General:

First, consider always having two Minerva sessions open at the same time so that you can look at details of existing bookings without losing a booking you are creating (you just login to Minerva twice).

For example, you are trying to book an event in LEA 232, thinking it is free. *(Note that the system gives you an **ERROR** Room conflict message).* Using a second session, you can see what is already booked in the room. If you are the timetable coordinator, you can have both an SSASECT session and a SLAEVNT session running. If you don't have access to Class Schedule, have two SLAEVNT sessions going.

Before you book a new event, it's a good idea to find out if a similar event has been booked. You may only have to add a new line to an existing booking - not create an entirely new one.

Note that you must be in SLAEVNT to get into SLQEVNT.

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.

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Accessing the "Event Query Form" (SLQEVNT)

When you access the form SLAEVNT, your cursor will be flashing in the Event Reference Number field. Click on the flashlight next to the Description field and SLQEVNT, the adjacent screen (Event Query Form) appears:

To see a complete list of all the bookings in Location MGMT, Execute Query (press F8). A complete list will pop up. F7 clears the form.

If you don't want a complete list – you can enter some sort of search parameter in any of the fields. The more fields you fill in, the smaller the list.

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).

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Description			You can look for a booking by searching on what it was named. Don't forget to put % on either end of your search criteria and remember that Minerva is case sensitive (e.g. it won't find **Senate** if you enter **%senate%**).	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	2.	Sys			This field is not really useful for searching. All bookings will be **S** for Student.	
	3.	Type			Event Type. **CONF** will find all the Conference Office bookings. **FAC** will find all Faculty events. **FAC** and the Arts faculty code in Coll will search for only Arts faculty bookings.	
	4.	Cmp			Campus code. Enter 1 for downtown, 2 for Macdonald.	
	5.	Site	Leave field blank.		This field is not being used.	
	6.	Coll			College code (Faculty) – enter the two letter Faculty designation or **00** for No College Designated, if there is no Faculty associated with the event.	
	7.	Dept			Enter the numeric department code, if there is a department associated with the Event..	
	8.	Agency ID			Enter your McGill staff ID number here to bring up all bookings you have made. Since there is no security on BLDG/ROOM, you will be able to book all your events yourself. You can, therefore, get a complete list of all your bookings by using this field.	

Once you have entered your search criteria, **Execute Query (F8)** and the corresponding list will pop up. To bring the Event number and description into the SLAEVNT key block, double click in any field on any of the bookings displayed. Press Next Block to display the Event Information on SLAEVNT.

What if you want to find a booking by searching by BLDG/ROOM or by Event Date? Use the **SSAMATX** Building/Room Schedule Form How-To document and the Step-By-Step documentation.

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