


# Select Room Numbers

# Table of Contents

**Select Room Numbers** ..... i
**Select Room Numbers** ..... 1

# Select Room Numbers

The Room Numbers lookup is used to select one or more room numbers.

## 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.