

Bookings/Loans

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Ongoing Equipment Loan: Loan Asset

To loan equipment using the asset, ensure the asset's personality profile has "Add to Job Enabled." You'll also need the Asset ID, so have it ready before starting.

Enable "Ongoing Equipment Loan" by going to contact and selecting "Ongoing Equipment Loan" in groups.

To loan equipment click the item on the right side of the screen labelled with the users name and "Ongoing Equipment Booking Confirmed" underneath

REFRESH

Loan equipment by adding the asset ID in the product/category section.

Return item by going to the equipment profile, selecting "Return from Job," and returning it to the appropriate location.

The booking is ongoing, so keep it in confirmed status.