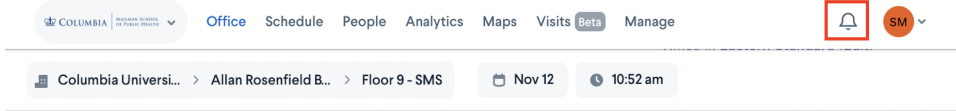


How to see Reservation Requests

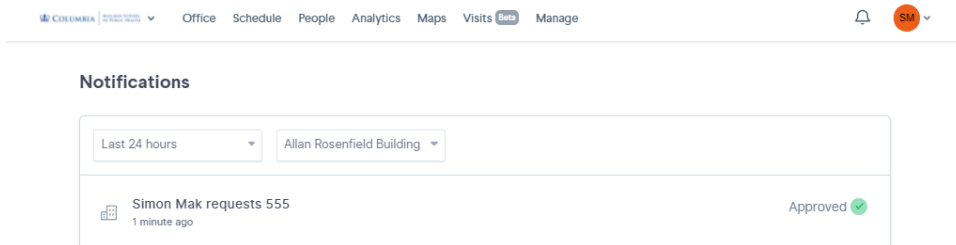
As room administrators, it is important for you to see requests that come in. You will get an email whenever someone places a request and you will get a notification on Robin as well.

1. Once you have signed in to your account, you should see a **bell** icon on the top right corner, or you can search for the reservations email.



a.

- b. If you do not see the bell icon, please click on this link: [Notifications/ Bell Icon](#)
2. You should then see all reservation requests that are placed on your spaces.



a.

For additional guides on how to use Robin, visit this link: [Robin Powered Administrator's Guides](#)