

# Assign Rooms to Room Types

To assign a Room to a Room Type, Add a Room or Click on the Room ID to edit the room information.

Find records where Room ID has Sort by Room Type down Display 200 Records

Room ID	Room Description	Room Type	Publish on Internet	Extension	Owner	Sort
223	Singe- 2 Single Beds	SUITE	Yes			
301	Suite - 2 Bedroom Suite	SUITE	Yes		SMITH	
109	2 Queen Beds	SUITE	Yes			
302	Suite - 2 Bedroom Suite	SUITE	No			
2SUITE	2 Room Suite	SUITE	No		EJ	
220	Suite-2 Bedroom	SUITE	Yes		BW	10
400	400	SPA	No			
105	One King bed, sleeper sofa	SINGLE	Yes		EJ	5
202	Singe- 2 Single Beds	SINGLE	Yes		EJ	
1111	TEST 1111	SINGLE	Yes			1
203	Single - 2 Beds	SINGLE	Yes			
222	Single - 2 Beds	SINGLE	Yes			
110	2 Queen Beds	QUEEN	Yes			
101	Two Queen Beds with balcony	QUEEN	Yes		EJ	1
104	Two Queen Beds with balcony	QUEEN	Yes		JS	4
112	2 Queen Beds	QUEEN	Yes			
113	Two Queen Beds	QUEEN	Yes			
108	Two Queen Beds	QUEEN	Yes			
ECO	Eco Bungalow	KINGPATIO	Yes			
102	Two Queen Beds with balcony	KING	Yes		EJ	2
106	One King bed, sleeper sofa	KING	Yes		JS	6
120	1 King Bed	KING	Yes			
B	Conference Room	CONF	No			

**23 records found**

Then choose the Room Type from the drop down menu in the top of the right column and click Save.

Room ID:  Room Type:

Description:  Publish on Internet:

Phone Extension:  Ignore on Occupancy Report:

Availability:  Beds:

Extra Persons:  Persons:

Disabled Access:

Notes: