Rooms (Resource Allocator)

Table of Contents

Rooms

Scheduling > Maintenance > Master Schedule Generator > Resource Allocator > Rooms

> This tab allows you to set up information for the rooms at the campus. Rooms can be assigned to a specific department or subject area. They also can be designated according to certain criteria, characters, or equipment. Free times and courses can be set up for the room, and the room schedule can be printed.

Add data:

- Existing rooms are displayed in order by room number.
- If more roomss are retrieved than can be displayed on one page, you can page through the list.

Click **+Add** to add a room. The fields in the free-form area below the grid are enabled.

Field	Description
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.

Back Cover