

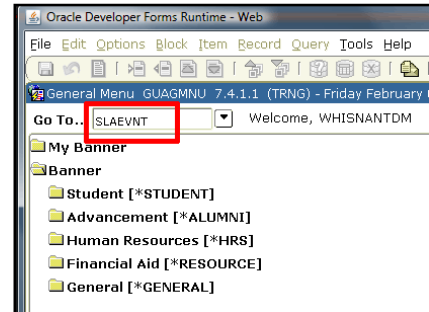
Reserving a Room Using Banner

These instructions are designed primarily to illustrate how we can use Banner to schedule nonacademic events.

The Event Form, SLAEVNT

Go to the Event Form, **SLAEVNT**, from Banner.

The SLAEVNT form looks like the below:



Event:

Event Details

Description:

Committee or Service Indicator

System:

Event Type:

Agency or Commercial ID:

Contact ID:

Address Type:

Phone:

Campus:

Site:

District or Division:

College:

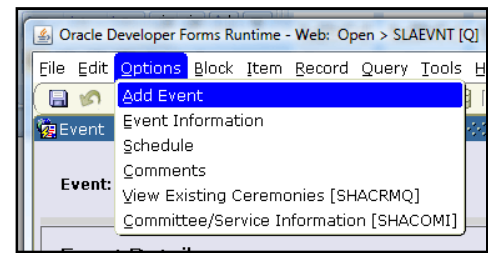
Department:

- **Event:** A unique number associated with a particular event. This number is automatically assigned when you add an event
- **Description:** The title of the event, which has a limit of 30 characters
- **System:** This field always should contain “S” for “Student”
- **Event Type:** The type of event, chosen from a list

Adding an Event

To add a new event, choose **Add Event** from the **Options** menu.

You should see “ADD” appear in the Event Reference Number field.



Enter a description of the event in the **Description** field (30 characters limit).

Enter “S” in the **System** field

Event: ADD

Event Details

Description: Status Meeting

System: S Student

Event Type: Student

Agency or Commercial ID:

Double-click on the **Event Type** field to display the possible event types.

Click on the **Code** you want and then on **OK**.

Event Details

Description: Status Meeting

System: S Student

Event Type: OTHR Other

Agency or Commercial ID:

Contact ID:

Address Type:

Phone:

Campus:

Site:

District or Division:

College:

Department:

Event/Function Type Validation (STVETYP)

| Code | Description | Activity Date |
|------|------------------------|---------------|
| ALUM | Alumni Event | 24-APR-2007 |
| DEPT | Departments & Offices | 12-AUG-2003 |
| FAC | Indiv. faculty members | 12-AUG-2003 |
| MAIN | Maintenance & repairs | 12-AUG-2003 |
| OFF | Off-campus groups | 12-AUG-2003 |
| OTHR | Other | 12-AUG-2003 |
| STDT | Student groups | 12-AUG-2003 |

Find %

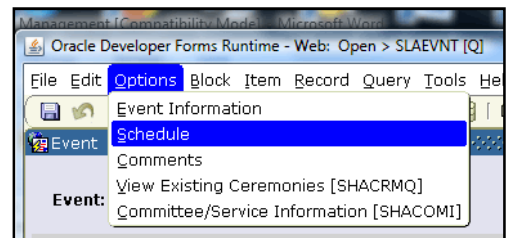
Find OK Cancel

Enter the **Banner ID** of the **Contact Person** for the event. When the Contact ID is entered, the name will appear automatically.

If you do not know a person's Banner ID, see **Appendix A** for a description of how to find it.

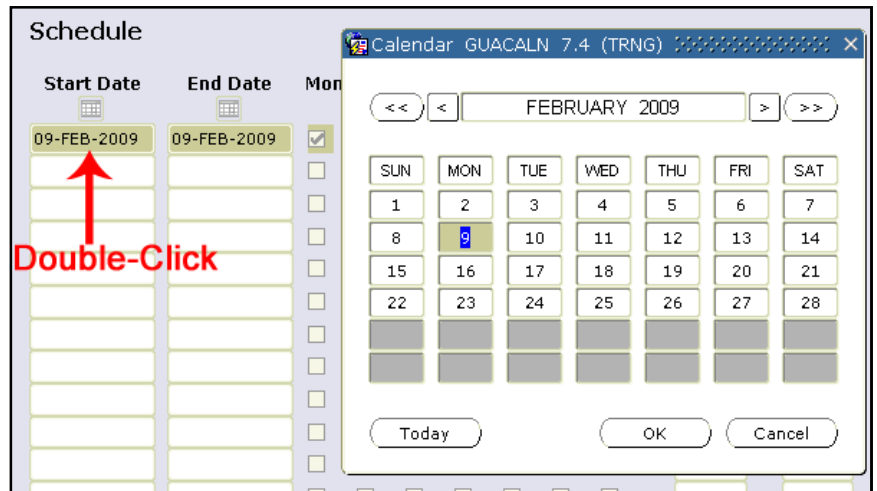
Leave the other fields on the form blank.

To schedule the event, choose **Schedule** from the **Options** menu.



In the Meeting Times form that appears, enter the **Start Date** with the format DD-MON-YYYY.

You may double-click on the **Start** date field to display a calendar and choose the Start Date.



Banner assumes that an event begins and ends on the same date, so when you click on OK, this date will be displayed in both the **Start** and **End** fields and the corresponding **Weekday** will be checked.


If the event ends on another date, double-click on the **End** field and choose the date for the end of the event. Add or delete the correct **Weekdays**.

Enter the **Begin** and **End Times** of the event using a 24-hour clock.

To find rooms that are available at this time, click on the information arrow below the Building: field.

In the options list, click on the **Available Room Search**.

You can help narrow down the search by entering the room Capacity, the Building, and a code for Attributes of the room (e.g., equipped with a PC) if you so desire.

If you do not know the code for a building or attribute, click on the **Information Arrow**  beside the field to see a list of codes.

Choose **Options, Available Rooms**

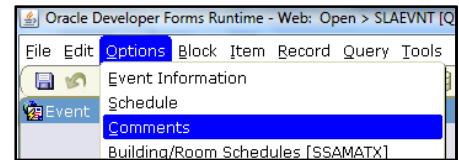
In the list of the available rooms with the attributes you requested, **double-click on the room** you want.

| Building | Room | Description | Campus | Site | Capacity | Room Type |
|----------|------|--------------|--------|------|----------|-----------|
| OLIN | 101 | Olin Theatre | WC | | 90 | C |
| OLIN | 103 | | WC | | 25 | C |
| OLIN | 114 | | WC | | 30 | C |
| OLIN | 118 | | WC | | 22 | C |
| OLIN | 213 | | WC | | 42 | C |

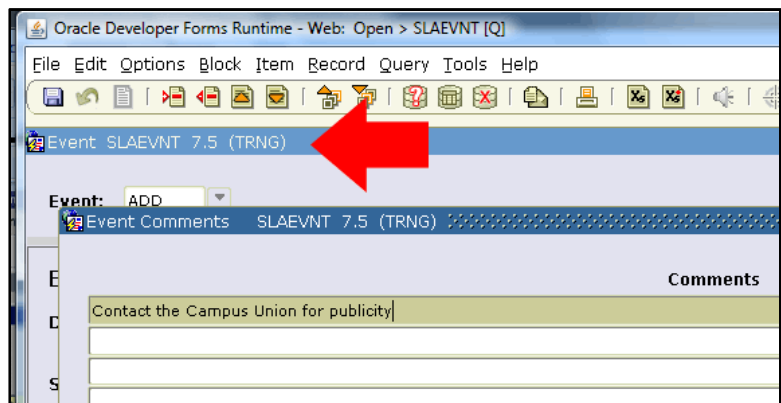
NOTE: There are multiple sections in which to enter Meeting Times. If an event requires multiple rooms or multiple dates you can fill in more sections, which will be stored under the same Event Reference number.

| Start Date | End Date | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Begin Time | End Time | Building | Room |
|-------------|-------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|----------|----------|------|
| 09-FEB-2009 | 09-FEB-2009 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1315 | 1430 | OLIN | 118 |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

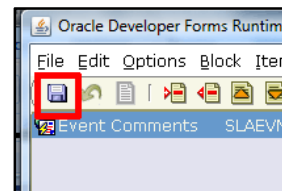
You also can choose **Options, Comments** to keep detailed notes about the event, such as reminders about A/V equipment or room setup.



After you have entered the comment, you can click on the **Event SLAEVNT heading** to return to the other window.



When you are finished, **save the event.**

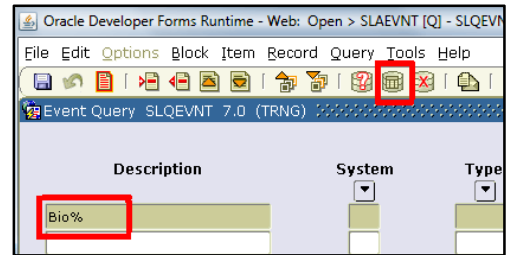



Viewing Scheduled Events

To view information about a scheduled event, go to SLAEVNT and click on the information arrow beside the Event Reference Number fields.



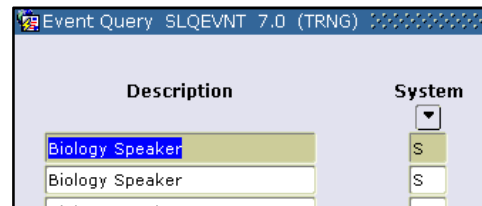
Suppose you are interested in events involving speakers scheduled by the Biology Department. You aren't quite sure how the event has been entered so you enter **Bio%** in the **Description** field of the **Event Query** form. The % symbol is Banner's wildcard symbol, which stands for any number of characters. Thus "Bio%" will find anything starting with the three letters "Bio."



Click on the **Execute Query** icon  . You should retrieve a list like this one.

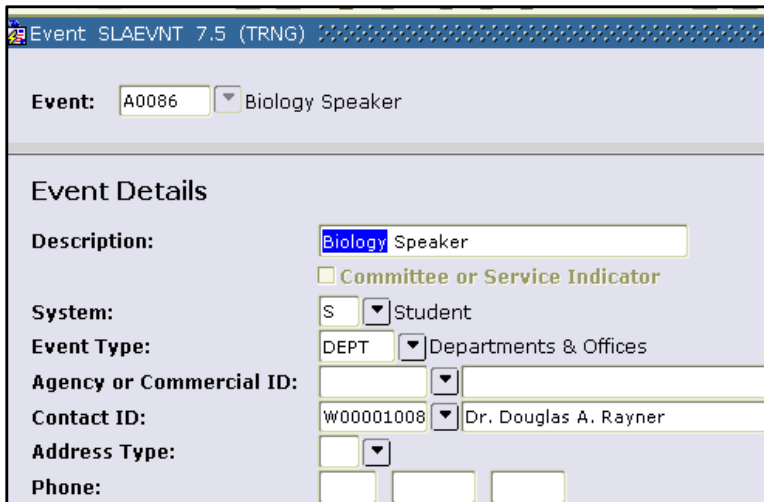
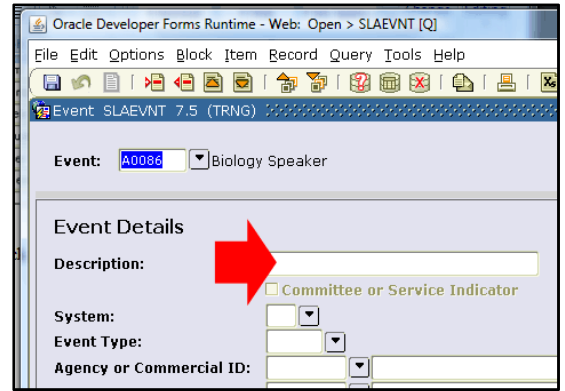
| Description | System | Type |
|-------------------------------|--------|------|
| Biology Speaker | S | DEPT |
| Biology Speaker | S | DEPT |
| Biology Speaker | S | DEPT |
| Biology 212 - Dr. Moss | S | FAC |
| Biology 212 class meeting | S | DEPT |
| Biology 212 lunch mtg. | S | FAC |
| Biol 111B&C Review sessions | S | DEPT |
| Biology 342 Help Session | S | FAC |
| Biol 111B and 111C exams | S | DEPT |
| Biology 111B&C Review Session | S | FAC |
| Biology 212 Review Session | S | DEPT |
| Biology exam | S | FAC |
| Biology 342 meetings | S | FAC |
| Bio212 Review | S | FAC |
| Biology Lecture - Lincoln | S | DEPT |
| Biology dinner | S | FAC |
| Biology Review 2006-2007 | S | FAC |

To retrieve information about an event, double-click on its name. For example, click on the first "Biology Speaker" phrase.



You will see a window with the event number, but the other fields blank.

Double-click on the blank field by “Description” to see this information.

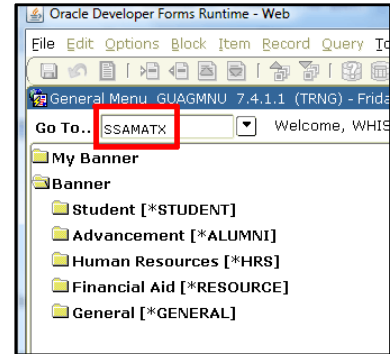


NOTE: To see all events, you can click on the Execute Query icon without entering any information in the Description field. There are a lot of events, though, so it probably is a good idea to look for something more specific.

Viewing Scheduled Rooms

When you are scheduling rooms for events, it may be useful to see what rooms are already reserved for a given date

Scheduled rooms can be viewed from the **Building/Room Schedule form, SSAMATX**.

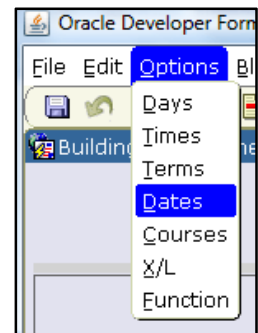


When the Building/Room Schedule form appears, it probably will show checkboxes for **Weekdays** in the center.

You can use the scroll bar at the bottom to display other search criteria.

A screenshot of the Building/Room Schedule form. It features a table with the following columns: "Building", "Room", "Campus", "Mon", "Tue", "Wed", "Thu", "Fri", "Sat", "Sun", "Subject", and "Course". Each of these columns has a dropdown menu. The "Mon" through "Sun" columns contain checkboxes. At the bottom of the form, there is a scroll bar, which is highlighted with a red box.

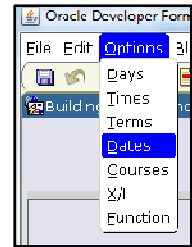
Although you can use the scroll bar to find fields within which to make entries, it is convenient to use the **Options menu**. For instance to enter dates, choose **Options, Dates**.



Suppose you would like to view all rooms scheduled in the Olin Building on February 6, 2008. In the SSAMATX form, enter the building code (click on the information arrow below “Building” if you do not know the code. In this case, the code is simply “OLIN.”

Choose **Options**, **Dates** from the mqin menu and enter the date, 06-FEB-2008. You also can double-click on the date field to use a calendar to enter the date.

| Building | Room | Campus | Start Date | End Date |
|----------|------|--------|-------------|-------------|
| OLIN | | | 06-FEB-2008 | 06-FEB-2008 |

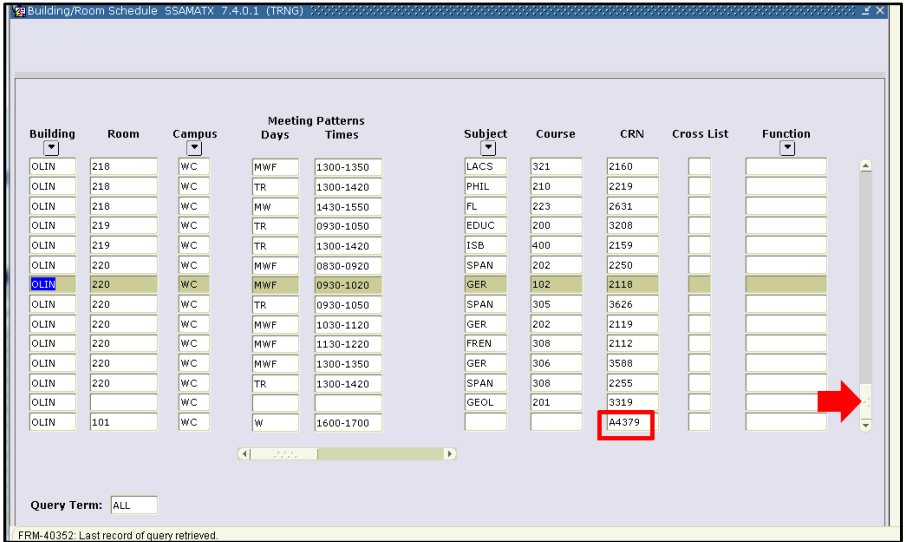


Execute the Query. The results of the search are shown below. There are a lot of classes scheduled for that day.

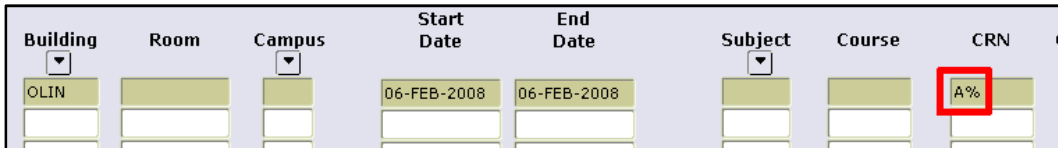
| Building | Room | Campus | Meeting Patterns | | Subject | Course | CRN | Cro |
|----------|------|--------|------------------|-----------|---------|--------|------|-----|
| | | | Days | Times | | | | |
| OLIN | 101 | WC | MWF | 0830-0920 | HIST | 102 | 2138 | |
| OLIN | 101 | WC | MWF | 0930-1020 | ART | 201 | 3548 | |
| OLIN | 101 | WC | TR | 0930-1050 | BIO | 423 | 3194 | |
| OLIN | 101 | WC | MWF | 1030-1120 | ART | 201 | 3549 | |
| OLIN | 101 | WC | MWF | 1130-1220 | ART | 281 | 3714 | |
| OLIN | 101 | WC | TR | 1300-1420 | REL | 200 | 3669 | |
| OLIN | 101 | WC | TR | 1430-1550 | REL | 200 | 3670 | |
| OLIN | 103 | WC | TR | 0930-1050 | SPAN | 308 | 2254 | |
| OLIN | 103 | WC | MWF | 1030-1120 | PHIL | 120 | 2213 | |
| OLIN | 103 | WC | MWF | 1130-1220 | PHIL | 120 | 2214 | |
| OLIN | 103 | WC | M | 1300-1350 | BUS | 449 | 3554 | |
| OLIN | 103 | WC | TR | 1300-1420 | COSC | 330 | 3560 | |
| OLIN | 103 | WC | W | 1300-1350 | BUS | 449 | 3555 | |
| OLIN | 103 | WC | MWF | 1400-1450 | ACCT | 412 | 2008 | |

If you scroll down to the bottom of the list, you will see that both classes and events are scheduled for that day.

The identification number of an event is preceded by an "A".



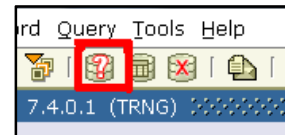
If you want to see only scheduled **events**, include the search term **A%** in the **CRN** field when you build the query.



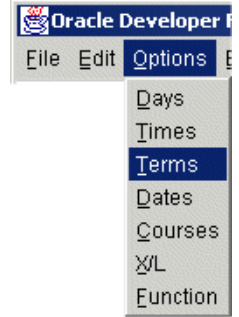
In this case, you will only see events, all of which have a Reference Number beginning with A.



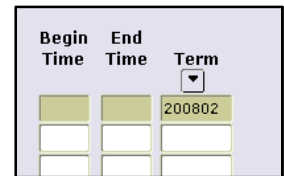
If you want to do another search, click on the **Enter Query** icon.



Suppose that you would like to list all classes meeting in Olin 114 on MWF in the Fall, 2008 term. First, choose **Options, Term** to move to the **Term** field to select it.

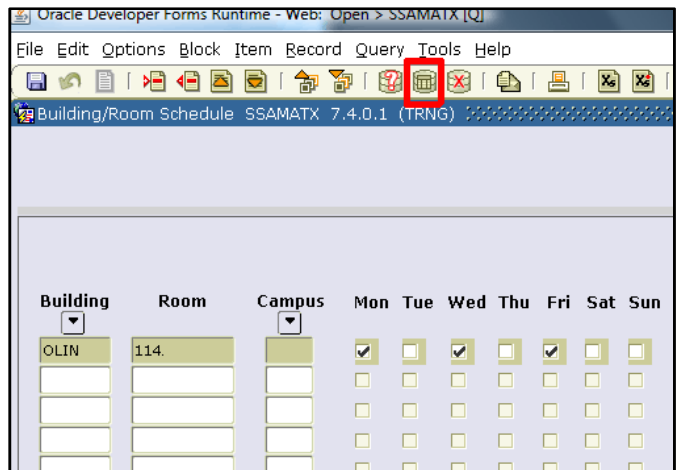


If you don't know the code for the Spring 2008 term, you may double-click on the field to display a list of the codes. The code for the Spring 2008 term is 200802.



Scroll back to the Weekdays and check M, W, and F.

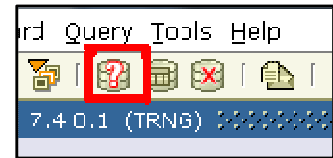
Enter the name of the building and the room number.



When you have the search criteria specified, click on the **Execute Query** icon to display the list of rooms.

| Building | Room | Campus | Meeting Patterns | | Subject | Course | CRN | Cross Li |
|----------|------|--------|------------------|-----------|---------|--------|------|----------|
| | | | Days | Times | | | | |
| OLIN | 114 | WC | MWF | 0830-0920 | BUS | 331 | 2826 | |
| OLIN | 114 | WC | MWF | 0930-1020 | BUS | 331 | 2827 | |
| OLIN | 114 | WC | MWF | 1030-1120 | COSC | 350 | 2026 | |
| OLIN | 114 | WC | MWF | 1130-1220 | COSC | 370 | 2027 | |
| OLIN | 114 | WC | MWF | 1300-1350 | MATH | 175 | 3232 | CC |
| OLIN | 114 | WC | MWF | 1300-1350 | COSC | 175 | 3204 | CC |
| | | | | | | | | |

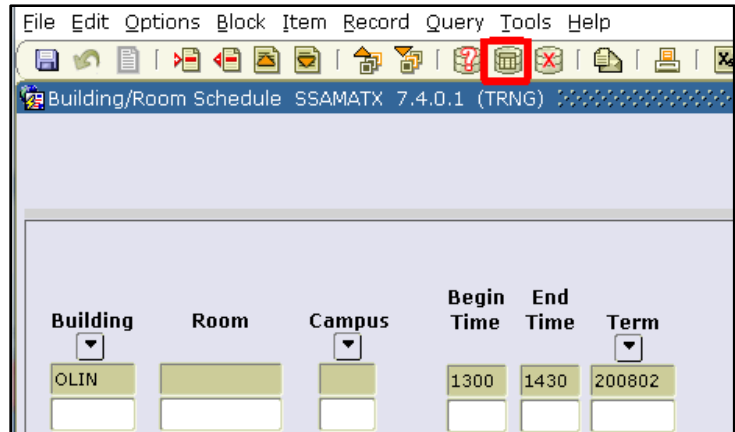
Click on the New Query icon to clear the fields for another query.



Suppose that we want to find a list of Olin classrooms that are scheduled between 1:00 PM and 2:30 PM in the Spring Term of 2008

Enter the **Term**, **Begin** and **End Times**, and the **Building**.

Execute the Query.

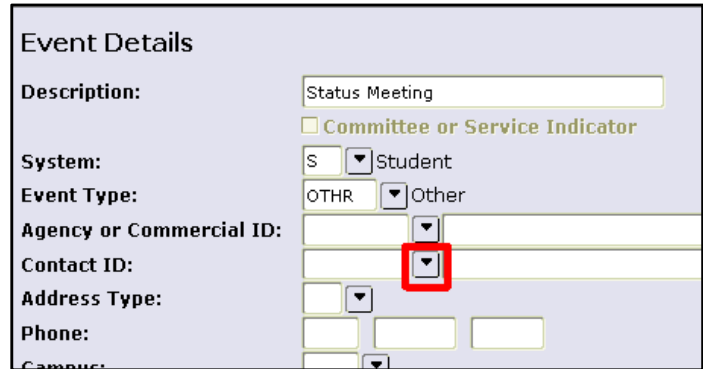


The list of the rooms then will be displayed.

| Building | Room | Campus | Meeting Patterns | | Subject | Course | CRN | Cross L |
|----------|------|--------|------------------|-----------|---------|--------|------|---------|
| | | | Days | Times | | | | |
| OLIN | 101 | WC | TR | 1300-1420 | REL | 200 | 3669 | |
| OLIN | 101 | WC | TR | 1430-1550 | REL | 200 | 3670 | |
| OLIN | 103 | WC | W | 1300-1350 | BUS | 449 | 3555 | |
| OLIN | 103 | WC | TR | 1300-1420 | COSC | 330 | 3560 | |
| OLIN | 103 | WC | M | 1300-1350 | BUS | 449 | 3554 | |
| OLIN | 103 | WC | MWF | 1400-1450 | ACCT | 412 | 2008 | |
| OLIN | 103 | WC | TR | 1430-1550 | CHIN | 412 | 3558 | |
| OLIN | 108 | WC | TR | 1300-1420 | EDUC | 340 | 2843 | |
| OLIN | 114 | WC | MWF | 1300-1350 | COSC | 175 | 3204 | CC |
| OLIN | 114 | WC | MWF | 1300-1350 | MATH | 175 | 3232 | CC |
| OLIN | 114 | WC | MW | 1400-1520 | BUS | 338 | 3272 | |
| OLIN | 114 | WC | TR | 1430-1550 | BUS | 448 | 2828 | |
| OLIN | 115 | WC | TR | 1300-1420 | GER | 403 | 3589 | |
| OLIN | 116 | WC | MWF | 1300-1350 | SPAN | 202 | 3625 | |

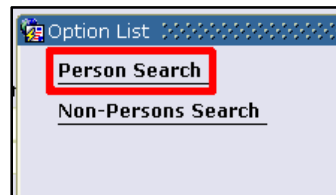
Appendix A: Finding a Banner ID

If you do not know the contact person's Banner ID, click on the information arrow icon by the Contact ID fields.



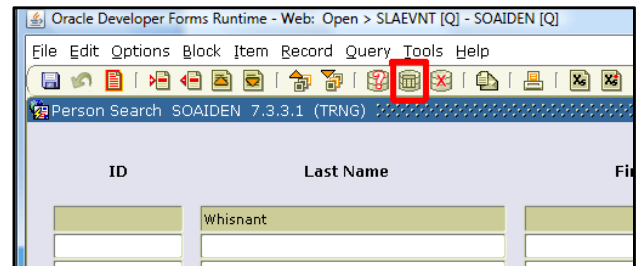
The screenshot shows the 'Event Details' form. The 'Description' field contains 'Status Meeting'. Below it is a checkbox for 'Committee or Service Indicator'. The 'System' dropdown is set to 'S' (Student). The 'Event Type' dropdown is set to 'OTHR' (Other). The 'Agency or Commercial ID' field is empty. The 'Contact ID' field is empty, and the information arrow icon (a small square with a downward-pointing triangle) is highlighted with a red box. Below the 'Contact ID' field are fields for 'Address Type', 'Phone', and 'Campus'.

Select **Person Search**



The screenshot shows the 'Option List' dialog box. It has two options: 'Person Search' and 'Non-Persons Search'. The 'Person Search' option is selected and highlighted with a red box.

Enter the person's last name (e.g., "whisnant") in the **Last Name** field and click on the **Execute Query** icon.



The screenshot shows the Oracle Developer Forms Runtime window. The title bar reads 'Oracle Developer Forms Runtime - Web: Open > SLAEVNT [Q] - SOAIDEN [Q]'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons, with the 'Execute Query' icon (a magnifying glass) highlighted by a red box. The main form area has a table with columns 'ID', 'Last Name', and 'Fi'. The 'Last Name' field contains the text 'Whisnant'.

Double-click on the name of the person you want in the Person Search Form that appears. The Contact person's ID and name should appear in the **Contact ID** field.