Pending Requests	Shows reservations that have yet to be approved
Pending Payments	Shows reservations with outstanding balances
Accepted Reservations	Shows reservations that have been confirmed.
Archived Reservations	Shows reservations that have been taken off the active calendar for storage

Each tab has its own Search Filter which allows you to search reservations of that type by the following criteria:

Equipment	Find reservations by specific Equipment type
Organization	Find reservations by the organization that made them
Key Word	Search by a key word
Date	Find reservations by using a specific date or date range.

In the center of the page is the results window that contains the reservations you've selected via the search filter and/or the tabs.

Above the records of the reservations is the archive button. Check individual reservations and then click archive to move reservations off the active calendar and place them in the archive.

Within each individual reservation, there are several buttons.

Archive (check box)	Check the box and press the Archive button to archive the reservation
View	View the reservation. Allows for the addition of internal notes, attendance and classifications. Also allows for approval of pending reservations.
Edit Single/Edit Recurring	Make changes to a previously submitted reservation.
Copy Single/Recurring	Copy the details from an existing reservation to a new reservation.
Delete	Permanently deletes the reservation. Note that only single reservations can be deleted directly. Recurring reservations must be archived before being deleted.
Confirmation	Reveals the confirmation data and code given to the patron. Can be printed off as a receipt.

For more information about functions, click on the supplied links.

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