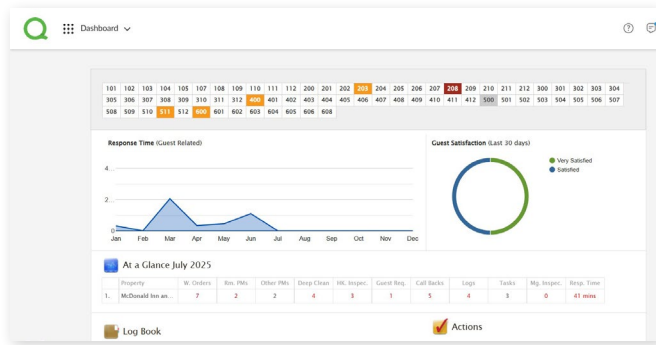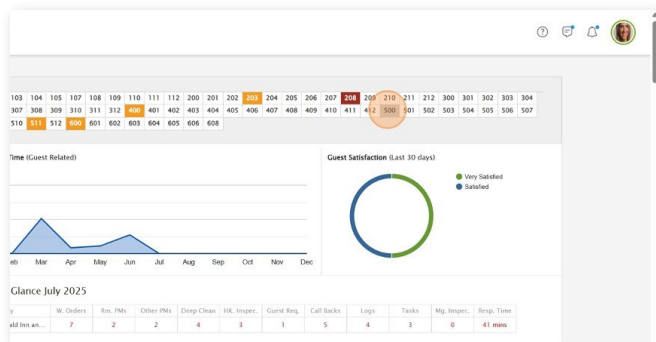# Creating a Room Notice (Desktop)

Learn how to create a Room Notice from the Rooms Grid on the desktop Dashboard.
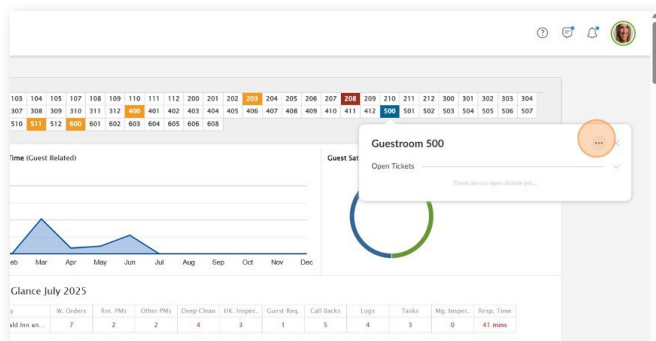
1. Log into **Quore** on the desktop.
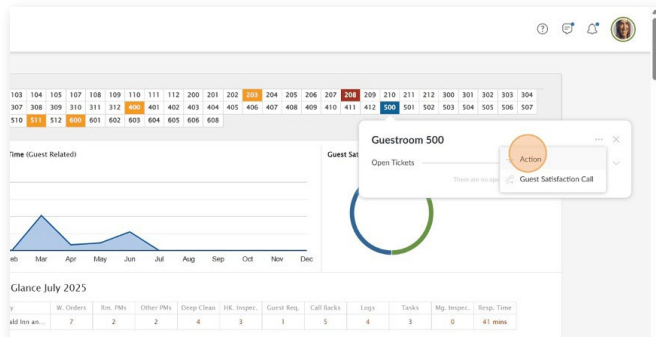

2. Click on the room number from the **Rooms Grid**.

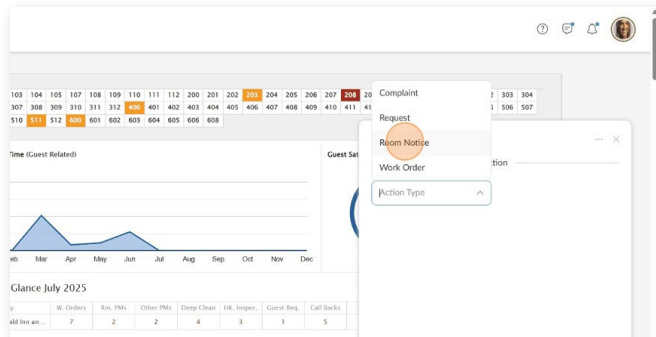3. Click the ellipsis (three dots) in the top right corner.
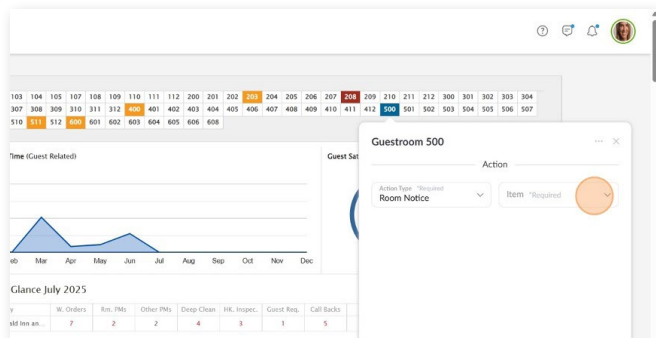
Creating a Room Notice (Desktop) Continued

4. Click **+ Action**.

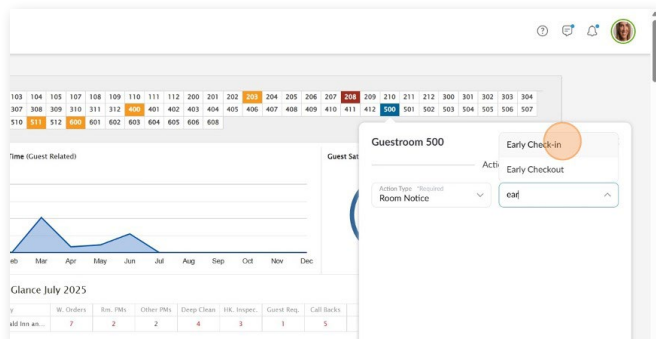5. From the **Action Type** dropdown, click **Room Notice**.

6. Select the type of **Room Notice** from the **Item** dropdown.
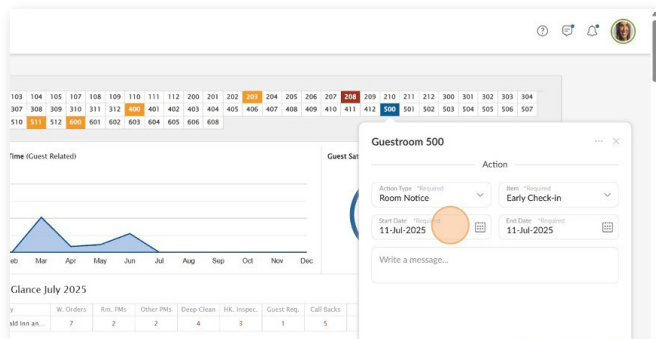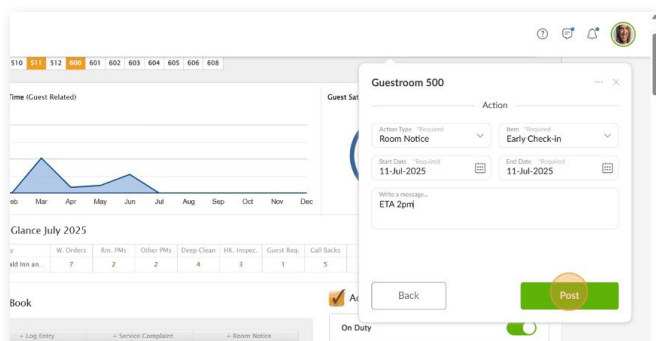

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Creating a Room Notice (Desktop) Continued

7. Type in what you are looking for in the **Item** dropdown to find in more quickly.

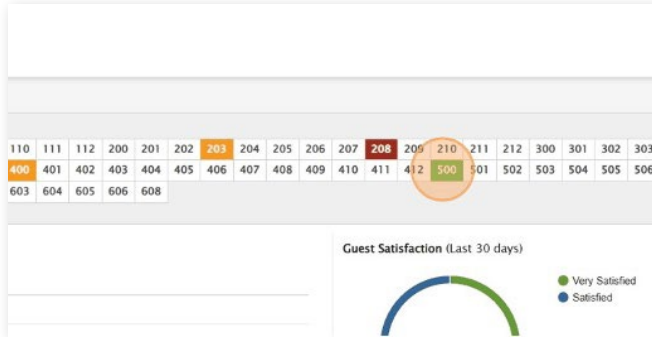8. Select the **Start Date** and **End Date** for the **Room Notice**.

9. Enter additional notes if desired. Click **Post**.

Creating a Room Notice (Desktop) Continued

10. After clicking **Post**, the **Room Notice** will appear in green on the **Dashboard Rooms Grid**. Click on the room to view more details.

11. **Room Notice** records can be found in the **Rooms Book app**.