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# Enabling Name & Room Number Fields



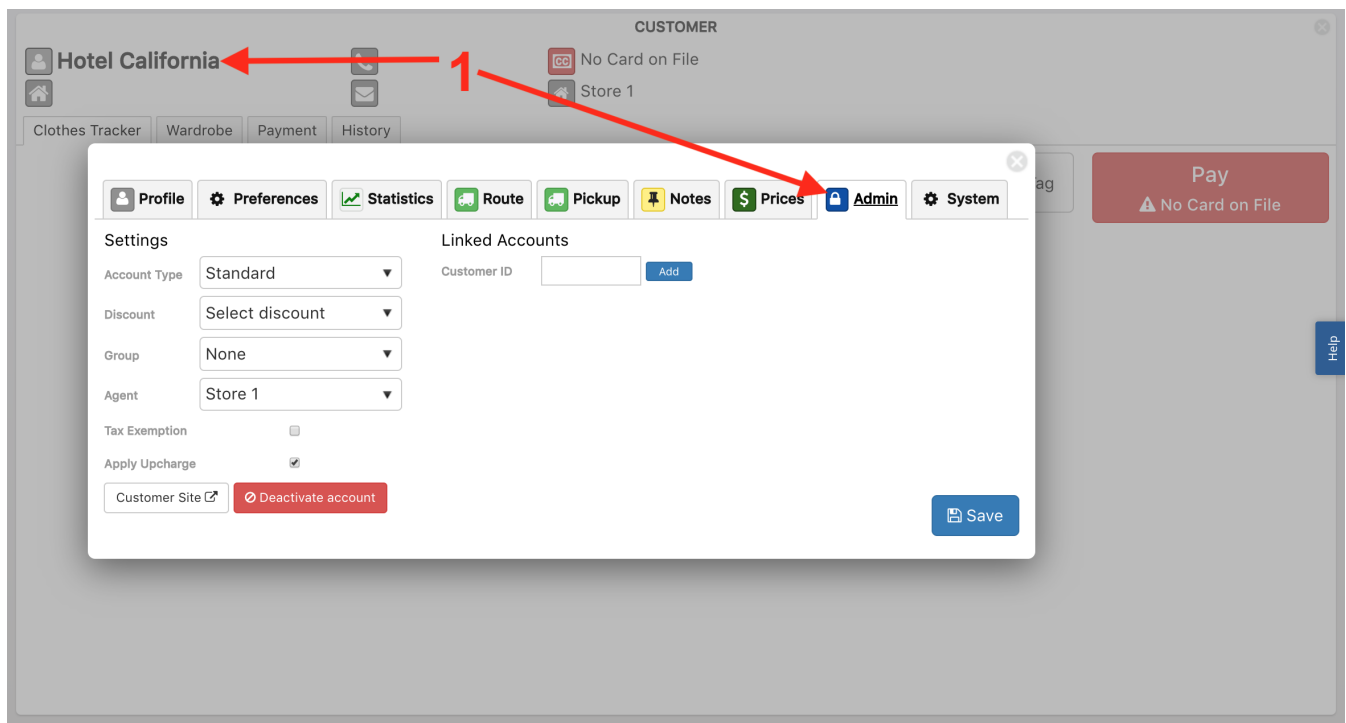
Josh Nye

2 years ago · Updated

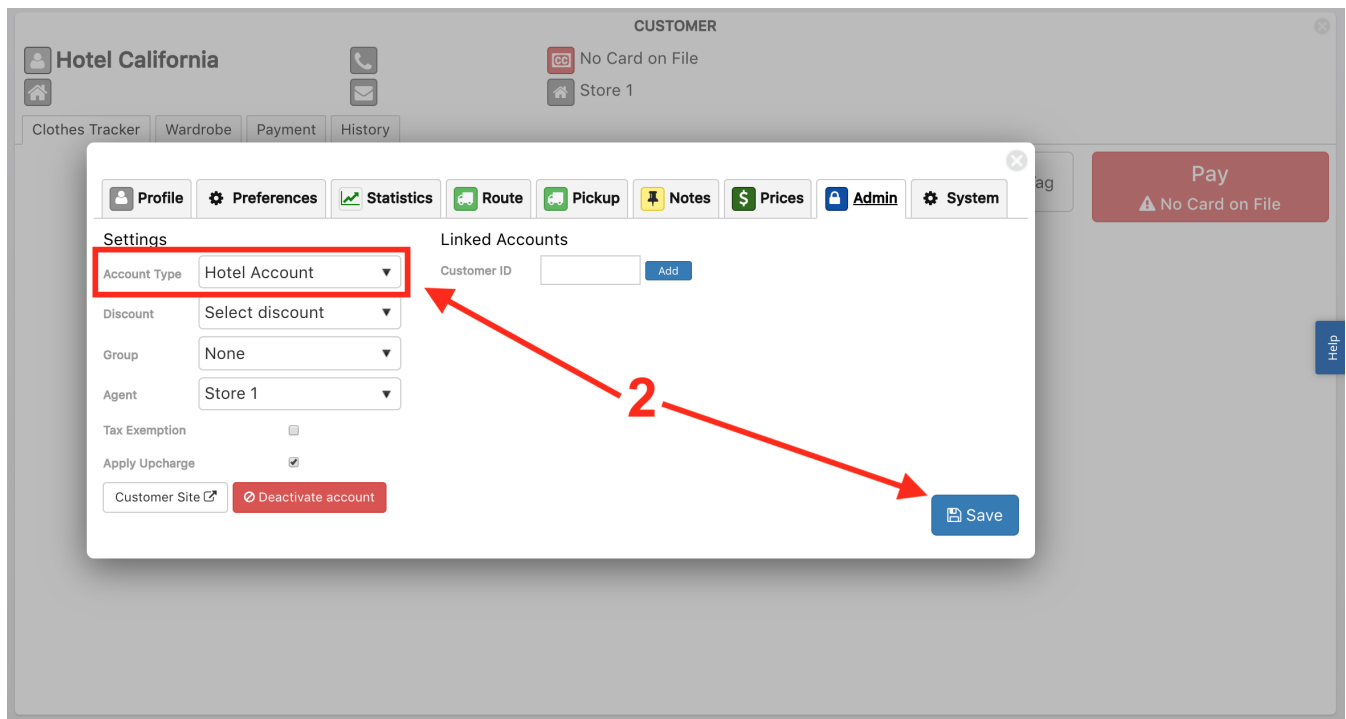
Follow

To get the extra name and room number fields to show when creating an order follow the steps in this guide.

1. Open the account, click the name, and select the Admin tab.



2. Change the Account Type from Standard to Hotel Account and Save.



### 3. Refresh the account and you will now see 2 extra fields for name and room number when creating a new order.

**CUSTOMER**

Hotel California

No Card on File

Store 1

Clothes Tracker | Wardrobe | Payment | History

Dry Cleaning | Quick Detail | Wash & Fold | Import | Retail

**Due date**

May 2019

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01

May 9, 2019

**Pieces**

**Name**

**ID / Room**

**Time** 5 PM

**Rush** Rush

**Notes**

Create



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