



## Rooms (Table)



# Table of Contents

**Rooms** ..... 1



# 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. 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.

Field	Description
<b>Room</b>	
<b>Seats</b>	
<b>Dept</b>	
<b>Subj Area</b>	
<b>Desig #</b>	
<b>Study Hall</b>	

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 **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).



## Back Cover