How to Add A new Group Type/Category List

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Classifying patrons by group type can be useful for tracking what kind of groups are using your rooms. You can find the **Group Type/Category List Menu on the Room Reservation Maintenance page.**

Group types are for tracking purposes only. They do not control cost classifications.

For a video on how to add a new group, click here.

To add a new group, just enter the group name and click save.

To edit a group, click on the name of the group on the right.

Online URL: https://kb.demcosoftware.com/article.php?id=169