



## **scheduling\_ra\_room\_free\_time**





# Table of Contents



Set up free times for the room.

Click **+Add** under **Free Time**. A blank row is displayed in the **Free Time** grid.

<b>Type</b>	Select the code indicating the type of free time. <ul style="list-style-type: none"> <li>• F-Fixed free time cannot be changed during the master schedule generation process.</li> <li>• S-Selectable free time can be changed during the master schedule generation process.</li> </ul>
<b>Days</b>	Select the code indicating the day or combination of days that the room should not be scheduled.
<b>Semesters</b>	Select the code indicating the semesters during which the room will not have classes.
<b>Period From Period To</b>	Select the beginning and ending periods that the room should not be scheduled.
	<p><a href="#">Delete a free time period.</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>



## Back Cover