

# Taking a Room

## Offline

Note You can only take a room offline if it is currently Vacant.

1. Click on the Room Mgmt button on the Home window. The Daily Room Management chart will be displayed.
2. Click on the Refresh button to set the correct view date if the chart isn't displaying the desired day.
3. Click on the line that the room appears on to select it. A pop-up menu will be displayed. Select the third line in the menu marked Name:XXXX... (where XXXX... is the Room's description). The Room Details window will then open with the chosen rooms details loaded.
4. Click on the Edit button.
5. Click on the Offline checkbox and then click OK.
6. Close the Room Details window to return to the Daily Room Management chart.