Costing Name:	Enter a name for the classification. This should be
	unique.
Cost Classification Name:	Enter what type of Costing is being created (i.e.
	government, faith-based, for-profit, ect.). This doesn't
	have to be unique. For example, a Costing Name
	could be "City" or "County". They could both be
	classified as "Government".
Cost Classification Abbr:	How should the cost classification be abbreviated?
Standard Fee Type:	During regular hours, is there a flat or hourly charge
	for the room. It is possible to combine both. For
	example: \$20 flat fee for up to 2 hours. \$5 fee for each
	additional hour.
Extended Fee Type:	Assign fee rates if the room is bookable outside of
	normal library hours.
Deposit Enable:	Activates or deactivates a deposit requirement and the
	amount of the deposit. When activated, patrons must
	provide a deposit at the time the request is made.
Order Weight	Where in the list of cost classifications will the
	classification appear? Item weight is determined in
	units of 10. To make an item appear first on the list,
	set the weight to 10.
Save	Save your new Cost Classification

Online URL: <u>https://kb.demcosoftware.com/article.php?id=191</u>