



## Rooms (Table)



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# Rooms

**Scheduling > Maintenance > Master Schedule Generator > Tables > Rooms**

This tab allows you to maintain a table of rooms at the campus.

## Add code:

Existing department codes are displayed in order by code. The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

A blank row is displayed in the grid.

Field	Description
<b>Room</b>	
<b>Seats</b>	
<b>Dept</b>	
<b>Subj Area</b>	
<b>Desig #</b>	
<b>Study Hall</b>	

Click **+Add** to add blank row to the grid.

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

Click **Save**.

## Other functions and features:

	<p><a href="#">Delete a record.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>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>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
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## Back Cover