

How to Set Up Point of Sale Room Locations

Default Room Locations

Edit the default room locations by selecting:

- System Administrator, Options, Table Options, Room Location.
- To change description of existing room location, enter LN# & press <Enter>. Change description and press <F10> to **SAVE**.
- To add new room location, press <Enter> to place cursor in Room field. Type new room location abbreviation (up to 4 characters) and press <Enter>. Type description for room location and <F10> to **SAVE**.
- To delete a room location, enter LN# & press <Enter>. Press <F6> to **DELETE**.

DEFAULT ROOM LOCATIONS		
LN	ROOM	DESCRIPTION
1	ATR	** ATRIUM
2	BA1	** MASTER BATH
3	BA2	** BATHROOM #2
4	BA3	** BATHROOM #3
5	BAR	** WET BAR
6	BEN	** BASEMENT ENTRY
7	BR1	** MASTER BEDROOM
8	BR2	** BEDROOM #2
9	BR3	** BEDROOM #3
10	BR4	** BEDROOM #4
11	BRK	** BREAKFAST ROOM
12	CL	** CLOSET
13	DECK	** OUTSIDE DECK
14	DEN	** DEN
15	DR	** DINING ROOM
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F2=Ln# ENTRY		
LN	ROOM	DESCRIPTION
1	EF	** ENTRY FOYER
2	FR	** FAMILY ROOM
3	GAR	** GARAGE
4	GBA	** GUEST BATH
5	GRM	** GREAT ROOM
6	GS	** GUEST SUITE
7	HB1	** HALL BATH 1
8	HB2	** HALL BATH 2
9	HL1	** HALL - 1ST FLOOR
10	HL2	** HALL - 2ND FLOOR
11	HOF	** HOME OFFICE
12	K	** KITCHEN
13	LDR	** LAUNDRY ROOM
14	LIV	** LIVING ROOM
15	LR	** LIVING ROOM
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LN	ROOM	DESCRIPTION
1	LSC	** LANDSCAPE
2	MENT	** MAIN ENTRY FOYER
3	OF	** OUTSIDE FRONT
4	OG	** OUTSIDE GARAGE
5	OR	** OUTSIDE REAR
6	PAT	** PATIO
7	PR	** POWDER ROOM
8	REC	** RECREATION ROOM
9	UTL	** UTILITY AREA
10	WO	** WALKOUT BSMNT ENTRY
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
_____	_____	_____

F2=Ln# ENTRY