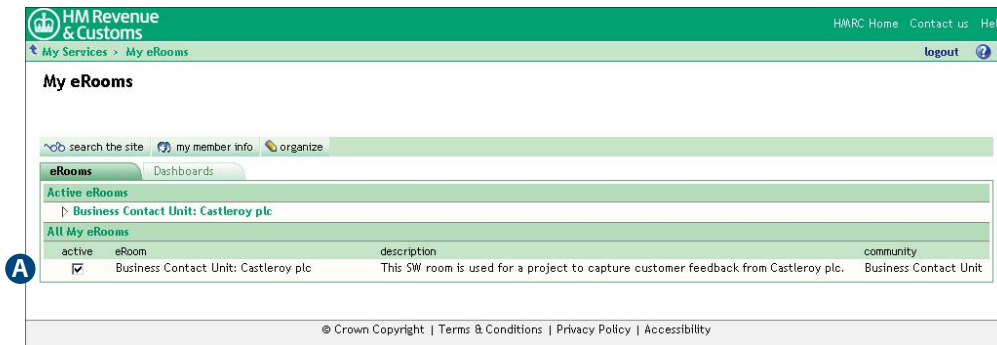


Customer Member

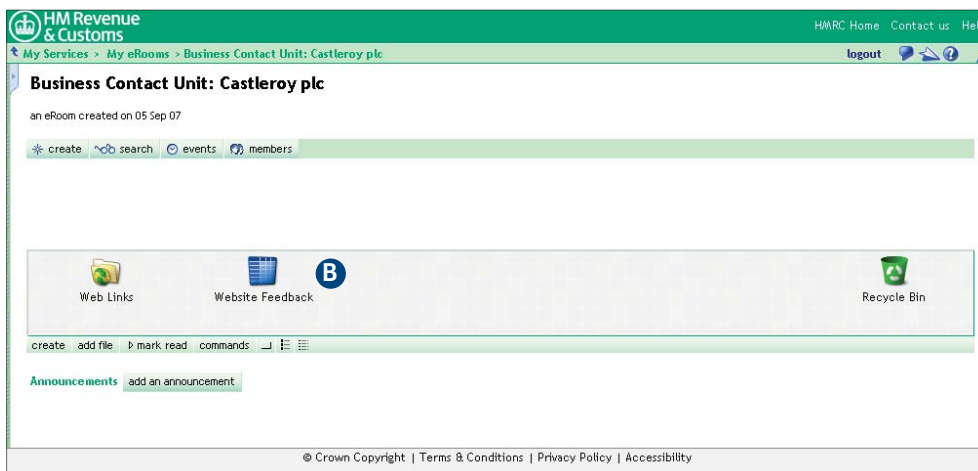
Creating a new database entry

- 1 Navigate to the **My eRooms** page and **select** the appropriate Room (A) from the list of available Rooms.



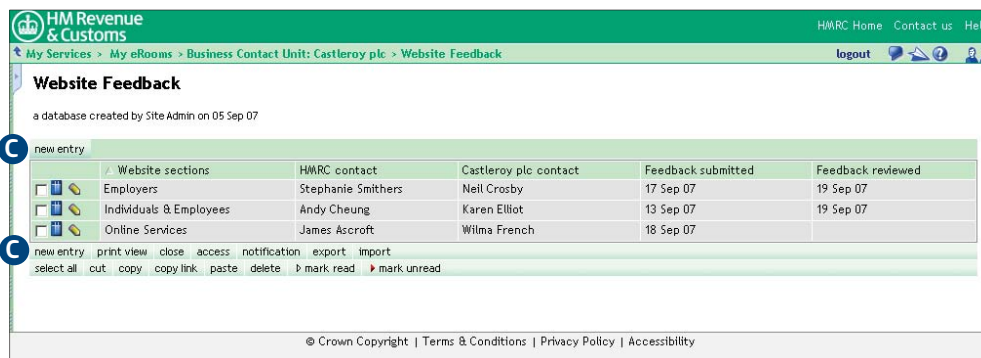
A available Rooms

- 2 Select the **database** icon (B).



B database icon

3 Select the **new entry** (C).

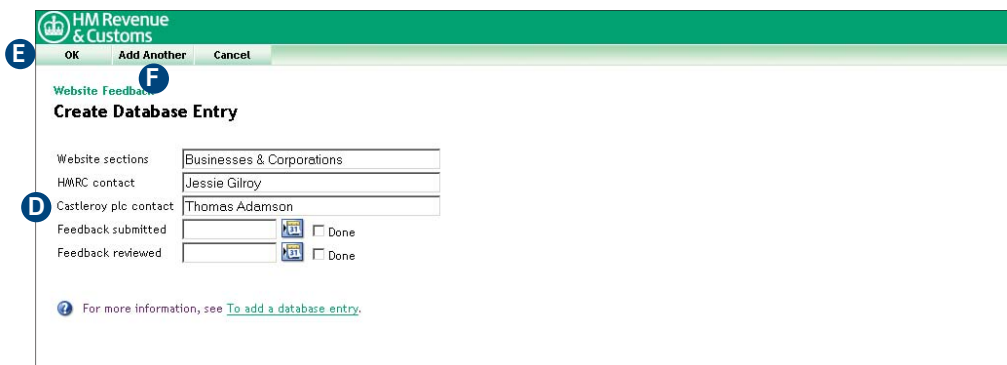


C new entry buttons

4 Complete the appropriate **fields** (D).

5 Select **OK** (E).

- If you select **OK** (E), the database record summary page is displayed.
- If you select **Add Another** (F), the page refreshes for you to create another database entry.



D entry fields

E OK button

F Add Another button