Rooms (Resource Allocator)

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Scheduling > Maintenance > Master Schedule Generator > Resource Allocator > Rooms

This tab allows you to set up information for the rooms at the campus. Rooms can be assigned to a specific department or subject area. They also can be designated according to certain criteria, characters, or equipment. Free times and courses can be set up for the room, and the room schedule can be printed.

Add data:

Existing rooms are displayed in order by room number.

- If there are multiple pages, page through the list.

❑ Click **+Add** to add a room. The fields below the grid are enabled.

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.

Free Time	Set up free times for the room. Click **+Add** under **Free Time**. A blank row is displayed in the **Free Time** grid.		
	Type	Select the code indicating the type of free time. • F-Fixed free time cannot be changed during the master schedule generation process. • S-Selectable free time can be changed during the master schedule generation process.	
	Days	Select the code indicating the day or combination of days that the room should not be scheduled.	
	Semesters	Select the code indicating the semesters during which the room will not have classes.	
	Period From Period To	Select the beginning and ending periods that the room should not be scheduled.	
	🗑	Delete a free time period. 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).	
Courses	Set up courses that can be assigned to the room. Click **+Add** under **Courses**. A blank row is displayed in the **Courses** grid.		
	Course	Click ⋮ to select the course. The course title is displayed in the **Title** field.	
	Max Sections	Type the maximum number of sections that can be assigned to the room per semester.	
	🗑	Remove a course assigned to the room. 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).	

❏ Click **Save**.

🔍	[Edit a record.](#) The data is displayed in fields below the grid allowing you to make changes. Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid.
🗑	[Delete a row.](#) 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).
Schedule	[View the schedule for the room.](#) **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click 📄 to save and print the report in PDF format. Click 📊 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click ✖ to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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