

How To Room Reserve-Restore an archived reservation

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To restore an archived reservation select "[Requests/Reservations](#)" from the main maintenance page in Room Reserve. Click on the "Archived Reservations" tab and locate the reservation you want to restore. Click on the "Copy" icon for the selected reservation. This will generate a new reservation request with a large amount of the reservation request fields already filled in with data from the archived reservation. Be sure to review all of the fields to ensure that the reservation is correct before submitting it. This new reservation will be processed in the same manner as a new reservation, including all confirmation emails and will proceed through the approval process.

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