

## Room Information Exercise

Menu Path: Registration Center > Room Information

This exercise includes:

- A. Add a New Room
- B. Display a listing of the Room Information
- C. Maintain the Room Information
- D. Delete a Room

### A) Adding a New Room

Add the following rooms to your database:

1. Select Registration Center > Room Information
2. Click **New**
3. Click **Save** after each new room is added

Room	Room Description	Room Availability	Max Seats	Room Type	Room Status	Number of Computers	Phone Number	Group Code	Comments
300	300	Regular	25	Lab	Active Wheelchair Accessible	25			CAD software
310	310 - Math	Regular	25	Classroom	Active Wheelchair Accessible	0			
320	320 - English	Regular	25	Classroom	Active Wheelchair Accessible	5			
330	330 - Social Studies	Regular Summer	25	Classroom	Active Wheelchair Accessible	0			
AUD	Auditorium	Regular	300		Active Wheelchair Accessible	0			
LCAF	Large Cafeteria	Regular	300		Active	0			
LAB	Science Lab	Regular Summer	30	Lab	Active Wheelchair Accessible	10			Chemicals Burners Flasks

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### B) Display a listing of the Room Information

- 1) Create a room listing by building  
Select Registration Center > Room Information
- 2) Create a room listing for all rooms with less than 25 seats
  1. Select Registration Center > Room Information
  2. Click **Search**
  3. Enter the following search criteria:

<u>Area</u>	<u>Field Name</u>	<u>Condition</u>	<u>Value</u>
Rooms	Max Students	< Is Less Than	25

3. Click **Search** again
4. Click **Report** to create a printed list
5. From the Home Page, open the *Room Catalog* report by clicking the hyperlink

Try these:

- 3) Create a room listing for all room ids that start with the number 1
- 4) Create a room listing for all rooms with a computer count greater than zero

### C) Maintain the Room Information

- 1) Find rooms 201, 202, and 203 from the list of rooms and update the maximum seats to 20
  1. Select Registration Center > Room Information
  2. **Search** for all rooms in your building
  3. Click Room 201
  4. Change the maximum seats to 20 and click **List**
  5. Answer **Yes** when prompted to save the information
  6. Select Room 202 from the list and repeat steps 4 and 5

Try These:

- 2) Find room ART and update the phone number to (808) 555-9654
- 3) Find room 109 and update the number of computers to 15

### D) Deleting Room Information

Delete Room ML1

1. Select Registration Center > Room Information
2. Check the Delete box to the right of room ML1
3. Click the **Delete** button at the top or bottom of the page
4. Click **Yes** when prompted, "Do you want to delete the marked records?"

Note: If a room has been assigned to a student or a course, the Delete box option will NOT be available.