

HOW TO QUERY AVAILABLE DORM ROOMS IN BANNER SIS Available Dorm Room Query Form (SLASGNQ)

General:

The *Available Dorm Room Query Form* is used to query available dorm rooms based on specific selection criteria. The form can be accessed from the Room Assignment Form ([SLARASG](#)) by clicking on the search icon next to the Room field. **None of the search criteria fields are required.**

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 "Available Dorm Room Query Form" (SLASGNQ)

Type the name of the form [SLASGNQ](#) in the Direct Access field.

OR

This form can be accessed from the Room Assignment Form ([SLARASG](#)) by clicking on the search icon next to the Room 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.

Text inside ** asterisks indicates tasks that we do not currently use.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓			Enter your search criteria into any of the fields described below.			
	1.	Start Date			Used to identify the start date that will be used when entering a query for available rooms. When accessing this form from	Form Referenced: Dorm Room Assignment Form (SLARASG)

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					the Room Assignment Block of the Dorm Room Assignment Form (SLARASG), the start date will default into this field.	
	2.	End Date			Used to identify the end date that will be used when entering a query for available rooms. When accessing this form from the Room Assignment Block of the Dorm Room Assignment Form (SLARASG), the end date will default into this field.	Form Referenced: Dorm Room Assignment Form (SLARASG)
	3.	Building			If you would like to query on a specific building, enter a valid building code. Values are validated against the Building Validation table (STVBLDG). Clicking on the search icon will access the Building Query Form (SLABQRY), where you can double click on a building code to bring it back. When accessing this form from the Room Assignment Block of the Dorm Room Assignment Form (SLARASG), the building will default into this field.	Forms Referenced: Building Validation Table (STVBLDG) Building Query Form (SLABQRY) Dorm Room Assignment Form (SLARASG)
	4.	Campus			If you would like to query on a campus, enter a valid	Forms Referenced: Campus Validation Table

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					campus code or double click on the field to display the Campus Validation table (STVCAMP). When accessing this form from the Room Assignment Block of the Dorm Room Assignment Form (SLARASG), the campus will default into this field.	(STVCAMP) Dorm Room Assignment Form (SLARASG)
	5.	Site			To query on a site code, enter a valid code or double click on the field to display the Site Validation table (STVSITE). When accessing this form from the Room Assignment Block of the Dorm Room Assignment Form (SLARASG), the campus will default into this field.	Form Referenced: Site Validation Table (STVSITE) Dorm Room Assignment Form (SLARASG)
	6.	Gender			Click on the scroll bar to select the gender you wish to query on. This field is used to identify the sex that will be used when entering a query for available rooms with a specific gender designation. When accessing this form from the Room Assignment Block of the Dorm Room Assignment Form (SLARASG), gender will default into this field.	Form Referenced: Dorm Room Assignment Form (SLARASG)

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
	7.	Category			To query on a building category, enter a valid category or click on the search icon to access the Building Category Query Form (SLOBCAT). Double click on a category to bring it back.	Form Referenced: Building Category Query Form (SLOBCAT)
	8.	Status			To query on a particular room status, enter a valid status code or double click to access the Room Status Validation Table (STVRMST). When accessing this form from the Room Assignment Block of the Dorm Room Assignment Form (SLARASG), status will default into this field.	Forms Referenced: Room Status Validation Table (STVRMST) Dorm Room Assignment Form (SLARASG)
	9.	Rate			To query on a particular rate code assigned to rooms, enter a valid rate code or double click to access the Room Rate Validation Table (STVRRCD).	Form Referenced: Room Rate Validation Table (STVRRCD)
	10.	Minimum			Used to identify the "minimum" number of available beds required in a room, when entering a query for available rooms. The room capacity is compared to the number of occupants to determine the	

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					number available.	
Attributes						
	11.	Room Attribute			To query on a room attribute, enter a valid room attribute code or double click to access the Room Attribute Validation Table (STVRDEF). If attribute codes are specified on the Dorm Room and Meal Application Form (SLARMAP) for a building specified in the key block, they will default in. Multiple room attributes can be entered.	Forms Referenced: Room Attribute Validation Table (STVRDEF) Dorm Room And Meal Application Form (SLARMAP)
	12.	Must Match			When the 'must match' indicator next to the room attribute is checked, the room must have all the specified attributes to be selected. If the 'must match' indicator is not checked, the rooms with the best fit will be returned.	
✓			Proceed to the Next Block by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			
		Search Results			Performing a Next Block from the Attributes block	Form Referenced: Dorm Room Assignment Form

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		Results			<p>from the Attributes block will display the dorm rooms available for the student based on the selection criteria entered.</p> <p>When accessing this form from the Room Assignment Block of the Dorm Room Assignment Form (SLARASG), you can double click on a room to bring it back into the form.</p>	Room Assignment Form (SLARASG)