HOW TO DEFINE AND MAINTAIN BUILDING DATA IN BANNER SIS
Building Definition Form (SLABLDG)

General

The Building Definition Form is used to define and maintain data for all buildings.

Three modules use building information:

- Location Management (Student System) assigns student housing in buildings.
- Class Schedule (Student System) schedules classes in buildings.
- Event Management (General System) schedules events and functions in buildings.

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

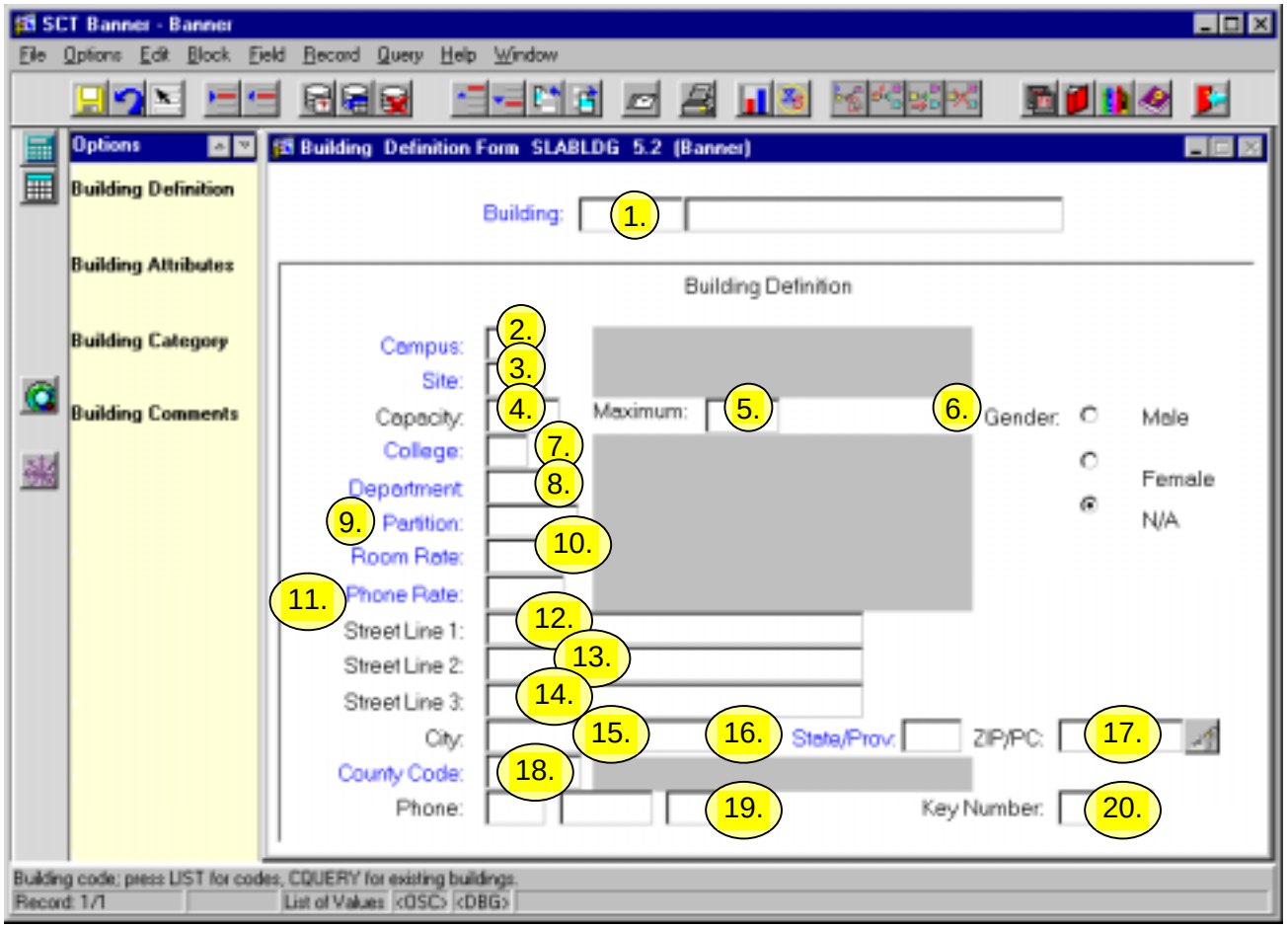
Accessing the Building Definition Form (SLABLDG)

Type the name of the form SLABLDG in the Direct Access field.

The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

Fields that have a red check mark (✓) in the **Req'd** column are required fields and need to be filled in with the appropriate data (see **Explanation/Description** column for details).



Req'd	#	Field	Action	Reaction	Explanation / Description	Related Documentation
✓	1.	Building	Enter a valid building code (max. 6 char). Description will default.		If you don't know the building code: Double click on the field. Two options are presented: Select the **Valid Building Code** option and the Building Validation table	

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					(STVBLDG) will appear. Select the **Established Buildings** option and the Building Query Form (SLABQRY) will appear. The description field is display only.	
✓			Proceed to the **Next Block** by clicking the icon or by pressing Ctrl + Page Down on your keyboard.			
	2.	Campus			Campus code (max. 3 characters). If you do not know the campus code: Double click in the field and the Campus Validation table (STVCAMP) will appear. A building *must* be associated with a single campus code. The description field is display only.	
	3.	Site			McGill is not currently using this field.	
✓	4.	Capacity	Enter the normal capacity (max 5 characters).		Capacity of the building.	
✓	5.	Maximum	Enter the maximum capacity (max. 5 characters). Required field.		Maximum capacity of the building.	
✓	6.	Gender	Select a value.		There are three buttons available (Male, Female,	

Req'd	#	Field	Action	Reaction	Explanation / Description	Related Documentation
					and N/A). One of the three must be specified. Required field.	
	7.	College			McGill is not currently using this field.	
	8.	Department			McGill is not currently using this field.	
	9.	Partition			McGill is not currently using this field.	
	10.	Room Rate			Default room rate code for the building (max. 4 char). If you don't know the room rate: Double click on the field and the Room Rate Code Validation table (STVRRCD) will appear. The field may be left blank. The description field is display only.	
	11.	Phone Rate			McGill is not currently using this field.	
	12.	Street Line 1			First address line of the building (max. 30 char.). This field may be left blank.	
	13.	Street Line 2			Second address line of the building (max. 30 char.). This field may be left blank.	
	14.	Street Line 3			Third address line of the building (max. 30 char.). This field may be left blank.	
	15.	City			City (max. 20 char.) where the building is located	

Req'd	#	Field	Action	Reaction	Explanation / Description	Related Documentation
					the building is located. Any character string may be entered (there is no editing). This field may be left blank.	
	16.	State/Prov			Code for state or province (max. 2 char.). If you don't know the code: Double click on the field and the State/Province Validation table (STVSTAT) appears. The field may be left blank.	
	17.	Zip/ PC			Any character string may be entered (there is no editing). Click on the search icon and the Zip/Postal Code Validation table (GTVZIPC) will appear. If you select a record from GTVZIPC, data for the City, State/ Province and ZIP/Postal code fields will automatically be inserted. The field may be left blank.	
	18.	Country Code			Country code for the building (max. 5 char). Double click on the field and the Country Code Validation table (STVCNTY) will appear. The field may be left blank. The description is display only.	

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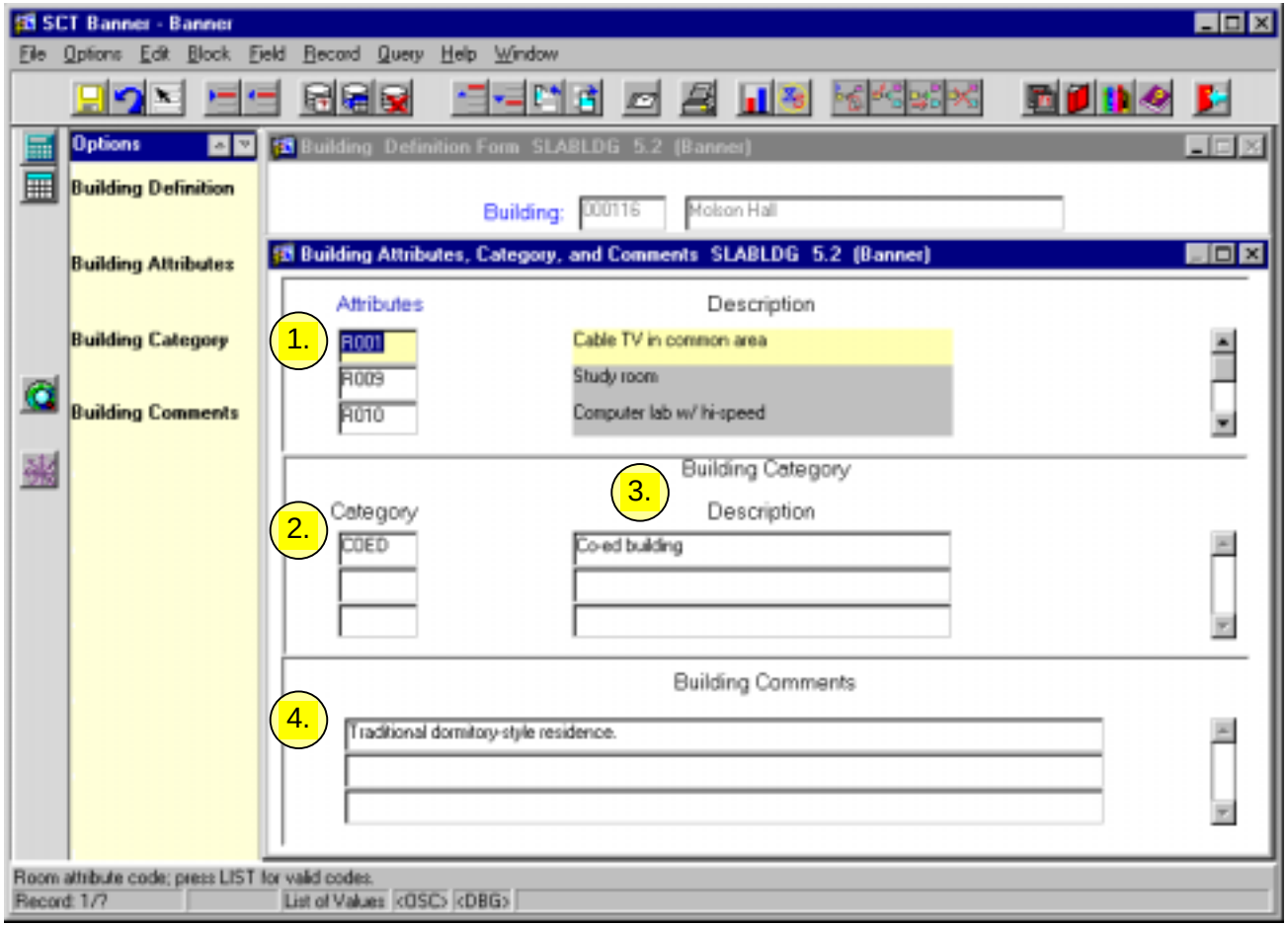
	19.	Phone			Phone number for the building. There are three fields that make up the whole phone number: area code (3 digits), phone number (7 digits) and extension (4 digits). The field is optional.	
	20.	Key Number			Building key number (max. 5 char.). This is the free form number of the key associated with the building. The field is optional.	
✓			Proceed to the **Next Block** by clicking the icon or by pressing Ctrl + Page Down on your keyboard.			

Building Attributes, Category and Comments Window:



Req'd	#	Field	Action	Reaction	Explanation / Description	Related Documentation
	1.	Attributes	Enter valid attribute code (max. 5 char.). If you don't know the code: Double click on the field and the Building/Room Attributes Validation table (STVRDEF) will		Use for features and equipment that apply to all rooms in the building. Examples include wheelchair-accessible, air-conditioning, and non-smoking. You can change the attributes for a specific room on the Room	

Req'd	#	Field	Action	Reaction	Explanation / Description	Related Documentation
			appear.		Definition Form (SLARDEF). The field may be left blank. The description is display only	
	2.	Category	Enter a building category (max. 4 char.).		Code that identifies a physical area of the building. Examples include specific floors and wings. The Location Management module uses building categories to assign students to preferred areas of a building. The code is freeform.	
	3.	Description	Enter a category description (max. 30 char.).		Optional field.	
	4.	Building Comments	Enter building comments (max. 60 char. per line		Optional field.	