

# How To Find a Room In Location MGMT - Check List

General Steps	√=required	Description	Form	Block
1.	√	Key Block	<b>SLIAEVN</b>	Key Block
2.		Room Attributes	<b>SLIAEVN</b>	Room Attributes
3.	√	Available Rooms	<b>SLIAEVN</b>	Available Rooms
4.				

## Step by Step Instructions

Chronological step-by-step	Booking A New EVENT in Location Management
1. Event Available Room Query Form	
a.	Using the Banner Client, access the form <b>SLIAEVN</b> . Or from SLAEVNT, go to <b>Meeting Times</b> and click on <b>View Event Available Rooms</b> from the Navigation frame.
b.	Type the <i>Start Date</i> . Doubleclick to get a perpetual calendar if you don't know the date.
c.	Type the <i>End Date</i> . If it is the same as the Start date, <b>Tab</b> to Begin Time. If the End Date is different than the Start Date, you must enter the days of the week for your booking.
d.	<b>Tab</b> to <i>Begin Time</i> . Enter Begin Time – add 5 minutes.
e.	Enter <i>End Time</i> – subtract 5 minutes.
f.	Enter <i>Building</i> , if necessary.
g.	<b>Tab</b> to <i>Campus</i> code. Change or delete the Campus code if necessary.
h.	<b>Tab</b> to <i>Site</i> . <b>Do not enter anything because we do not use this field.</b>
i.	<b>Tab</b> to <i>Capacity</i> . Enter Capacity, if necessary.
j.	<b>Tab</b>
m.	<b>Next Block</b>
2. Room Attributes	
a.	Enter Attributes, if necessary.
b.	<b>Next Block</b>
2. Available Rooms	
a.	To get a list of available rooms OR click on <b>Available Rooms</b> in the Navigation Frame.
<b>Congratulations!</b>	

The available rooms will now be listed, usefully showing whom to contact to get permission to book the rooms!

**WARNING** – unlike SLQMEET (the query form we use to find rooms in SSASECT), doubleclicking on a room in the list will not “bring it in” to the BLDG/ROOM fields in the Meeting Times form in SLAEVNT. So you must remember or note down the room(s) that are free for your booking.

If there are no rooms available based on your search you will get the message, “FRM-40350: Query caused no records to be retrieved.” Then a blank “Available Rooms table will pop up, EMPTY – just do a **Rollback** to get back to the search info.

**For MORE INFORMATION on this form, see the Student “How-To’s”**