scheduling_msg_tables_room_body

Table of Contents

- 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 [x] or descending [x] order.

- A blank row is added to the grid.

| 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. |
|---|---|
| **Seats** | Type the number of seats available in the room. |
| **Dept** | Select the code indicating the academic department with which the room is associated. Department codes are established on [Maintenance > Master Schedule Generator > Tables > Departments](#). |
| **Subj Area** | Select the code indicating the academic area with which the room is associated. Subject area codes are established on [Maintenance > Master Schedule Generator > Tables > Subject Areas](#). |
| **Desig #** | Select up to three codes indicating how the room is designated, such as criteria, characteristics, or equipment. Designator codes are established on [Maintenance > Master Schedule Generator > Tables > Designators](#). |
| **Study Hall** | Indicate if the room can be used for a study hall. |

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

To edit a room number or other information, 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).

Back Cover