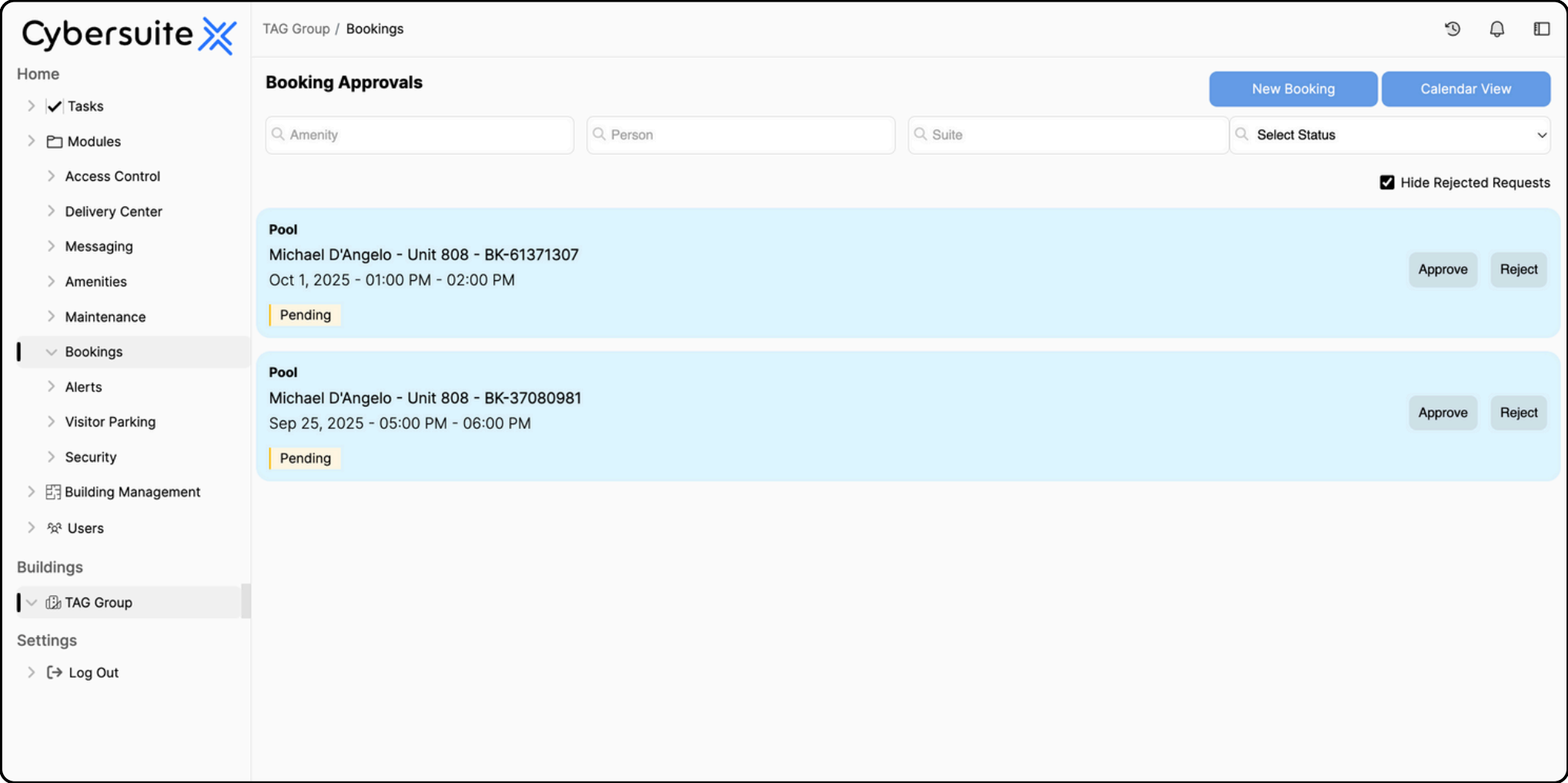


Bookings Module

The **Bookings** module allows you to **manage** resident’s bookings. On the **Booking Approvals** page, you can **Approve** and **Reject** resident’s booking requests, **create** a **New Booking**, and view a calendar with your building’s approved bookings.



Bookings Module

When creating a new booking on behalf of a resident, select **New Booking** on the **Booking Approvals** page, then enter a tenant's name, select the amenity, the booking date and the booking time. Once finished, select **Save**.

The image shows two screenshots of a web application interface for the TAG Group Bookings Module.

The top screenshot shows the **Booking Approvals** page. The breadcrumb is **TAG Group / Bookings**. There are two buttons: **New Booking** and **Calendar View**. Below the buttons are four search filters: **Amenity**, **Person**, **Suite**, and **Select Status**. A hand icon is pointing to the **New Booking** button.

The bottom screenshot shows the **Create New Booking** form. The breadcrumb is **TAG Group / Amenities / Create New Booking**. The form contains the following fields:

- Select Tenant:** A text input field containing **John Smith**.
- Select Amenity:** A dropdown menu showing **Moving Elevator**.
- Select Booking Date:** A date input field showing **2025-10-10**.
- Select Booking Time:** A dropdown menu showing **08:00AM - 11:00AM**.
- Save:** A blue button at the bottom of the form. A hand icon is pointing to the **Save** button.