

Select Room Numbers

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The Room Numbers lookup is used to select one or more bid category codes.

Select a room number:

- The room numbers are are listed in ascending order.
- To search for a specific room number, begin typing the room number code or description in the **Search** field. The list is automatically filtered to display the room number codes that contain the characters that you have typed.
- When you locate the room numbers to be included, select the corresponding check box and click **OK**. The lookup closes, and the field/parameter is populated with the selected codes.
- Click **Cancel** to close the lookup without selecting a room number.