

HOW TO FIND A ROOM IN LOCATION MANAGEMENT IN BANNER SIS Event Available Query Form (SLIAEVN)

General:

You can get to this query form directly by typing SLIAEVN in Direct Access or from the Meeting Times block in SLAEVNT.

Click on **View Event Available Rooms** on the Navigation frame. This is similar to *Query Available Classroom* in SSASECT. You do not need to have any days or times entered in the Meeting Time block. This will take you into Event Available Query Form SLIAEVN.

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 "Event Available Query Form" (SLIAEVN)

Type the name of the form **SLIAEVN** in the Direct Access field.

OR

From the SLAEVNT form, by clicking on **View Event Available** Rooms from the Navigation frame while in the Meeting Times block.

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.

The screenshot shows the 'Event Available Room Query Form SLIAEVN 5.2 (RTRNG5)'. The form has a menu bar (File, Options, Edit, Block, Field, Record, Query, Help, Window) and a toolbar. The main area contains several input fields and checkboxes. Fields are numbered 1 through 11. Field 1 is 'Start', 2 is 'End', 9 is 'Capacity', 6 is 'Building', 10 is 'Room Type', 4 is 'Begin', 5 is 'End', 7 is 'Campus', 8 is 'Site', and 11 is 'Attribute'. There are also checkboxes for days of the week (M, T, W, R, F, S, U) and radio buttons for 'Room Type' (Classroom, Other, All). A 'Desired Room Attributes' section is visible at the bottom.

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.	Start			Start Date. Enter as DD-MON-YYYY.	
✓	2.	End			End Date. Enter DD-MON-YYYY. Unlike SLAEVNT, this field is not automatically populated.	

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✓	3.	MTWUFSU			Days of the week. This will appear if you enter the same Start/End dates, otherwise you must tick off the day(s) for the booking.	
✓	4.	Begin			Begin Time. The start time for the booking – don't forget to add 5 minutes.	
✓	5.	End			End Time. the finish time for the booking – don't forget to subtract 5 minutes	
	6.	Building			Building Code. Optional field. You only have to fill this field if you are looking for rooms in a specific building.	
	7.	Campus			Campus Code. This will be automatically brought in from the Event Information form. You can change it if you want when searching. Leaving it blank gets you rooms Downtown and at Macdonald campus..	
	8.	Site	Leave field blank.		Ignore this field.	
	9.	Capacity			Enter the minimum size you need. Location Management will list all available rooms with a capacity equal to or greater than the number in this field. If you leave it blank, all available rooms will be listed. If a particular capacity doesn't get you any rooms, lower it and try again.	
✓	10.	Room Type			The default is All, but since all the rooms in our database are defined as Classroom, ticking off either All or Classroom is fine. If you tick Other , no rooms will list since none are defined as Other.	
	11.	Desired Room Attributes			Room features, i.e. VCR, Air Conditioning, Wheelchair Access etc. Double-click in any of the Attribute fields to get a pick list.	