Return Bookings

Last Modified on 19/08/2025 11:33 am EDT

Return gear to a single booking, multiple bookings or a project using the Return Booking feature.

In the second s barcode or QR Code scanning

From the Mobile App click Warehouse prep



menu select the Return [find from

From the Bookings Control Panel 'Work' From the Bookings Control Panel 'Work' menu select the Return Booking option



☑ Return [Find from Barcode]

Return Booking Option

- First, Select Booking(s)/Project to Return
- ☐ Then, Return Items
- Next, Final Return Bookings as Needed
- In Finally Complete/Print the Return Session
- ☐ The Scan Window Explained.....
- 🛛 Undo a Return
- Batch Return a list of Barcodes
- Enter Losses against a Booking
- When a Lost/Sold Item is Scanned for Return
- Error Messages
- **Use Open Return Option to Change Asset Location**

🛛 Return Asset to Maintenance

🛛 Extend a Booking

🛛 Operator Privileges