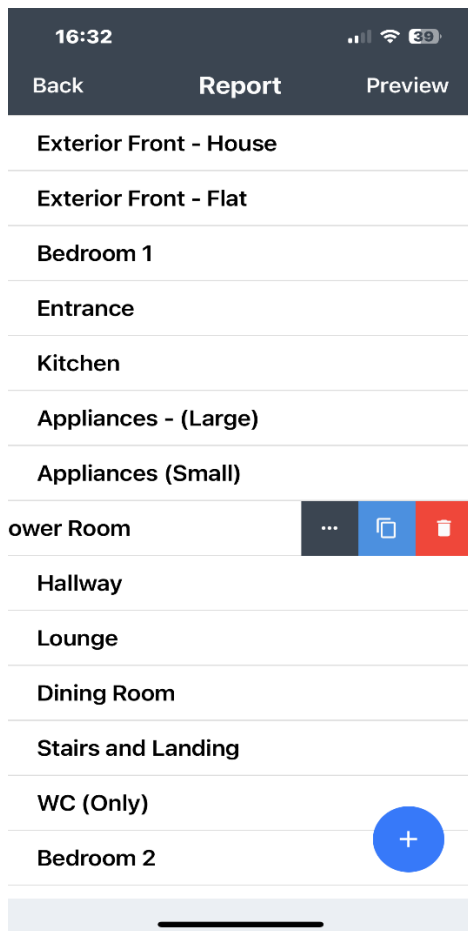


# How to put an Inventory or Check Out in the Correct Room Order

When you have your list of rooms on your screen – from the right swipe one of the rooms – you will then see 3 boxes



Red to **delete room**

Blue to **copy room**

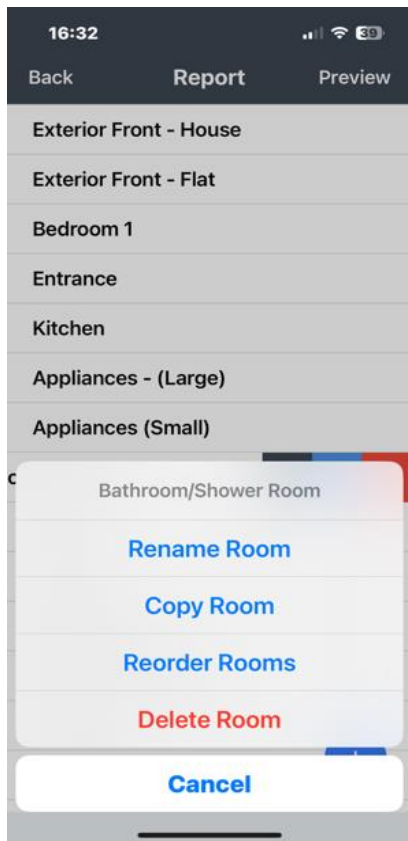
Black – this gives you all the options –

- Re name room

- Copy Room

- Re order Rooms

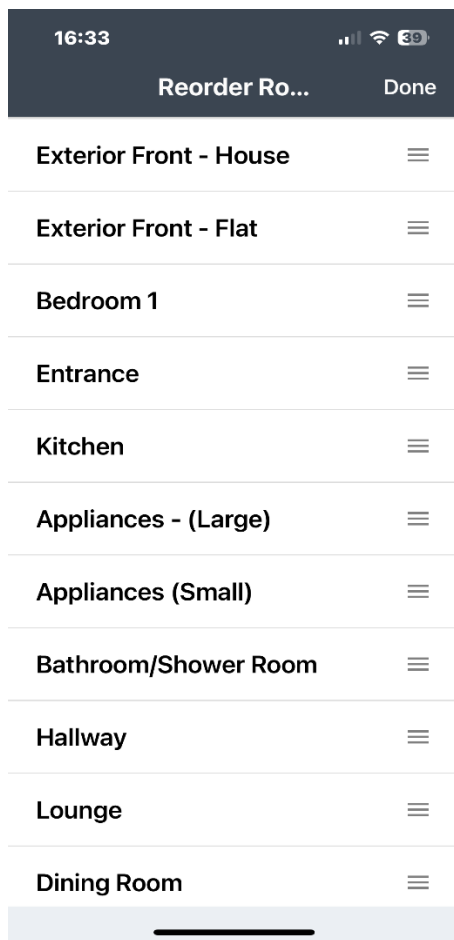
- Delete Room



**To re order the rooms** – click on ‘Reorder rooms’ - you will then have the list of rooms in front of you with 3 little lines to the RHS - Use these lines to move the rooms up and down to wherever you need them to be.

**To copy a room** - Click on Copy Room - scroll down to the bottom where it says Add new room – Write in whatever you want to call the room and then click on Save

You will then find your new room at the bottom of the room list – you will need to move it to the correct location.



**If you need an additional room –**

Depending on what sort of room you need –

If you need a direct copy – additional bedroom etc – copy a bedroom and remember to name/number them

If you need a type of room that is not listed – choose one that is the closest –

For a Utility Room – copy either the kitchen or dining room – depending on whether it is a full utility room with cabinets/sink etc or just a room with some appliances.

For Study – use dining room

For En Suite – Use bathroom/shower room

It is suggested that you set your report up before you start. It is also suggested that you don't delete the excess rooms until you have fully finished the report.