



ASCENDER GUIDES



# Inquiry



# Table of Contents

**Inquiry** ..... 1



# Inquiry

**Scheduling > Maintenance > Master Schedule Generator > Resource Allocator > Inquiry**

This tab allows you to view the fixed courses and free times for instructors and rooms.

## View data:

**Instructors** and **Fixed Courses** are the default settings for the inquiry. The fixed courses for instructors are displayed.

- If there are multiple pages, [page through the list](#).

Change the query by selecting various combinations of the fields.


<b>Instructors</b>	View fixed courses and free times for the instructors.
<b>Rooms</b>	View fixed courses and free times for the rooms.
<b>Fixed Courses</b>	View fixed courses for the instructors and rooms.
<b>Free Times</b>	View free times for the instructors and rooms.

Click **Print** to generate a report of the data displayed.


- [Review, save, or print the report](#).

### Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

### The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.)  
When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



## Back Cover