

## How to Add an Internal Classification

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Internal classifications allow you to attach specialized information to a reservation for tracking purposes. Many people use internal classifications to describe the condition a room is left in, for example. You can find the **Internal Classification page** on the [Room Reservation Maintenance page](#).

For a video tutorial, [click here](#).

To create a new internal classification, simply input the name in the text box. Assign it a 'weight' which will determine the order it appears in the menu. Weights go by factors of 10, and go from 10 at the top of the list on down.

To edit an existing classification, just click on the name. To delete an existing classification, check the box and hit the Delete button.

Online URL: <https://kb.demcosoftware.com/article.php?id=170>