# Setup Required Fields

**\*This document was last updated:  June 30th, 2011\***

Unit 220 - 980 West 1st street, North Vancouver BC V7P 3N4 | tel 604.984.6001   | fax 604.984.6006   | toll free 1.800.234.5695  1
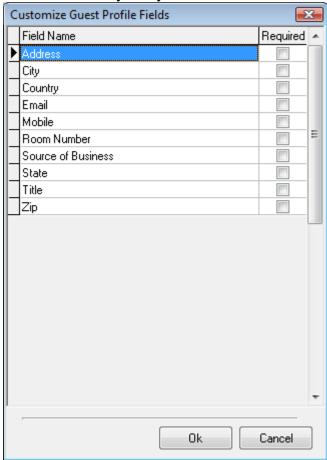
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**How to Setup Required Fields**

When creating reservation for a guest, the default required fields in RoomKey are First Name, Last Name, and Telephone. You can other fields mandatory as per your requirement using the "Setup Required Fields" Module.
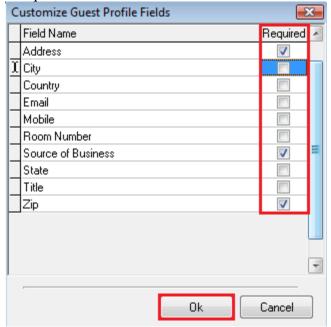
System Configuration -> Setup Required Fields

**NOTE:** If you do not see "Setup Required Fields" under System Configuration, please contact RSI Support at 1-800-234-5695 to activate this Module in RoomKey.

The Customize Guest Profile Fields box will appear. This box contains a list of all the fields in RoomKey that you can turn into mandatory fields.

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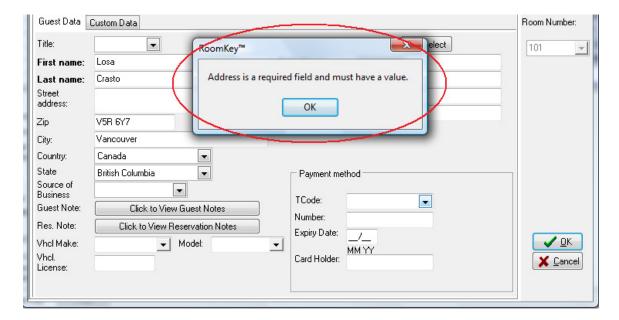
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To turn a field into a mandatory field, simply double-click on the checkbox under the "Required" column.



Here we checked the boxes to make the Address, Source of Business and Zip/Postal Code fields mandatory when making a reservation.

Select "OK" to save changes.

Below is an example of how RoomKey will prompt you to fill in the missing information if a required field is left blank.

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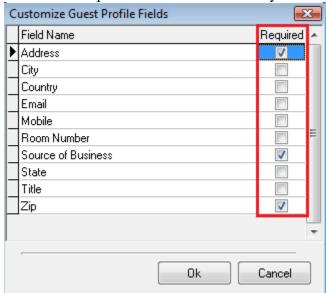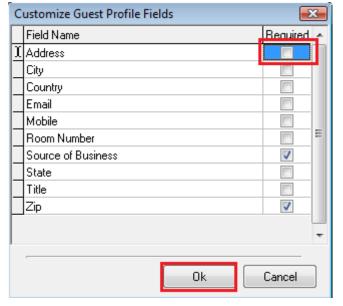
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## How to Remove a Required Field

System Configuration -> Setup Required Fields

The Customize Guest Profile Fields box will appear.  The fields with a checkbox located under the "Required" column are currently Mandatory fields in RoomKey.



To remove a mandatory field, simply double-click on the checkbox under the "Required" column.



Here we are removing the "Address" as a mandatory field.

Select "OK" to save changes.

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# Required Fields Permission

Operations ->  1547 Setup Required Fields
- Property, Owner, Clerk & Accountant level permission
- When given, allows access to System Configuration -> Setup Required Field

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