

PURDUE UNIVERSITY FORT WAYNE

FINDING ROOM USE INFORMATION IN BANNER

04/21/2021

How to find an available room:

	Step	Action
Note: Click the calendar icon to choose dates on a calendar.	1	Type SLIAEVN in the Search Box
	2	Enter class/event start date and end date. (Date format is DD-MON-YYYY.) If a room is needed for one day, the start date and the end date should be the same.
	3	Enter the class/event begin time and end time using military time.
	4	Checkmark the days of the week the room is needed.
Note: The day of the week will automatically be entered if the start date and end date are the same	5	Enter other optional search criteria: (a) Building: enter a building abbreviation if a specific building is required; leave blank to search all buildings (b) Campus: not applicable – leave blank (c) Site: not applicable – leave blank (d) Capacity: enter the number of people the room must be able to fit (e) Room Type: the All button should be selected
	6	Enter the Desired Room Attributes. The Classroom attribute (CLS) should be used for all classroom searches. Click on the ellipses for list of all available Room Attributes. Up to six attributes can be entered.
	7	Click Go. The system will search for available rooms that meet the search criteria you entered.
	8	Rooms that meet the entered search criteria will appear in the Available Rooms block. The Room's attributes can be seen just below. Click on the available room and that specific room's attributes will populate below.
Note: Use SLARDEF to find specific room information. SLARDEF provides information including fire code capacity and all room attributes for any particular room. Building code, room number and current term are required in the key block.	9	To complete a new search, click the Rollback icon (or Ctrl + F7) and complete steps 2-9
	10	Contact the designated person in the appropriate office for assistance with officially scheduling the room for the class/event.

FINDING ROOM USE INFORMATION IN BANNER, continued

10/4/2018

How to find room usage information for scheduled class sections and special events:

	Step	Action
Note: SSAMATX is a query-only form. Note: The most common query criteria to use is Building, Room and Start date/End date. Note: Some combinations of query criteria may result in an ORACLE error. If you get an ORACLE error, please try a different combination of query criteria. Note: Enter the Special Event number (A####) in SLAEVNT for more information about the special event. Enter the CRN (#####) in SSASECT for more information about the course section.	1	Type SSAMATX in Search Box
	2	Enter optional query criteria: (a) Building: enter building abbreviation to limit results to a specific building or leave blank to search all buildings (b) Room: enter room number to limit results to a specific room number or leave blank to search all rooms in the building (c) Campus: not applicable – leave blank (d) Days of the week: checkmark days of the week to limit results to specific days of the week or leave blank to search all days of the week (e) Begin time and end time: Use military time; enter start and end times to limit results to a part of the day or leave blank to search usage all day (f) Term: enter term desired (g) Start date/End date: enter dates to limit results to a specific range of dates or leave blank to search all past, current and future usage (Date format is DD-MON-YYYY.) If query is for the semester, the start date should be the first day of the semester, and the end date should be the last day of the semester. (h) Subject: enter course subject to limit results to a specific course subject or leave blank to see all sections (i) Course: enter course number to limit results to a specific course number or leave blank to see all sections (j) CRN: enter CRN to limit results to a specific CRN or leave blank to see all CRNs (k) Cross List: enter cross list code to limit results to specific cross listed sections or leave blank to see all sections (l) Function: enter function code to limit results to a specific special event function or leave blank to see all special events
	3	Click Go.
	4	Results that match the query criteria will appear. The room is being used for a class if the CRN results are 5 numbers. The room is being used for a special event if the CRN results are an A followed by 4 numbers.
	5	To begin a new query, click the Filter Again button and enter new query criteria.