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Select Room

Table of Contents

Select Room 1

Select Room

The rooms lookup is used to retrieve a room if you do not know the room number.

Search for a room:

Rooms are listed in order by room number. The list can be re-sorted.

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

1. To search for a specific room, begin typing the room number or number of available seats in the **Search** field. The list is automatically filtered to display the rooms whose room number or seats *contain* the characters you have typed.
2. When you locate the room you want to retrieve, click the room number.

Click **Cancel** to close the lookup without selecting a room.


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Back Cover