

## Understanding Archived Reservations

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Archiving reservations removes them from the active calendar. It is helpful to archive reservations regularly in order ensure the calendar loads smoothly.

Archiving can be done manually or automatically.

Archiving does not delete reservations, but merely moves them off the active calendar to the archive.

To archive a reservation, go to the [Room Request/Reservation Maintenance page](#). Find the Archive check box and click it. Then click the archive button at the top of the page.

The Archive is located on the fourth tab across on that same page. All archived reservations can be searched and accessed from that tab.

To set your system to automatically archive older reservations, access the [System Settings Maintenance](#) page in individual branch mode. Under [System Settings](#), activate the Auto Archive Option. You can have events archive on a certain day of each month or every fixed number of days.

If you want to restore an [archived reservation](#), [read this](#).

*Note: this same basic process applies to equipment as well. Simply go to the [Equipment Request Maintenance page](#).*

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