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Room List

Table of Contents

Room List 1

Room List

Scheduling > Maintenance > Master Schedule Generator > Resource Allocator > Room List

This tab allows you to view and print the Room File Listing report which displays all of the rooms entered on the Resource Allocator Rooms tab including the courses and free times assigned to the room.

View report:

❑ Select a room number, or select *All* to produce the report for all rooms.

❑ Click **Retrieve Report**.

- 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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Back Cover