



## Departments



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# Departments

**Scheduling > Maintenance > Master Schedule Generator > Tables > Departments**

This tab allows you to maintain a table of campus department codes. You can use the department codes to associate instructors and rooms with specific departments within the campus.

## Add code:

Existing department codes are displayed in order by code.




Click **+Add** to add a department code. A blank row is displayed in the grid.

Field	Description
<b>Department</b>	Type a three-character code for the department.
<b>Description</b>	Type a description for the department code, up to 30 characters.

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

Click **Save**.

## Other functions and features:

	<p><a href="#">Edit a record.</a></p> <p>The data is displayed in fields below the grid allowing you to make changes.</p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid.</p>
	<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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