:17:
HD173FTCTFTL	Dance Attack Practices	0€

The Dashboard tab contains several widgets, including the Dashboard Calendar. Reservations on the calendar can be filtered by Organization, Facilities and/or reservation status - Approved or Pending. Clicking on any reservation opens a pop- up window with detailed summary and Approve/Decline options (these options appear only if the reservation is still pending). The pop-up window also has a "more details" link, which takes you to the reservation details page for that reservation.