

How to Copy a Request

Article Number: 183 | Rating: Unrated | Last Updated: Thu, Oct 6, 2011 at 2:12 PM

The **Copy Single/Recurring** feature can be a great time saver.

From the [Room Request/Reservation Maintenance](#) page, locate any of the reservations from the tabs. Then click Copy Single or Copy Recurring depending on the type of event.

This essentially 'recreates' the event with all the same contact information.

This takes you to the Application screen which allows you edit the the event. If you want to change the room or time, click [Change Reservation](#).

You can also change the meeting time (though not the total length of the reservation), the number of expected attendees, and all the contact information for the event.

To submit the new reservation, click Verify Request. To view the original reservation, click [View](#).

Note: the process is nearly identical for equipment. Access the Copy function from the [Equipment Request/Reservation Maintenance](#) page.

Online URL: <https://kb.demcosoftware.com/article.php?id=183>