


## Maintaining Room Catalog

### Adding a Room







Step 1 – Navigate to the Room Catalog

- Click on the Menu dropdown  | Courses | Resources | **Room** or
- Type **Room** in the Search Quick Search bar and click on **Room**





Step 2 – Search for your building if it needed



- Click on the Advanced Search Button
- Enter your Building Number

Search Criteria							
Advanced Search Criteria							
Actions	AND/OR	#	Area	Field Name	Condition	Value	
   <input type="checkbox"/>		1	Rooms	Building	=	1057 - Deer Crossing Elementary School	
   <input type="checkbox"/>	AND	2	Rooms	Description	<>	Inactive	

Note: The software does not allow you to search on just Active rooms. If you would like to name your inactive rooms “Inactive” or any other name you’d prefer, you can use the above search to include the second criteria line of “Description” | “does not equal” | “Inactive” to only pull the active rooms.

- Click on the Load Records icon 
- Note: Once you’ve searched for your rooms, you can minimize the search criteria, by clicking on the triangle in the top left corner. 

Step 3 – Add a Room

- Verify **Building**
- Click on the Plus sign in the top right corner 
- Enter **Room** Number in the Room Field
- Enter Room Name in the **Description** Field if wanted
- Accept defaults of Regular Year, Active and Number of Computers 0
- Click the **Save** icon 

Tip: For ease of room changes/teacher changes, the SIS Teams suggests that you do not make room numbers the same as teacher’s last name.

## Making a Room Inactive

- In the Description enter Inactive, N/A, Not Used, etc
- Use the inactive name chosen in your search to exclude inactive rooms in your above search