

Article Number: 179 | Rating: Unrated | Last Updated:  
Thu, Oct 6, 2011 at 2:10 PM

To view or print a handy schedule of independently bookable equipment, use the **View/Print Bookable Equipment Schedules report**. You can access it from the [Room Reservation Maintenance](#) menu.

|                                 |   |
|---------------------------------|---|
| <b>Date</b>                     | Choose from a range of daily, weekly, or monthly reports. Or choose a custom day or date range .  |
| <b>Select Equipment</b>         | Choose what items to include in the report.   |
| <b>Include Custom Questions</b> | If you've set up reservations to include and custom questions, you can include those answers on the report if you wish.                         |
| <b>Status</b>                   | Show all reservations or break them down by reserved, payment pending, pending, canceled, or denied.  |
| <b>Display Type</b>             | 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. |

Online URL: <https://kb.demcosoftware.com/article.php?id=179>