

How to View an Independently-Bookable Equipment Reservation

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To view a reservation for equipment, go to the [Equipment Request/Reservation Maintenance](#) page. Locate a specific reservation and click the **View button**.

From there, you can view other requests by the same patron, mark payment received, and update internal classifications.

Finally, you can cancel the reservation which deletes it from the system. Submitting it saves changes. You can [edit the request details](#), view the confirmation page, or [archive it](#).

Online URL: <https://kb.demcosoftware.com/article.php?id=185>