scheduling_secondary_auto_step1_msg_tables

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- Update department tables.

  Scheduling > Maintenance > Master Schedule Generator > Tables > Departments

  > This tab allows you to maintain a table of campus department codes. You can use the department codes to associate instructors and rooms with specific departments within the campus.

  Existing department codes are displayed in order by code.

  ☐ Click **+Add** to add a department code. A blank row is added to the grid.

Department	Type a three-character code for the department.
Description	Type a description for the department code, up to 30 characters.

  ☐ To edit a code or description, type over the existing data.

  ☐ Click **Save**.

  🗑 Delete a record.

  1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

  2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

  You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

- Update designator tables.

  Scheduling > Maintenance > Master Schedule Generator > Tables > Designators

  > This tab allows you to maintain a table of campus designator codes that can be used to designate rooms or instructors according to certain criteria, characteristics, or equipment (e.g., C = computers available) or certain skills or characteristics (e.g., S = sign language).

  Existing designator codes are displayed in order by code.

  ☐ Click **+Add** to add a designator code. A blank row is added to the grid.

Designator	Type a one-character code for the designator.
Description	Type a description for the designator code, up to 30 characters.

❑ To edit a code or description, type over the existing data.

❑ Click **Save**.

🗑 Delete a record.

1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

- Update subject area tables.

  Scheduling > Maintenance > Master Schedule Generator > Tables > Subject Areas

  This tab allows you to maintain a table of subject area codes which can be used to associate instructors and rooms with a specific academic area (e.g., science).

Existing subjects are displayed in order by code.

❑ Click **+Add** to add a subject code. A blank row is added to the grid.

Subject	Type the one-character code for the subject.
Description	Type the description for the subject area code, up to 30 characters.

❑ To edit a code or description, type over the existing data.

❑ Click **Save**.

🗑 Delete a record.

1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

- [Update room tables.](#)

  [Scheduling > Maintenance > Master Schedule Generator > Tables > Rooms](#)

  This tab allows you to maintain a table of rooms at the campus.

Existing department codes are displayed in order by code.

- The list [can be re-sorted.](#)

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- A blank row is displayed in the grid.

Room	Type the room number, up to four characters. If a room is listed on this tab and assigned to an instructor (i.e., **Rsrvd Room** field on [Maintenance > Master Schedule Generator > Resource Allocator > Instructors](#)), the room will be assigned to the courses rather than the instructor.
Seats	Type the number of seats available in the room.
Dept	Select the code indicating the academic department with which the room is associated. Department codes are established on [Maintenance > Master Schedule Generator > Tables > Departments](#).
Subj Area	Select the code indicating the academic area with which the room is associated. Subject area codes are established on [Maintenance > Master Schedule Generator > Tables > Subject Areas](#).
Desig #	Select up to three codes indicating how the room is designated, such as criteria, characteristics, or equipment. Designator codes are established on [Maintenance > Master Schedule Generator > Tables > Designators](#).
Study Hall	Indicate if the room can be used for a study hall.

❑ Click **+Add** to add blank row to the grid.

❑ To edit a room number or other information, type over the existing data.

❑ Click **Save**.

🗑 Delete a record.

1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

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