

ACCOUNT MANAGEMENT

RESERVATIONS

1. Navigate to the **Rent / Manage** toggle, click **Manage**, then navigate to the **Account** tab.
2. Once you click on **Account**, the **Reservations** tab will display the details for all reservations pertaining to an account.
3. After a reservation has been converted to a rental agreement, it is moved from the **Reservations** tab to the **Rental Agreement** tab.

VIEW RESERVATIONS

1. Click the **Arrow** on the appropriate line item to view the reservation details.