

Departments

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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.

Add code:

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).


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