

## HOW TO IN DEFINE AND MAINTAIN ROOM DATA IN BANNER SIS Room Definition Form (SLARDEF)

### General

The Room Definition Form is used to define and maintain data for all rooms used in the Schedule and Location Management modules.

**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 Room Definition Form (SLARDEF)

Type the name of the form **SLARDEF** 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).

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
✓	1.	Building	Enter a valid building code (max. 6 char).		If you do not know the building code: Double click on the field (or search icon) and two options are presented: Select the Building Search option and the Building Query Form ( <b>SLABQRY</b> ) will appear.	Building Query Form ( <b>SLABQRY</b> )

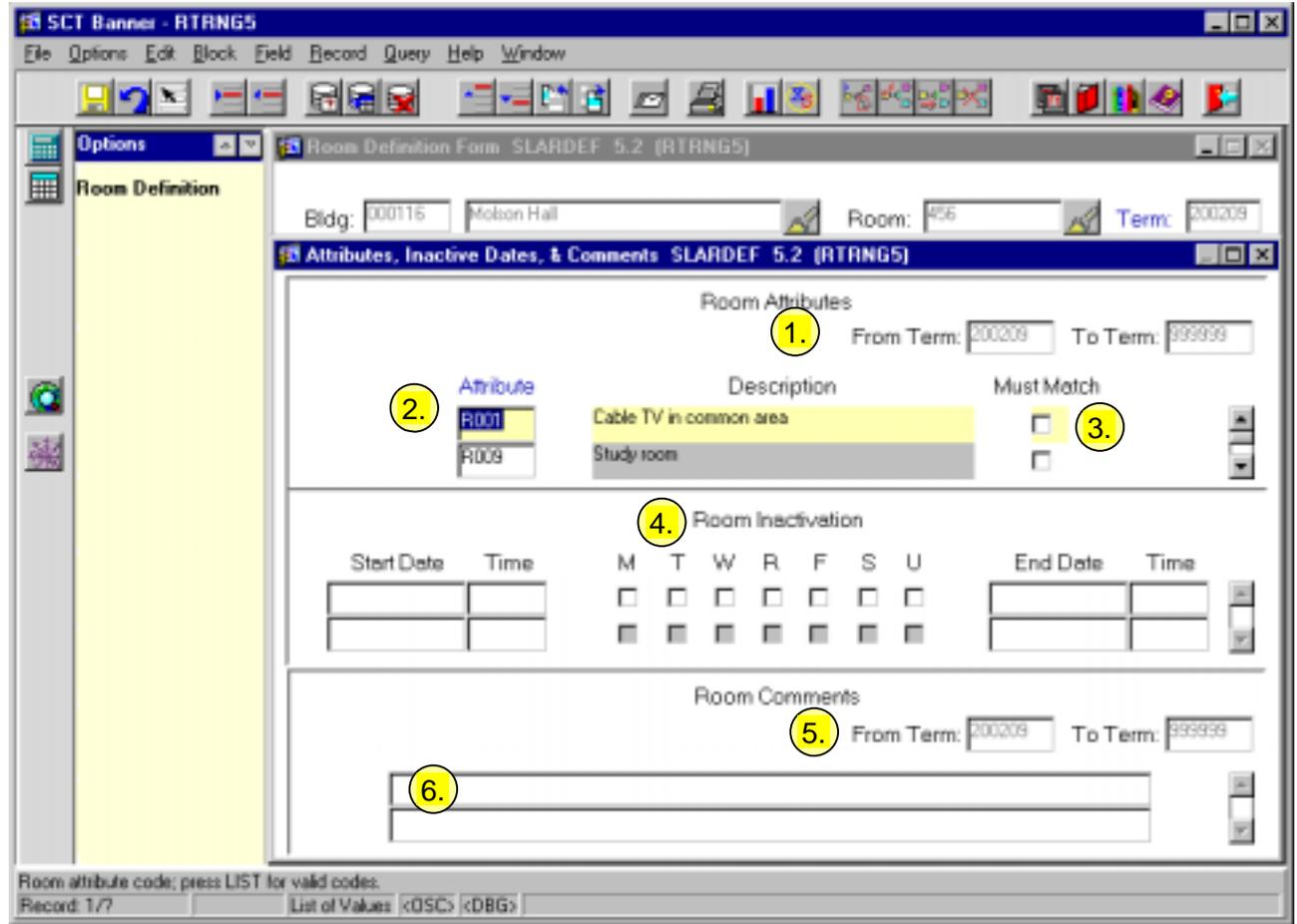
<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					Select the Room Search option and the Room Query Form ( <a href="#">SLQROOM</a> ) will appear. The description field is for display only.	
✓			Proceed to the <b>Next Block</b> by clicking the icon or by pressing Ctrl + Page Down on your keyboard.			
	2.	Room	Enter a new or existing room number (max. 10 characters).		To look up a room: Double click on the field (or search icon) and the Room Query Form ( <a href="#">SLQROOM</a> ) will appear.	Room Query Form ( <a href="#">SLQROOM</a> )
	3.	Term	Enter Term Code		Term that the information for the room applies to. Double click on the field and the Term Code Validation Form ( <a href="#">STVTERM</a> ) will appear.	Term Code Validation Form ( <a href="#">STVTERM</a> )
	4.	New Term	Enter a Term Code		Change the term that the information for the room applies to. Double click on the field and two options are presented: Select the List of Terms option and the Term Code Validation Form ( <a href="#">STVTERM</a> ) will appear. Select the Create New Effective Term option and the current values in the New Term field and	Term Code Validation Form ( <a href="#">STVTERM</a> )

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					the From/TO Term display fields are cleared.	
	5.	Description	Enter a room description (max. 30 characters).		The field may be left blank. Any character string may be entered.	
✓	6.	Capacity	Enter the normal capacity for the room.		Use this value for: <ul style="list-style-type: none"> <li>• <i>Location Management</i>: To assign the correct number of students to a dormitory room.</li> <li>• <i>Class Schedule</i>: To schedule a class in a properly sized room.</li> </ul> Event Management (General System): to schedule an event or function in a properly sized room.	
✓	7.	Maximum	Enter the maximum capacity of the room.		Maximum room capacity.	
	8.	Gender	Specify a gender.			
	9.	Room Type	Specify a room type.			
	10.	College			McGill is not currently using this field.	
	11.	Department			McGill is not currently using this field.	
	12.	Status	Enter a valid room status code.		If you do not know the status code Double click on the field and the Room Status Code Validation Form ( <a href="#">STVRMST</a> ) will appear. The field may be left	Room Status Code Validation Form ( <a href="#">STVRMST</a> )

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					blank. The description field is display only.	
	13.	Category	Enter a valid building category code. Field may be left blank.		Category is a physical area of the building where the room is located. Examples include specific floors and wings. The Location Management module uses categories to assign students to preferred areas of a building. If you identify the category of a room, you can query by category on the Room Query Form ( <a href="#">SLQROOM</a> ).	Room Query Form ( <a href="#">SLQROOM</a> ).
	14.	Partition			McGill is not currently using this field.	
	15.	Room Rate	Enter the room rate code to be assessed for the room.		If you do not know the room rate code: Double click on the field and the Room Rate Code Validation table ( <a href="#">STVRRCD</a> ) will appear. Field may be left blank.	Room Rate Code Validation table ( <a href="#">STVRRCD</a> )
	16.	Phone Rate			McGill is not currently using this field.	
	17.	Width	Enter the width of the room in feet. The field may be left blank.			
	18.	Length	Enter the length of the room in feet.			
	19.	Area	Enter the area in square feet for the room.		This value is automatically calculated when the width and length are saved.	

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	20.	Utility rate			McGill is not currently using this field.	
	21.	Period			McGill is not currently using this field.	
	22.	Phone	Enter the phone number for the room.		There are three fields that make up the whole phone number: area code (3 digits), phone number (7 digits) and extension (4 digit). The field may be left blank.	
	23.	Priority			McGill is not currently using this field.	
	24.	Key Number	Enter the key number for the room.		This is the freeform number of the key associated with the room. The field may be left blank.	

Attributes, Inactive Dates & Comments Window:



Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Room Attribute From/To Terms			The start and end terms that the attributes apply to the room.	
	2.	Attributes (and Description)	Enter valid attribute code.		If you don't know the attribute code, Double click on the field and a list of the Building/Room Attributes	Building/Room Attributes Validation table ( <a href="#">STVRDEF</a> )

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					will appear. The field may be left blank. The description is display only.	
	3.	Must Match			A "Y" in the check box indicates whether the attribute is critical and must be matched when the Batch Scheduler Report (SLRSHED) assigns dorm rooms.	
	4.	Room Inactivation			The start and end dates of the period that the room is flagged as unavailable (or inactive). The dates are in the DD-MON-YYYY format. Fields may be left blank.	
	5.	Room Comments From/To Terms			The start and end terms that the comments apply to the room.	
	6.	Room Comments	Enter room comments.			