



# **scheduling\_msg\_tables\_room\_body**





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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.

<b>Room</b>	Type the room number, up to four characters.  If a room is listed on this tab and assigned to an instructor (i.e., <b>Rsrvd Room</b> field on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Resource Allocator &gt; Instructors</a> ), the room will be assigned to the courses rather than the instructor.
<b>Seats</b>	Type the number of seats available in the room.
<b>Dept</b>	Select the code indicating the academic department with which the room is associated. Department codes are established on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Tables &gt; Departments</a> .
<b>Subj Area</b>	Select the code indicating the academic area with which the room is associated. Subject area codes are established on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Tables &gt; Subject Areas</a> .
<b>Desig #</b>	Select up to three codes indicating how the room is designated, such as criteria, characteristics, or equipment. Designator codes are established on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Tables &gt; Designators</a> .
<b>Study Hall</b>	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**.

	<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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