Changing the sort order of the chart

1. Click on the Room Mgmt button on the Home window. The Daily Room Management chart will be displayed.
2. Click on any one of the four buttons with the names of each column at the top of the chart (marked as Room, Guest, Status and Time) to sort the chart by that column. For example, to sort the chart by Room number click on the Room button
Tip Holding down the [Shift] key while clicking on one of these buttons willreverse the currently displayed sort order.