# UNIVERSITY of WISCONSIN LACROSSE

## Searching for an Available Facility



Student Information System Project

## 04/13/09

### Searching for an Available Facility

Use the **Search for a Facility** component to search for available facilities when scheduling classes and non-course events, like faculty meetings.

To search for an available facility, access the **Facility Search Criteria** page and enter search criteria as detailed as necessary. Next, click the **Fetch Facilities** button to retrieve and review your results on the **Facility Search Results** page.

In this topic, you will find a facility to schedule a one-day seminar.

#### Procedure



| Step | Action  |
|------|---|
| 1.   | Begin by navigating to the Facility Search Criteria page. |
|      | Click the Curriculum Management link.                     |



| Step | Action                                |
|------|---------------------------------------|
| 2.   |                                       |
|      | Click the Search for a Facility link. |
|      | Search for a Facility                 |

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| ORACLE   | Home Worklist MutiChannel Console Add to Fav   | orites Sign out |
| CRACLEC  Nenu Student Keruiting Student Keruiting Student Admissions Catalog Schedule of Classes Combined Sections Combined Sections Combined Sections Dynamic Dates Combined Sections Dynamic Dates Schedule of Classes Schedule of Classes Combined Sections Dynamic Dates Schedule of Classes Schedule of Classes Combined Sections Dynamic Dates Schedule of Classes Schedule of Classes Combined Sections Dynamic Dates Schedule of Classes Dynamic Dates Schedule of Classes Sch | Hone       Workind       MutChannel Concole       Add to Fax         New Window         Search for a Facility         Enter any information you have and click Search. Leave fields blank for a list of all values.         Image: Image | ortes Sion out  |
| <ul> <li><u>My Personalizations</u></li> <li>My System Profile</li> </ul>  |  |                 |
| - My Dictionary  | V  |                 |
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| Step | Action   |
|------|--|
| 3.   | Click the <b>Clear</b> button.   |
| 4.   | Enter the desired information into the <b>Academic Institution</b> field. Enter "GLAKE". |
| 5.   | Click the <b>Search</b> button.  |
| 6.   | Use the Facility Search Criteria page to designate the search parameters.                |

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| ORACLE'                                      | These I approximate I approximat   |
|  | Home yourses management of the second |
| Campus Community                             |  |
| Student Recruiting                           |  |
| Records and Enrollment                       | Facility Search Criteria   |
| Curriculum Management                        |  |
| Course Catalog                               | Academic Institution Groot Lakee University  |
| Schedule of Classes     Rell Curriculum Data |  |
| Forward                                      | Meeting Criteria   |
| Enrollment Requirements                      | 'From Date: 06/12/2007 📴 'End Date: 06/12/2007 📴 M Tu W Th E Sa Su   |
| Combined Sections                            | 'Meeting Start Time: 'Meeting End Time:  |
| Dynamic Dates                                |  |
| Facility and Event<br>Information            | Facility Criteria  |
| - Search for a Eacility                      | Facility Type:   |
| - Class Facility Usage                       |  |
| D Class Roster                               | 'General Assignment: Ignore Fid 👻 Room Capacity From: Room Capacity To:  |
| Attendance Roster                            | Academic Organization:   |
| For Gradebook                                |  |
| ▷ Instructor/Advisor                         | Facility Partition:  |
| Information                                  | Location Code:   |
| Learning Management                          | Fetch Facilities   |
| Systems<br>Financial Aid                     | Building:  |
| Student Financials                           |  |
| Academic Advisement                          |  |
| Contributor Relations                        | Return to Search FN Notify   |
| Set Up HRMS<br>Bat Lin SACR                  |  |
| Enterprise Components                        | Facility Search Criteria   <u>Facility Search Results</u>  |
| Worklist                                     |  |
| Application Diagnostics                      |  |
| Penorting Tools                              |  |
| PeopleTools                                  |  |
| Packaging                                    |  |
| PSUnit                                       |  |
| Change My Password                           |  |
| My Personalizations                          |  |
| My System Profile                            |  |
| My Dictionary                                | a  |
| <u>a</u>                                     | Sector Contract Contr |

| Step | Action   |
|------|--|
| 7.   |  |
|      | Enter the desired information into the <b>From Date</b> field. Enter "10/24/2007".             |
| 8.   |  |
|      | Click in the End Date field.   |
| 9.   |  |
|      | Click the <b>Wednesday</b> option.   |
| 10.  |  |
|      | Click in the Meeting Start Time field.   |
| 11.  | In the <b>Meeting Start Time</b> field, enter the start time of the event you are scheduling.  |
|      | Enter the desired information into the <b>Meeting Start Time</b> field. Enter "8:00AM".        |
| 12.  |  |
|      | Click in the Meeting End Time field.   |
| 13.  | In the <b>Meeting End Time</b> field, enter the end time for the event you are scheduling.     |
|      | Enter the desired information into the <b>Meeting End Time</b> field. Enter " <b>5:00PM</b> ". |

| Step | Action   |
|------|--|
| 14.  | Click in the <b>Facility Type</b> field.   |
| 15.  | Enter the desired information into the <b>Facility Type</b> field. Enter " <b>LCTR</b> ".  |
| 16.  | Facilities can be defined for the sole use of a specific academic organization or for <b>General Assignment.</b> You can tell the system to ignore this designation (select Ignore Fld), to search for only those facilities set up for general assignment (select Yes), or to search for facilities assigned to an academic organization (select No). |
| 17.  | Click in the <b>Room Capacity From</b> field.  |
| 18.  | Enter the desired information into the <b>Room Capacity From</b> field. Enter "100".   |
| 19.  | Click the <b>Fetch Facilities</b> button.  |
| 20.  | Use the Facility Search Results page to review the search results.   |
| 21.  | You have completed the facility search process.<br>End of Procedure.   |