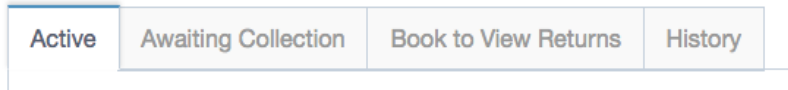


# Reservations & Request Maintenance

Select Loans and the menu Reservations is available to process all requests and reservations.

There are four sections to the Reservations function:



- [Active](#)

This shows all the active requests that require attention

- [Awaiting Collection](#)

Displays Items that have been processed and the Delivery Type is set to Collection. This applies to Loan, Photocopy or View to Book requests

- [Book to View Returns](#)

This tab is visible only when Book to View requests are being used

- [History](#)

Provides list of all historical requests and provides the ability to re-activate requests that have been previously cancelled.

Filters can be applied to limit the Requests displayed in the form. These are:

## **Availability**

Select from a drop down list All, Available, Unavailable

## **Processing Office**

Lists the offices set up on the system and allows selection of either All Offices or a single Office.

## **Request Type**

Select from the drop down list: All Types, Loans, Photocopy Requests, Supply a Copy Request, View Requests

Active Requests and Reservations can be processed in a variety of ways. These include use of the following functions:

## **Confirm**

A request must be selected and the copy of the item to be provided must be identified by selecting the barcode number of the item from the list of available copies.

## **Cancel**

Reservations and Requests can be cancelled at any time by selecting the appropriate records using the tick box and selecting Cancel

## **Export**

Reservations and Requests can be exported into a CSV file for download, printed, or emailed.

Address Labels can also be printed for items that are to be sent to an End User