

Subject Areas

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Scheduling > Maintenance > Master Schedule Generator > Tables > Subject Areas

This tab allows you to maintain a table of subject area codes which can be used to associate instructors and rooms with a specific academic area (e.g., science).

Add code:

Existing subjects are displayed in order by code.

Click **+Add** to add a subject code. A blank row is added to the grid.

Field	Description
Subject	Type the one-character code for the subject.
Description	Type the description for the subject area code, up to 30 characters.

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

Click Save.

Other functions and features:



Delete a record.

- 1. Click \square 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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