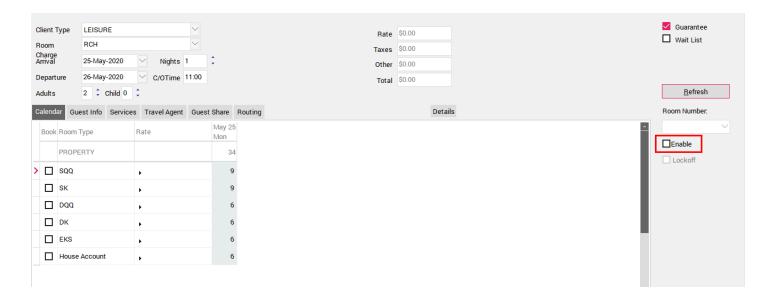
## How to Assign a Room Number during the Reservation Process

The following article explains how to assign or block a room during the Reservation process. Not all properties follow this procedure, however it can be used for when a guest requests a specific room number at the time of booking.

## **Assigning a Room Number**

A room number may be assigned to a reservation during the reservation process by selecting the **Enable** checkbox to the right hand side of the screen.



Once this box is checked, you will be able to select a room number from the drop down menu to your right. You must assign the room *before* checking the "**Book**" box.

NOTE: The coloured buttons to the right of the room numbers indicate the Housekeeping Status of each room number at this moment.

- Green room is clean & inspected
- Yellow room is clean but not yet inspected
- Red room is dirty

