



## Departments



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# Departments

**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 displayed in the grid.

| Field              | Description                                                                                                                                                      |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department</b>  | (Optional) Type the code indicating the academic department with which the course is associated, up to three characters. The code is determined by the district. |
| <b>Description</b> | Type a description for the department code, up to 30 characters.                                                                                                 |

To edit a code or description, type over the existing data.

Click **Save**.

## Other functions and features:

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Edit a record.</b><br>The data is displayed in fields below the grid allowing you to make changes.<br><br>Update the fields as needed, click <b>OK</b> , and then click <b>Save</b> . The changes are displayed in the grid.                                                                                                                                                                                                                                                                                                                                                   |
|  | <b>Delete a record.</b><br><br>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.<br><br>2. Click <b>Save</b> . You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b> .<br><br>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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