

Tech Training: Asset Reservations

Updating an Asset Reservation in 4040 Connect - Assets Management

If an asset is not going to be returned as scheduled, the return date listed in the reservation will need to be updated.

Updating the Schedule In Date of an Asset

- Log into 4040connect
- Click on the **Assets** icon located at the top of the page
- From the Assets screen, click on **Reservations** location in the grey bar under the **Assets** icon
- Enter the Client's last name
- Click on **Search**
- Select the asset record to update
- Click on the asset record to open it and view the details
- Go to **Scheduled In** and choose the new return date
- Click **Save**
- Click the exit arrow to return to the Main Menu