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Inquiry

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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.

Instructors	View fixed courses and free times for the instructors.
Rooms	View fixed courses and free times for the rooms.
Fixed Courses	View fixed courses for the instructors and rooms.
Free Times	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 First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last 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.


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