

UNIVERSITY *of* WISCONSIN
LA CROSSE

Searching for an Available
Facility



04/13/09

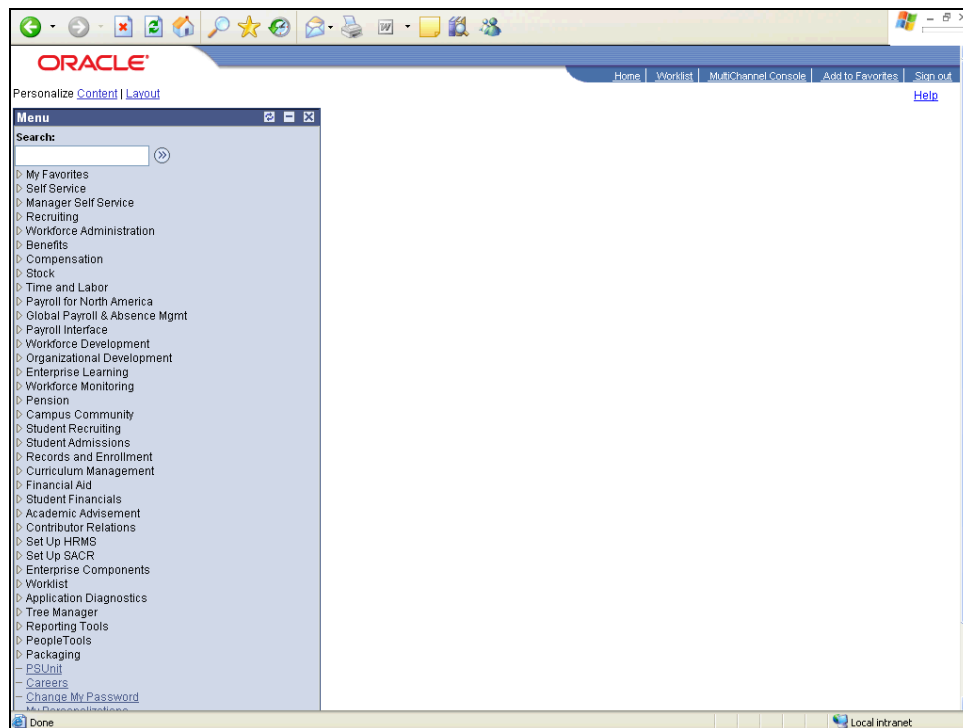
Searching for an Available Facility


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

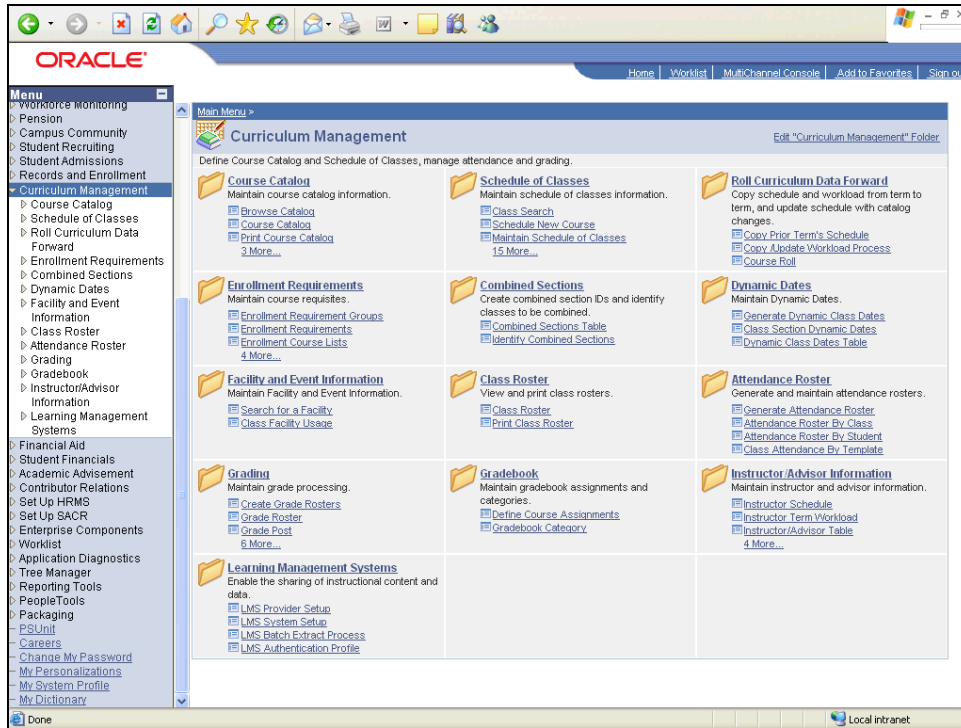
To search for an available facility, access the **Facility Search Criteria** page and enter search criteria as detailed as necessary. Next, click the **Fetch Facilities** button to retrieve and review your results on the **Facility Search Results** page.

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

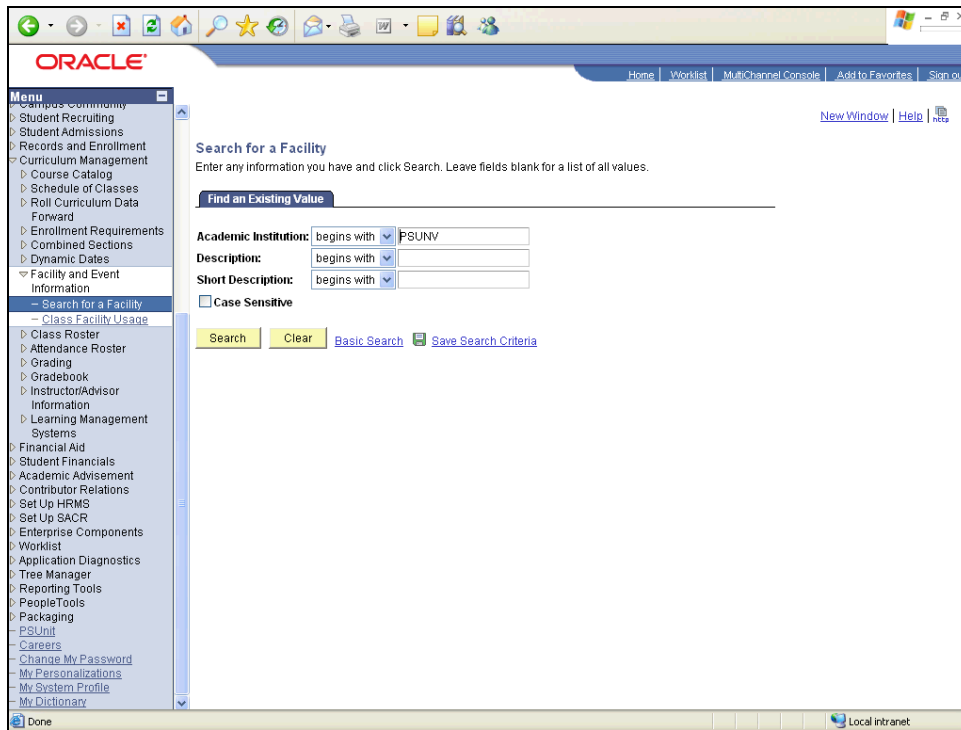
Procedure





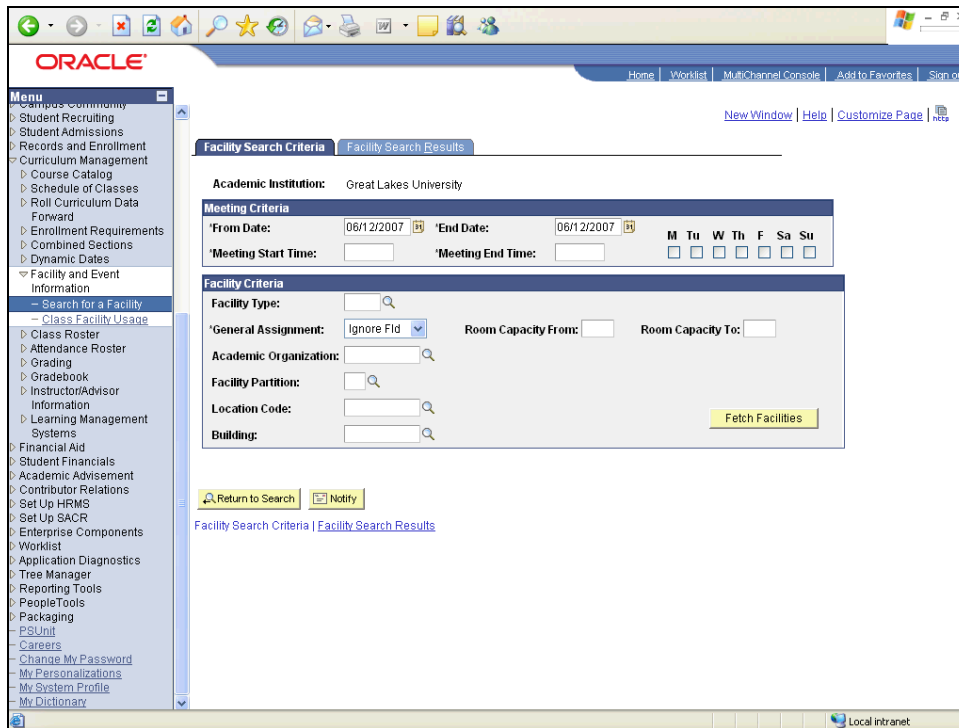
Step	Action
1.	Begin by navigating to the Facility Search Criteria page. Click the Curriculum Management link. 



Step	Action
2.	Click the Search for a Facility link. <input data-bbox="414 1117 571 1144" type="text" value="Search for a Facility"/>



Step	Action
3.	Click the Clear button. 
4.	Enter the desired information into the Academic Institution field. Enter "GLAKE" .
5.	Click the Search button. 
6.	Use the Facility Search Criteria page to designate the search parameters.



Step	Action
7.	Enter the desired information into the From Date field. Enter " 10/24/2007 ".
8.	Click in the End Date field. <input type="text" value="06/12/2007"/>
9.	Click the Wednesday option. <input type="checkbox"/>
10.	Click in the Meeting Start Time field. <input type="text"/>
11.	In the Meeting Start Time field, enter the start time of the event you are scheduling. Enter the desired information into the Meeting Start Time field. Enter " 8:00AM ".
12.	Click in the Meeting End Time field. <input type="text"/>
13.	In the Meeting End Time field, enter the end time for the event you are scheduling. Enter the desired information into the Meeting End Time field. Enter " 5:00PM ".

Step	Action
14.	Click in the Facility Type field. <input data-bbox="412 310 480 344" type="text"/>
15.	Enter the desired information into the Facility Type field. Enter " LCTR ".
16.	Facilities can be defined for the sole use of a specific academic organization or for General Assignment . 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 Room Capacity From field. <input data-bbox="412 657 480 690" type="text"/>
18.	Enter the desired information into the Room Capacity From field. Enter " 100 ".
19.	Click the Fetch Facilities button. <input data-bbox="412 846 602 888" type="button" value="Fetch Facilities"/>
20.	Use the Facility Search Results page to review the search results.
21.	You have completed the facility search process. End of Procedure.