



Rooms (Table)

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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
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 .
<ol style="list-style-type: none"> 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.
<ol style="list-style-type: none"> Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <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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