



Subject Areas

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Subject Areas

Scheduling > Maintenance > Master Schedule Generator > Tables > Subject Areas

This tab allows you to maintain a table of subject area codes which can be used to associate instructors and rooms with a specific academic area (e.g., science).

Add code:

Existing subjects are displayed in order by code.

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

| Field | Description |
|--------------------|--|
| Subject | Type the one-character code for the subject. |
| Description | Type the description for the subject area code, up to 30 characters. |

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).



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