General:

Location Management replaces 25E. Only non-academic events should be booked in Location Management. Any booking associated with a course, in any way, should be booked in SSASECT. Please contact the UTO if you have any questions.

In Location Management, as in Schedule, there is no security on the Building/Room fields. As in Schedule, you are responsible for obtaining permission from the faculty/dept that "own" the room before booking it. This brings up the most important point – the faculty/dept that do "own" the room will no longer have to book it for you, the way they did in 25E. You will book all your own events yourselves.

In Location Management, we create **Events**, and then attach **Functions** (where the actual roombookings are) to those Events. So you can create an Event and save it without a Building and Room booked. In other words, you can just enter DATES, DAYS and TIMES and save the Event.

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.

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Accessing the "Event Form" (SLAEVNT)

Type the name of the form SLAEVNT 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

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔	1.	Event	Type **ADD** in the Event Reference number field to create a new booking.		Event Reference Number. A unique, automatically assigned Event Reference Number (*similar to a CRN for a section*). The Event field is alphanumeric with a length of 5: one letter and 4 numbers (e.g. A0004). To create a new booking, type **ADD** in the Event field.	
	2.	Event Description			Event description. Click on the flashlight to find a list of existing events using Event	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					Query Form, SLQEVNT. *The Event Description displays automatically when you enter the Event Ref. number.	
			Proceed to the **Next Block** by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.	You are now in the **Event Information** block.		
✓	3.	Description			The title of the event or roombooking. There is a limit of 30 characters.	
✓	4.	System	When creating a new booking, enter "**S**" for student.		All Location MGMT bookings should be **S** for Student.	
✓	5.	Event Type			Here are the available event types: **FAC** – for Faculty events **DEPT** – for department events **MAIN** – for all Maintenance/Renovation/Facilities Management bookings **STDT** – for all Student Association bookings **CONF** - for all events booked by the Conference Office **ADMN** – for all bookings that aren't CONF, FAC or DEPT. i.e. Senate, the Beatty lecture etc.	
✓	6.	Agency/Comm ID			This field will be used to identify the Location Management user, in other words – YOU! Enter your own McGill ID number here, your name will appear automatically.	
	7.	Contact ID	Leave this field blank.		IGNORE the Contact ID number field. If you enter a person's McGill ID number, you won't be able to enter a phone number for them. TAB to the next field (***Contact*** field described below) to enter the name of the	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					Contact person.	
✔	8.	Contact			The Contact is the person FOR WHOM you are booking the room. ***Do not enter your own name.***	
	9.	Address Type	Leave this field blank.		IGNORE THIS FIELD	
✔	10.	Phone Number			The telephone number of the contact person (**not yours**). Use the middle field for the new 5 digit internal McGill numbers.	
✔	11.	Campus			1 for downtown, 2 for Macdonald just like SSASECT.	
	12.	Site	Leave this field blank.		IGNORE THIS FIELD.	
	13.	District/Division	Leave this field blank.		IGNORE THIS FIELD.	
✔	14.	College			Faculty code. Enter the two-letter code for the faculty associated with the roombooking. (It will normally be your faculty code). Doubleclick for a picklist. Use ***00-No College Designated*** for bookings that don't have a faculty. i.e. Senate and Conference Office bookings.	
✔	15.	Department			Department code. Enter the four- digit code for the department associated with the roombooking (if there is one). Doubleclick for a pick list.	
			Proceed to the **Next Block** by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.	You are now in the **Meeting Times** block.		

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There are multiple "lines" for Meeting Times (just like in SSASECT for timetable info). Therefore, if an event has multiple rooms for the same date or multiple dates for the same room, they can all be booked under one index number. *This is a great improvement over 25E.*
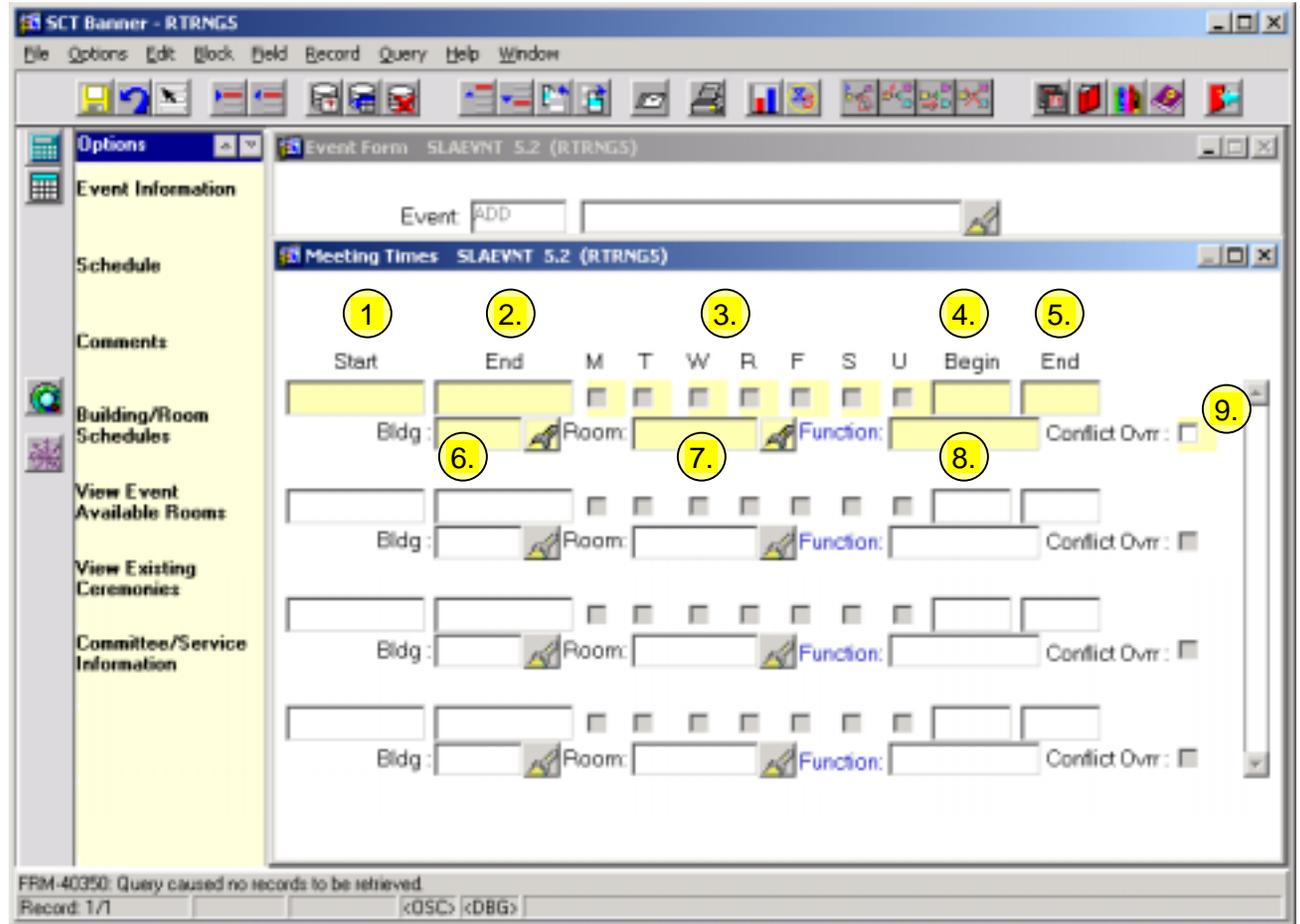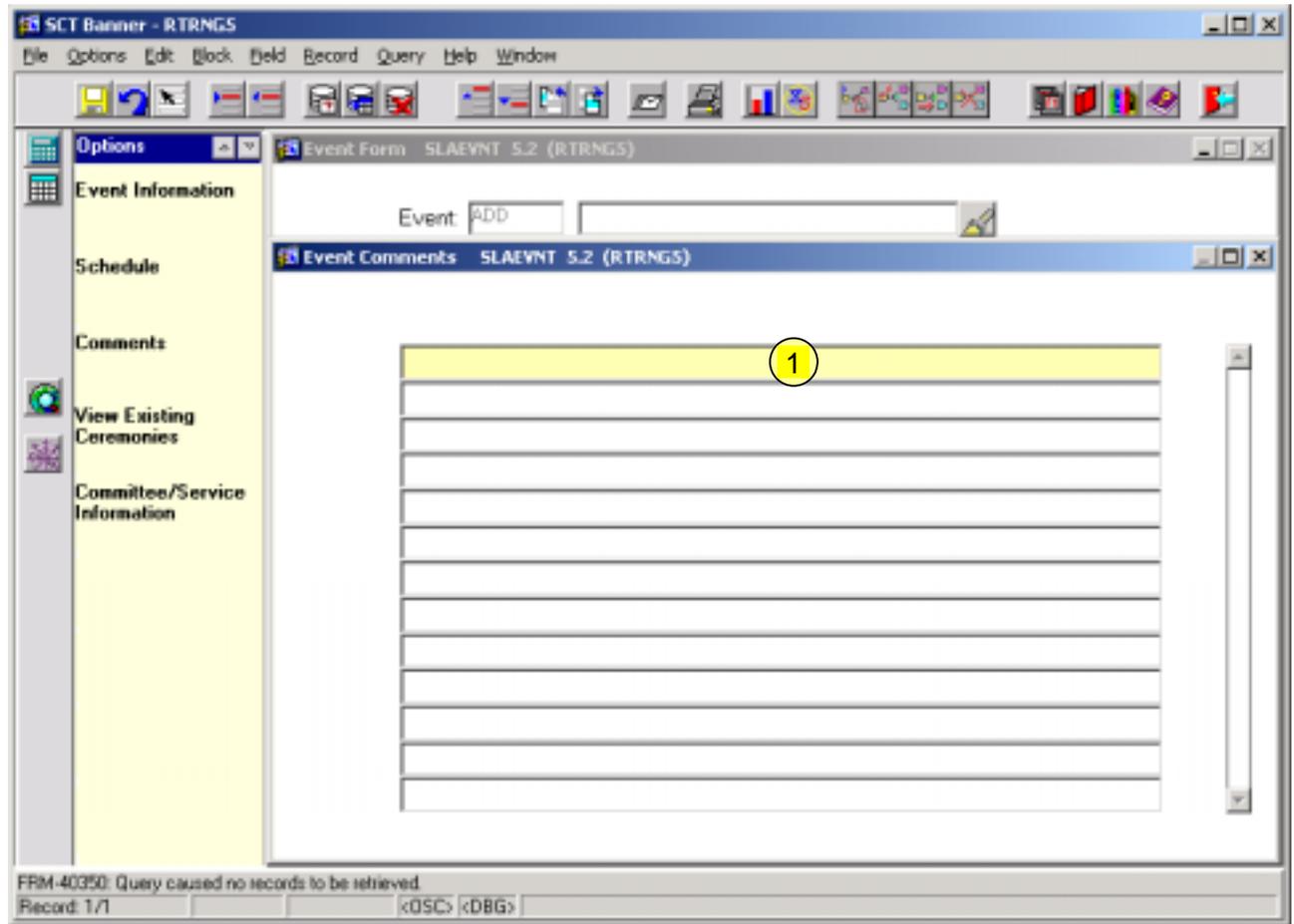

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔	1.	Start			Start Date. The start date for the roombooking. Format must be DD-MON-YYYY. Doubleclick in this field to get a perpetual calendar, if you aren't sure of your dates.	
✔	2.	End			End Date. The end date for the roombooking. WARNING!!!! Banner assumes all events are single day. *The Start date will automatically default into this*	

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					field along with the weekday for the date. If your booking is longer than one day, change the End date and be careful to add/delete the correct weekdays.	
✔	3.	M T W R F S U			Days. The days the event takes place. The day is automatically checked off based on the Start date. *Check carefully if you are not booking a one-day event.*	
✔	4.	Begin			Begin Time. The time the event begins, 5 minutes after the hour or half hour. Times must be entered based on a 24-hour clock. As in SSASECT, Minerva will assume a time conflict if bookings are "to the minute" (1030-1130, 1130-1230 etc) so we have to allow for "travel time" even for non-academic events. This will allow them to dovetail with the academic bookings.	
✔	5.	End			End Time. The time the event ends, 5 minutes before the hour or half hour.	
✔	6.	Bldg			Building Code. It must be entered as it is on the Minerva building table. Click on the flashlight for a picklist. The building abbreviations are the same as they were in 25E.	
✔	7.	Room			Room name or number. It must be entered as it is on the Minerva building table. Click on the flashlight for a picklist. The building abbreviations are the same as they were in 25E.	
✔	8.	Function			Event activity. This field shows when you do an Extract list in SSAMATX. We are trying to indicate as much as possible with this code for "regular" bookings. We have created; **AR COUNCIL** Arts Faculty Council Meeting **CONFERENCE** Conference Office	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					EXAM Exam **EXTNL EXAM** External Exam **GR COUNCIL** Graduate Faculty Council Meeting **INVGLTROOM** Invigilator Room **LECTURE** Lecture **MAINTENANC** Maintenance **MEETING** Meeting **PLACEMENT** Placement Tests **RENOVATION** Room Renovation **SC COUNCIL** Science Faculty Council Meeting **SENATE** Senate Meeting **SENATE-DEG** Senate Degree Meeting **SUPP EXAM** Supplemental Exams Now you know what that Functions field is in SSAMATX! *If you have other regular bookings and would like a Function code created for them, please contact Martha Hancock*. *IMPORTANT*! Do not leave it blank since field shows in SSAMATX. You can use it to create a Help Extract list of all the Location MGMT bookings (i.e. you put a % in this field in SSAMATX, all the Location MGMT bookings will list!). (*Function* isn't used in Class Schedule, so you won't get any academic bookings). *Function* also relates to a whole series of other forms for in-depth managing of events that we are not really planning on using at this time.	
	9.	**Conflict Ovrr**	Leave this field blank.		DO NOT USE THIS TOOL!!!! This enables you to override another event booked in a room – **doublebooking**, in other words. THIS IS STRICTLY FORBIDDEN. Because	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					we can book one event or section on multiple dates in one "booking" in either SSASECT or SLAEVNT, there is no valid reason to use this tool. In Minerva it is much simpler than 25E to book "around" a date when a room is not free.	
			Proceed to the **Next Block** by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.	You are now in the **Event Comments block**.		

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔	1.	Event Comments			This can be used for notes about the event – more detail about the booking contact, or a reminder to yourself about clean-up, set-up, etc. This field will be printed on the Location MGMT report (format to be determined). This field does not show if you create a Help Extract list in SSAMATX.	
✔			Proceed to the **Next Block** by	You are back in the **Event**		

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			Next Block by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.	the **Event Information** block.		

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