



## Rooms (Table)



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# Rooms

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

This tab allows you to maintain a table of rooms at the campus.

## Add code:

Existing department codes are displayed in order by code.

A blank row is displayed in the grid.

| Field      | Description |
|------------|-------------|
| Room       |             |
| Seats      |             |
| Dept       |             |
| Subj Area  |             |
| Desig #    |             |
| Study Hall |             |

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

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

Click **Save**.

## Other functions and features:

|  |
|--|
|  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 <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> .   |

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).



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