Non-course room bookings in SLAEVNT

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Overview

The SLAEVNT form is used for all non-course room bookings in the Location Management module. Any booking that is associated in any way with a course should be booked using the SSASECT form in the Class Schedule module. SLAEVNT is strictly for non-academic events only.

Location Management vs **Class Schedule**

1   In Location Management room booking, as in Class Schedule room booking, there is no security built into the **Building** and **Room** fields. Users are responsible for obtaining permission from the school, faculty or the department that "owns" the room before they book it.

2   In Location Management room booking, unlike Class Schedule room booking, users create **Events**, and then attach **Functions** (where the actual room bookings are) to the events. Users can create an event and save it without booking a specific building and room. In other words, you can just enter dates and times and save the event.

Please contact the University Class Schedule Office (UCSO) of the Admissions, Recruitment, and Registrar's Office (ARR) at 514-398-3491 if you have any questions.

Booking a new event in Location Management using SLAEVNT

Accessing SLAEVNT	1	Type the name of the form SLAEVNT in the **Go To** field and press Enter.
	2	The screen below will appear:

Querying an Event Number	1	Find out if an event number exists for the event you are booking (if you don't know it) by clicking the down arrow next to **Event**.

2   On the SLQEVNT form that appears, query on **Description**.

TIP: Enter as little information as possible

- To query the **Description** field effectively, typing part of the word is sometimes the best search method.

  For example, if you want to find the event number for the Canadian Zoologists Conference, it is best to query for **%Zoo%** and scroll carefully through the results.

- Entering your ID as part of the query will return no search results if you did not book the event under your ID number.

3   Double-click on on your event to bring the event number back into SLAEVNT.

  If you do not find the event after following effective querying methods, you will have to generate a new event number by exiting SLQEVNT and typing "ADD" in **Event**.

Entering Event Information

1   With the **Event** field populated, **Next Block** to the Event Details Block.

2   In **Description**, enter the term (format YYYYMM) and a short description of the event.

      Examples: Senate, Young Authors Conference, A & S Final Exams (there is a 30-character limit).

3   In the **System** field, enter "S" (for Student System).

4   Click on the down arrow next to **Event Type** to retrieve a pick list of event types and double-click to select.

      Event type options are:

- •FAC - Faculty Events;
- •DEPT - Department Events;
- •MAIN - Maintenance/Renovation/Facilities Management bookings;
- •STDT - Student Association bookings;
- •CONF - Events booked by the Conference Office;
- •ADMN - Bookings that are not CONF, FAC or DEPT, i.e. Senate, the Beatty lecture etc.

5   In **Agency or Commercial ID**, enter your 9-digit McGill ID.

6   Tab to the field next to **Contact ID** and type the name of the person for whom you are booking the room (do not enter the McGill ID in **Contact ID**, doing so will prevent you from attaching a telephone number).

7   In **Phone,** enter the telephone number of the contact person. If there is a McGill extension with 5 or 6 digits, enter it in the middle field.

8   In **Campus**, enter 1 for downtown events or 2 for Macdonald campus events.

9   Leave **Site** and **District/Division** blank (McGill does not use these forms).

10   Enter the 2-letter code for the faculty associated with the room booking. (It will normally be your faculty code.) Double-click for a picklist.

     Use "00-No College Designated" for bookings that don't have a faculty, i.e. Senate and Conference Office bookings.

11   Enter the 4-digit code for the department associated with the room booking (if there is one). Double-click for a pick list.

12   **Save** (F10).

     An event number has now been generated and is displayed in the key block.

13   **Next Block** to the Meeting Times Block.

Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Building	Room	Function	Conflict Override

Entering Meeting Times

1   Enter **Start Date** in the format DD-MON-YYYY, or click on the calendar icon 🗓 to select the date.

     The start date automatically populates the **End Date** field and the corresponding day of the week will be checked (SLAEVNT assumes all events are one-day).

     If your event is more than one day, delete the values in **End Date** and enter the appropriate date in the format DD-MON-YYYY, or click on the calendar icon 🗓 to select the date.

2   Check the correct days of the week for your multi-day event (if appropriate).

3   In **Begin Time**, enter the time the event begins.

     Note: Remember to use the 24-hour clock and to add 5 minutes: 1535, 0905, etc.

4   In **End Time**, enter the time the event ends.

       Note: Remember to use the 24-hour clock and to subtract 5 minutes: 1725, 1155, etc.

Searching for Available Rooms

1   Click on the down arrow located on top of **Building** column, and select **Available Room Search** from the Option List.

       This will take you to Event Available Room Query SLIAEVN.

2   If you are adding a multi-day event, you are required to re-enter the days.

3   In **Capacity**, indicate the capacity of the room you require for your event.

4   **Next Block** to the Desired Room Attributes block.

5   Search and enter room attributes by clicking on the down arrow next to each **Attribute** field to access a picklist of attributes available.

       Note: Only select attributes that start with S (attributes that start with R are for residence booking).

6   **Next Block** to the Available Rooms block.

       A list of all available rooms that fit your criteria will be displayed.

7   Double-click on the appropriate room record to select a room.

       This will bring you back to SLAEVNT.

       Remember: You are only allowed to book your own rooms, otherwise you must obtain permission from the room contact.

8   Enter the appropriate function code or click on the down arrow below

the **Function** field and select List of Functions from the Options List.

Note: This field displays in an SSAMATX data extract.

IMPORTANT! Do not leave **Function** blank since it shows in SSAMATX. You can use it to create a data extract list of all the Location Management bookings (i.e. when you put a **%** in this field in SSAMATX, all the Location Management bookings will display). Since **Function** isn't used in Class Schedule room bookings, you will not get academic bookings returned in your search.

9   **Save** (F10).

If you have more than one room booking for the event, use the down cursor on your keyboard to get to the next line. Book the new date and/ or room and/ or time as in the steps above.

10   **Next Block** to the Event Comments block.

Entering Event Comments
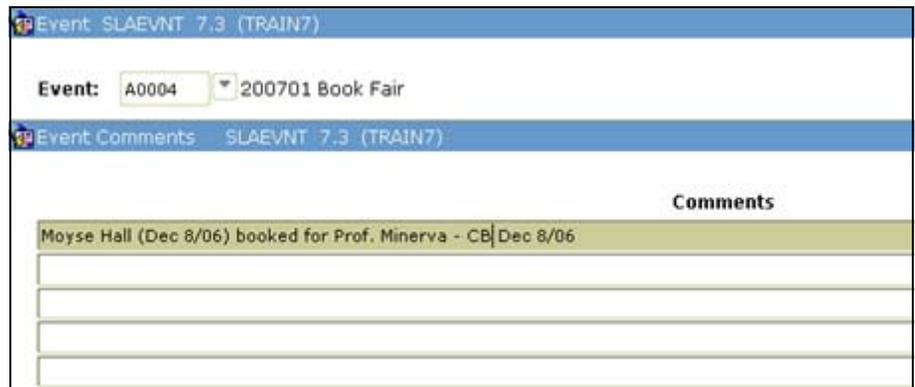
1   **Save** (F10).

2   **Next Block** to return to the Event Information block.