

How To Find a Room In Schedule (SSASECT)

Check List

General Steps	√=required	Description	Form	Block
1.	√	Key Block	SLQMEET	Key Block
2.		Room Attributes	SLQMEET	Room Attributes
3.	√	Available Rooms	SLQMEET	Available Rooms

Step by Step Instructions

Chronological step-by-step	Finding an Available Classroom in SSASECT
1. Available Class Room Query Form	
a.	In SSASECT, go to Meeting Times for the section that needs a room and click on Query Available Class Room in the Navigation frame. You should now be in the Available Class Room Query Form – SLQMEET!
b.	If there was timetable info in Meeting Times, it will default into SLQMEET along with the Section Maximum Enrolment which you will see in the Cap. field. The Start/End Dates also default – if you need a room for different dates or only one date, you must “create” a line of tt info with the dates you need on it – you don’t need to save it to look for a room. You don’t need to have any tt info in Meeting Times, but the Start/End Dates will default from the main screen.
c.	If the tt info is valid for your room search, Next Block or click on Available Rooms in the Navigation bar.
d.	If the tt info is not correct for your search, edit it !
e.	MEET – skip this field – we never use it.
f.	DAYS – click your mouse or your space bar to add or remove Days.
g.	From Time – remember to add five minutes.
h.	To Time – remember to subtract five minutes.
i.	BLDG – If you want a room in a particular building, type in the BLDG code (F9 or double mouse click to get a picklist).
j.	CAMP – 1 is Downtown, 2 is Macdonald.
m.	Site – ignore – we don’t use this field.
	Cap. – Capacity for the room – play with lowering this number to see if smaller rooms are free – if you put 30 in Cap, you won’t see rooms that hold 28 listed as available.
n.	WARNING – As you see, there is nowhere to edit Start/End Dates – if you didn’t create a line of tt info with your exact dates, you are looking for a room for the dates you see on the first screen in SSASECT. If you are halfway through a term and a room was booked for one day only early in the term, it won’t show as available.
n.	Next Block or click on Available Rooms in the Navigation bar.
2. Room Attributes	
a.	If you need a room with special features or equipment, enter the Attributes in these fields. They will not default into this field even if the attributes are saved on the section in Degree Program Attributes (those are for Sched25 use only). F9 or a double mouse click will get you a picklist – unfortunately the Residence attributes are listed first – put an S in front of the % sign in the Find field in the pop-up and only the classroom attributes will be listed. If you only want general purpose rooms enter S006 (Lecture Room Standard/Aud) as an attribute, otherwise, you get all the departmental seminar rooms. Labs and other “specialized” rooms will not show unless you enter the Attribute for Lab, Studio, Pool etc.
b.	Next Block or click on Available Rooms in the Navigation bar.
3. Class Room Query Results	
a.	The Class Room Query Results will now pop up- hopefully with some BLDG/ROOMS listed.

NO-ONE MAY BOOK GENERAL PURPOSE CLASSROOMS WITHOUT PERMISSION FROM THE BOOKING CONTACT FOR THE ROOM.

If you are Departmental staff, you must e-mail your FACULTY TIMETABLE COORDINATOR, they will contact the Booking Contact – that’s their job.

If the room is your own departmental seminar room, then you may book it. Doubleclick on the Room field and the BLDG/ROOM will be entered on the line of tt info in Meeting Time.

If there were no rooms free, the form will be empty and the Auto-Hint Line will say;

FRM-40350:Query caused no records to be retrieved.

– just do a **Rollback** to get back to the search info to try again..