University of Wisconsin La Crosse

Class Facility Usage
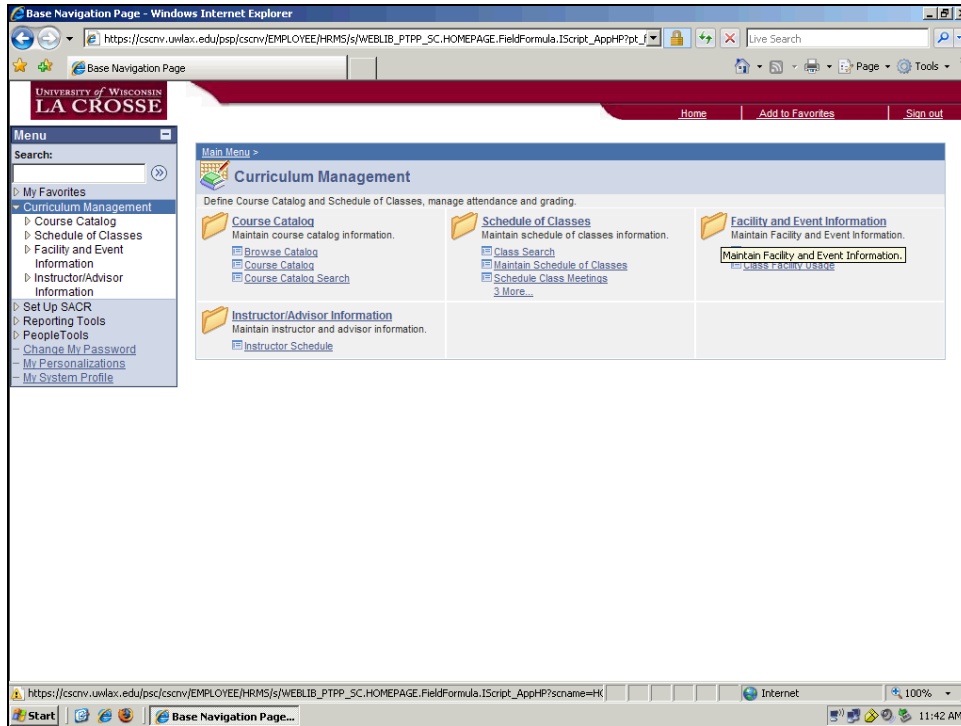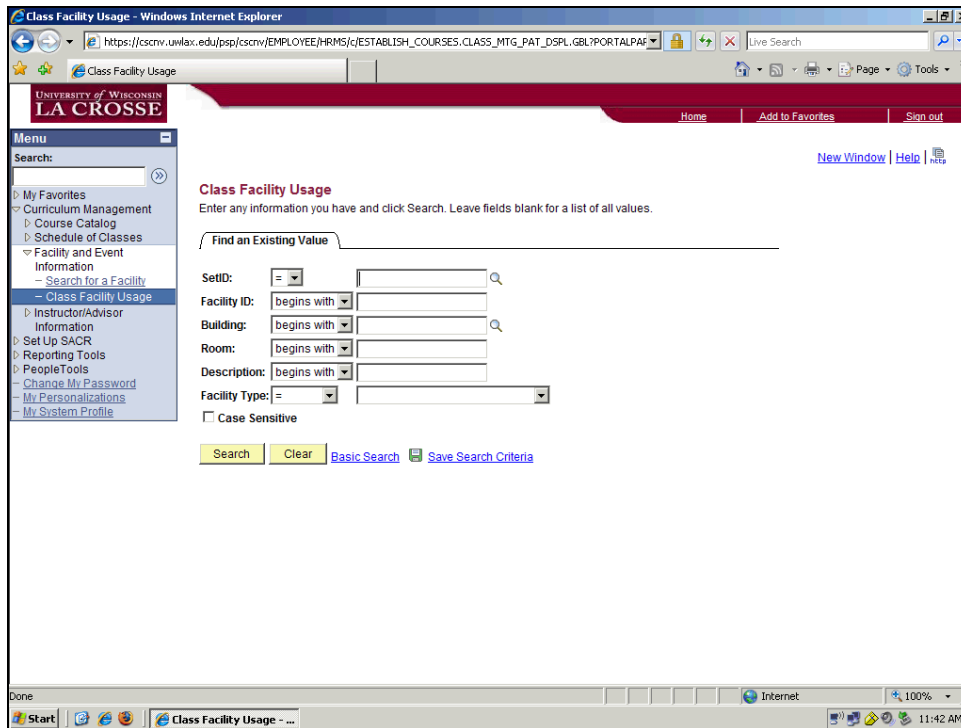
04/13/09
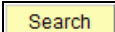
Class Facility Usage

Procedure

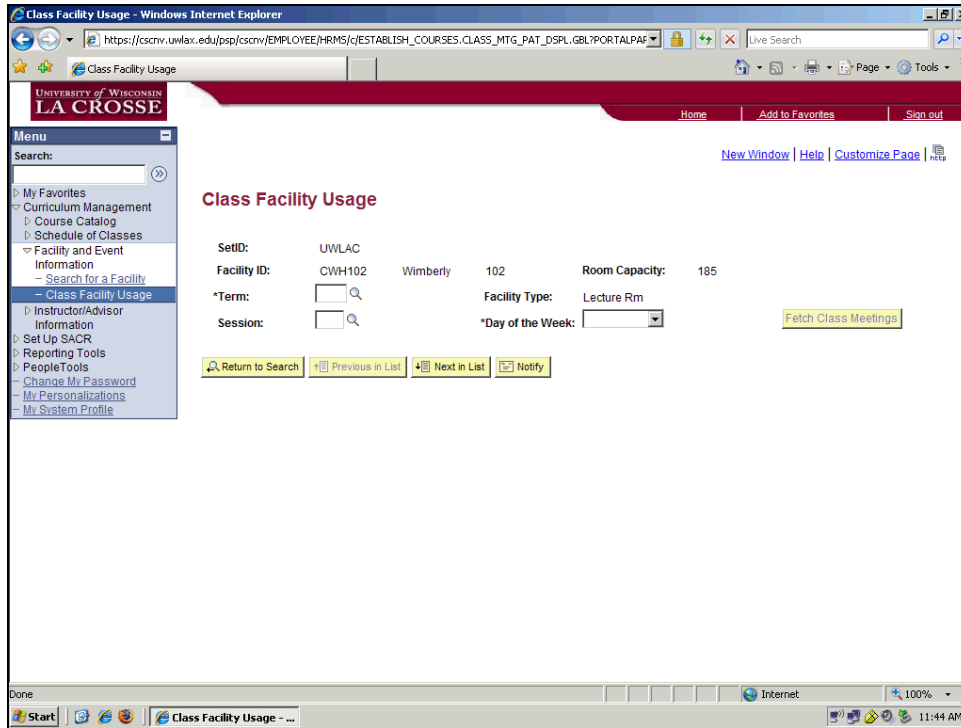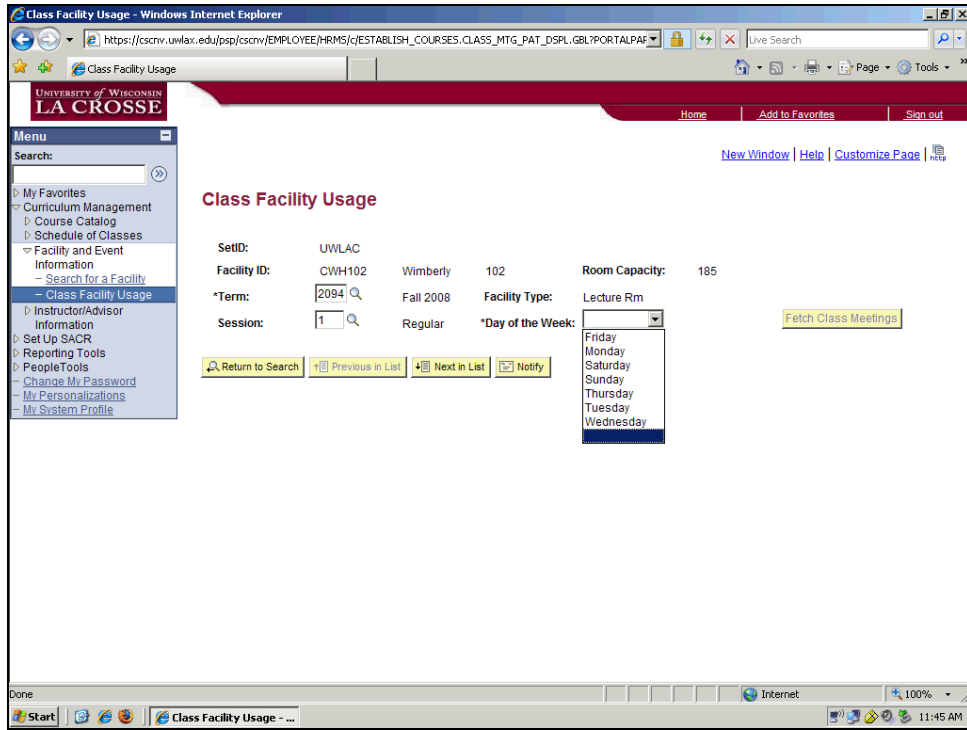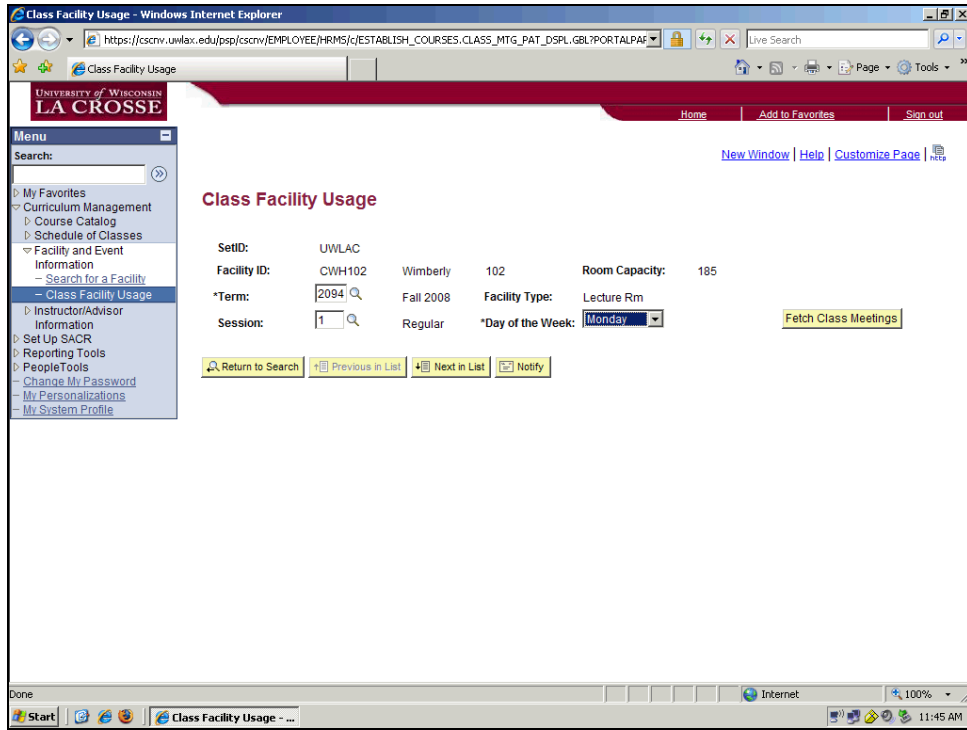| Step	Action
1.	Click the **Facility and Event Information** link. Facility and Event Information
2.	Click the **Class Facility Usage** link. Class Facility Usage

Step	Action
3.	Type in UWLAC Point to the **SetID** field.
4.	Click the **Look up Building (Alt+5)** button.
5.	Click an entry in the **Description** column. Carl Wimberly Hall
6.	Click the **Search** button. Search
7.	Click an entry in the **Facility ID** column. CWH102
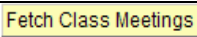
Step	Action
8.	Enter the desired information into the **Term** field. Enter "**2094**".
9.	Click the **Day of the Week** list.

Step	Action
10.	Click the **Monday** list item. Monday

Step	Action
11.	Click the **Fetch Class Meetings** button. Fetch Class Meetings
12.	Click the **Day of the Week** list. Monday

Step	Action
13.	Click the **Tuesday** list item. Tuesday
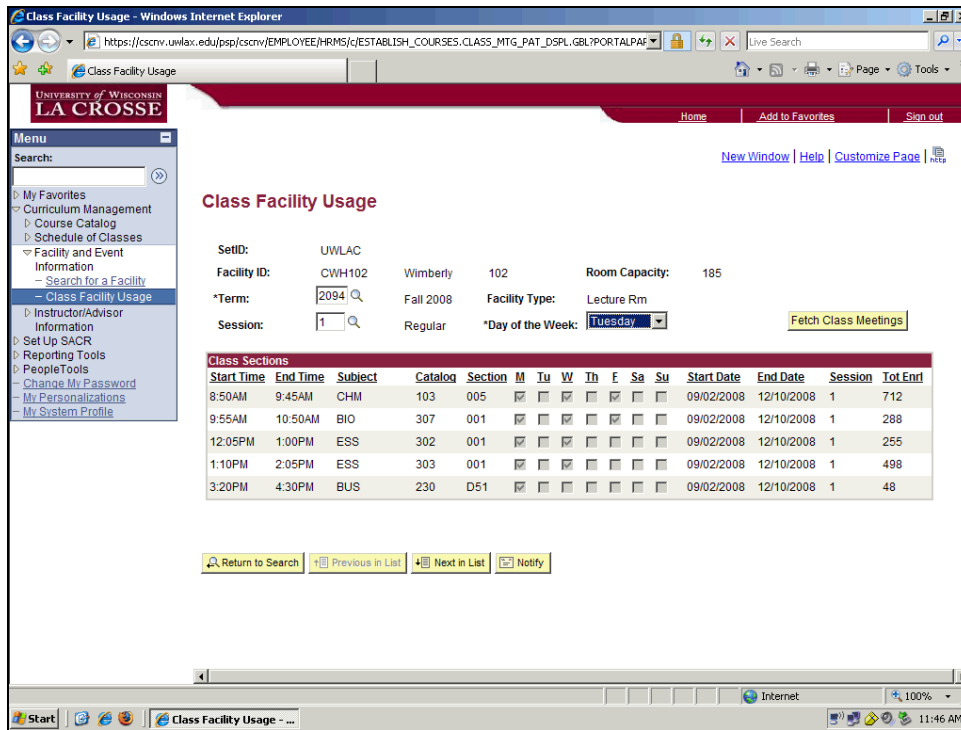
Step	Action
14.	Click the **Fetch Class Meetings** button. ![Fetch Class Meetings]
15.	Now the classes offered on Tuesday show in the display.
16.	**End of Procedure.**