

# Request settings

The Reservations tab allows you to define whether requesting is allowed in the application. This overrides all other settings related to Requesting.

To access System Configuration Maintenance, select **System Management > System Configuration Maintenance**.

Click on the Reservations tab to display the page as follows:

The table below explains the function of each setting:

Setting	Function	Default value
Allow Requests	Whether user requesting is enabled in the application or not - see <a href="#">Requests and Reservations</a>	No
Clean up user data after supply copy processing	In Supply a Copy processing a temporary user record is created. If Yes is selected for this setting, these temporary records are deleted after the request has been completed.	No
Skip request delivery step for Supply a Copy requests		No
Hide copies quantity for Supply a copy request		No
Photocopy Request Copyright form	Allows copyright form to be stored in the system instead (ensures custom forms are retained during upgrades).	