

## 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>