

How to Run a Requested Bookable Equipment Report	
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A Requested Bookable Equipment Report can be a great tool for tracking who is using your equipment and when. You can access this report from the Room Reservation Maintenance page .	
Bookable equipment is equipment that is able to reserved separate from a specific room.	
Date	Choose from a range of daily, weekly, or monthly reports. Or choose a custom day or date range .
Select Equipment	Choose what items to include in the report in order to see equipment requests broken down by reservation.
Include Custom Questions	If you've set up reservations to include and custom questions, you can include those answers on the report if you wish.
Status	Show all reservations or break them down by reserved, payment pending, pending, canceled, or denied.
Display Type	HTML is a web page, Word is a word processing program, Excel is a spreadsheet, and CSV format is easily read by a wide variety of text editors.
Action	Display or print the report

Online URL: <https://kb.demcosoftware.com/article.php?id=178>