

# Lesson 17: Managing Inventory Reservations

## Creating a Reservation

1. Log in with your assigned User Name and Password
2. **Inventory>Inventory Console** menu
3. Enter an Item ID in the **Inventory Search** screen
4. **Inventory List** screen>Click box to the left of your Item ID
5. Click **View Reservations**
6. **Item Information** screen> click “add”
7. **Item Reservation** pop up box will appear>type in Reservation ID (use your name)>Enter Quantity to reserve>**Save**
8. From home page, choose **ITEM>Item Reservations**
9. From the ensuing **Search screen**, you will be able to view your reservation.

## Consuming a Reservation

1. From the Menu bar>Items>Item Reservation Console
2. In the Reservation ID, type in your name as entered in #6 above.
3. Click on Search
4. On the item list put a check mark in the box next to the reservation ID>enter the quantity from step #6 in QTY for Issue Creation field
5. Click on **Create Incident Issue**
6. Complete issue entry as learned in a prior lesson.