

# Banner Event Management Instructions

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# Event Management Reports

## SYARLST - Building Room Schedule Report

Process Submission Controls GJAPCTL 8.2A (PROD)

Process: SYARLST Building Room Schedule Report Parameter Set:

Printer Control

Printer: DATABASE Special Print: PORTRAIT Lines: 64 Submit Time:

Parameter Values

| Number | Parameters         | Values      |
|--------|--------------------|-------------|
| 01     | Building Code      | 3-13        |
| 02     | Room Code          | %           |
| 03     | Start Date         | 01-JAN-2011 |
| 04     | End Date           | 31-MAY-2011 |
| 05     | Section_Event      | %           |
| 91     | Destination Format | PDF         |
|        |                    |             |
|        |                    |             |

3-13 0017

SYARLST - Building and Room Schedule List

Date/Time: 12/28/2010 9:38:14 AM

From: 01/01/11 To: 05/31/11

Datablock: Room

| CRN   | COURSE | TITLE                      | INSTRUCTOR                     | CONTACT             | BEGIN TIME | END TIME | STAR DATE | END DATE | DAYS |
|-------|--------|----------------------------|--------------------------------|---------------------|------------|----------|-----------|----------|------|
| 31266 | A1     | INTD - 115AA               | Intro to Interior Design       | Kasser, Sharon D.   | 0910       | - 1200   | 01/19/11  | 05/18/11 | W    |
| 31268 | A1     | INTD - 115LA               | Intro to Interior Design       | Kasser, Sharon D.   | 1830       | - 2130   | 01/18/11  | 05/24/11 | T    |
| 38255 | A1     | INTD - 450AA               | Materials and Finishes         | Wolford, Nancy L.   | 1210       | - 1500   | 01/20/11  | 05/19/11 | R    |
| 39519 | A1     | INTD - 126AA               | Critical Thinking for Interior | Joshi, Anjana       | 0910       | - 1200   | 01/18/11  | 05/17/11 | T    |
| 39521 | A1     | INTD - 148LA               | Color and Design               | Fehrman, Kenneth R. | 1830       | - 2130   | 01/19/11  | 05/25/11 | W    |
| 41736 | A1     | INTD - 260LA               | Overview of Lighting Design    | Kozel, Karen L.     | 1830       | - 2145   | 01/24/11  | 05/23/11 | M    |
| 42816 | A1     | INTD - 151AA               | History of Interiors II        | Wolford, Nancy L.   | 1510       | - 1750   | 01/18/11  | 05/17/11 | T    |
| 42818 | A1     | INTD - 400AA               | Green/Sustainable Design       | Cronin, Anna M.     | 1510       | - 1750   | 01/24/11  | 05/16/11 | M    |
| AC046 | E1     | CAN INTD Lab Hours (13-17) |                                | Rachel Corrales     | 1510       | - 1825   | 01/20/11  | 01/20/11 | R    |
| AC046 | E2     | CAN INTD Lab Hours (13-17) |                                | Rachel Corrales     | 1510       | - 1825   | 01/27/11  | 01/27/11 | R    |
| AC046 | E3     | CAN INTD Lab Hours (13-17) |                                | Rachel Corrales     | 1510       | - 1825   | 02/03/11  | 02/03/11 | R    |
| AC046 | E4     | CAN INTD Lab Hours (13-17) |                                | Rachel Corrales     | 1510       | - 1825   | 02/10/11  | 02/10/11 | R    |
| AC046 | E5     | CAN INTD Lab Hours (13-17) |                                | Rachel Corrales     | 1510       | - 1825   | 02/17/11  | 02/17/11 | R    |
| AC046 | E6     | CAN INTD Lab Hours (13-17) |                                | Rachel Corrales     | 1510       | - 1825   | 02/24/11  | 02/24/11 | R    |

## SYACLST - Building Room Schedule Report- No page Break

Process Submission Controls: GJAPCTL 8.2A (PROD)

Process: SYACLST Building Room Schedule Report Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

| Number | Parameters         | Values      |
|--------|--------------------|-------------|
| 01     | Building Code      | 2-01        |
| 02     | Room Code          | %           |
| 03     | Start Date         | 01-JAN-2011 |
| 04     | End Date           | 31-MAY-2011 |
| 05     | Section_Event      | %           |
| 91     | Destination Format | PDF         |
|        |                    |             |
|        |                    |             |

LENGTH: 6 TYPE: Character O/R: Required M/S: Single

### SYACLST - Building and Room Schedule List

Date/Time: 12/28/2010 9:46:22 AM

Datablock: Room

From: 01/01/11 To: 05/31/11

| CRN       | COURSE | TITLE        | INSTRUCTOR                  | CONTACT               | BEGIN TIME | END TIME | STAR DATE | END DATE | DAYS  |
|-----------|--------|--------------|-----------------------------|-----------------------|------------|----------|-----------|----------|-------|
| 2-01 1201 |        |              |                             |                       |            |          |           |          |       |
| 38092     | A1     | MUS. - 290AA | Intro to MIDI Music         | Williams, Milton H.   | 1110       | 1140     | 01/18/11  | 05/19/11 | TR    |
| 38092     | A2     | MUS. - 290AA | Intro to MIDI Music         | Williams, Milton H.   | 1140       | 1330     | 01/18/11  | 05/19/11 | TR    |
| 2-01 1205 |        |              |                             |                       |            |          |           |          |       |
| 30532     | A1     | MATH - 110AC | Elementary Algebra          | Nguyen, Vanson        | 1010       | 1100     | 01/18/11  | 05/20/11 | MTWRF |
| 34638     | A1     | MATH - 252BX | Calcu/Analytic Geometry II  | Freedman, Jonathan P. | 1110       | 1200     | 01/18/11  | 05/20/11 | MTWRF |
| 40679     | A1     | MATH - 811AD | Fundamentals of Math        | Hough Jr, Richard A.  | 1210       | 1340     | 01/19/11  | 05/20/11 | MWF   |
| 40680     | A1     | MATH - 811AB | Fundamentals of Mathematics | Freedman, Jonathan P. | 0910       | 1000     | 01/18/11  | 05/20/11 | MTWRF |
| 42256     | A1     | MATH - 252BH | Calcu/Analytic Geometry II  | Freedman, Jonathan P. | 1110       | 1200     | 01/18/11  | 05/20/11 | MTWRF |

## SYASLST - Building Room Schedule by Start Date

Process Submission Controls GJAPCTL 8.2A (PROD)

Process: SYASLST Bldg Room Sched. by Start Dt. Parameter Set:

**Printer Control**

Printer: DATABASE Special Print: Lines: Submit Time:

**Parameter Values**

| Number | Parameters         | Values      |
|--------|--------------------|-------------|
| 01     | Building Code      | 2-01        |
| 02     | Room Code          | %           |
| 03     | Start Date         | 18-JAN-2011 |
| 04     | End Date           | 31-MAY-2011 |
| 05     | Section_Event      | %           |
| 06     | Sort Order         | 2           |
| 91     | Destination Format | PDF         |

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single  
Enter 1 to sort by Bldg/Room/CRN , 2 to sort by Start Date

**Submission**

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

### SYASLST - Building and Room Schedule List

Date/Time: 1/12/2011 3:57:45 PM  
DatablocRoom Schedule

From: 01/18/11 To: 05/31/11

| BUILDING | ROOM  | CRN   | COURSE | TITLE         | INSTRUCTOR                    | CONTACT                 | BEGIN TIME | END TIME | STAR DATE | END DATE | DAYS  |
|----------|-------|-------|--------|---------------|-------------------------------|-------------------------|------------|----------|-----------|----------|-------|
| 2-01     | 1107  | 80596 | A1     | MUS. - 100AA  | Fundamentals of Music         | Miller, Robert R.       | 0910       | 1000     | 08/19/02  | 12/11/02 | MWF   |
| 2-01     | 1107  | 42111 | A1     | PHIL - 312AH  | Intro Phil of Religion-Honors | Bestock, Donna J.       | 0810       | 0925     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1111  | 40027 | A1     | SOCI - 100AB  | Introduction to Sociology     | Moynihan, Michael H.    | 0810       | 0925     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1115  | 34066 | A1     | MUS. - 202AA  | Music Appreciation            | Conrad, Robert R.       | 0810       | 0925     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1219B | 41308 | A1     | HIST - 300AA  | History of San Francisco      | Elia, John-P.           | 0810       | 0925     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1304  | 38770 | A1     | ADMJ - 106AX  | Legal Aspects of Evidence     | Aurilio, Steven L.      | 0810       | 0925     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1304  | 38771 | A1     | LEGL - 306AX  | Legal Aspects of Evidence     | Aurilio, Steven L.      | 0810       | 0925     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1205  | 40680 | A1     | MATH - 811AB  | Fundamentals of Mathematics   | Freedman, Jonathan P.   | 0910       | 1000     | 01/18/11  | 05/20/11 | MTWRF |
| 2-01     | 1103  | 30070 | A1     | ART - 411DX   | Ceramics I                    | Schmierer, Tiffany D.   | 0935       | 1050     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1103  | 30073 | A1     | ART - 412DX   | Ceramics II                   | Schmierer, Tiffany D.   | 0935       | 1050     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1103  | 30076 | A1     | ART - 417DX   | Ceramic Glazing Technique     | Schmierer, Tiffany D.   | 0935       | 1050     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1103  | 42928 | A1     | ART - 665SYDX | Ceramics: Surfaces & Firings  | Schmierer, Tiffany D.   | 0935       | 1050     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1105  | 41816 | A1     | ANTH - 110AB  | Cultural Anthropology         | Sliction, Lori A.       | 0935       | 1050     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1107  | 41410 | A1     | SOCI - 341AA  | Asian Cultures and Societies  | Moynihan, Michael H.    | 0935       | 1050     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1111  | 34202 | A1     | MUS. - 401AA  | Voice I                       | Navari, Jude J.         | 0935       | 1035     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1115  | 35940 | A1     | PHIL - 100AB  | Introduction to Philosophy    | Schwartz, Robert        | 0935       | 1050     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1124  | 30777 | A1     | SPCH - 120AB  | Interpersonal Communication   | Cunningham, Cherakah J. | 0935       | 1050     | 01/18/11  | 05/19/11 | TR    |
| 2-01     | 1206  | 40033 | A1     | EDUC - 100AA  | Introduction to Education     | Elia, John-P.           | 0935       | 1050     | 01/18/11  | 05/19/11 | TR    |

## SYAEXTR - Building Room Data Extract

Process Submission Controls GJAPCTL 8.2A (PROD)

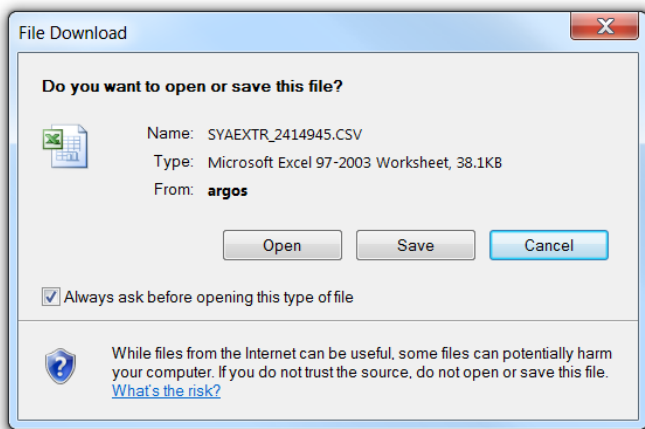
Process: SYAEXTR Building Room Schd. CSV report Parameter Set:

**Printer Control**

Printer: DATABASE Special Print: Lines: Submit Time:

**Parameter Values**

| Number | Parameters         | Values      |
|--------|--------------------|-------------|
| 01     | Building Code      | 2-01        |
| 02     | Room Code          | %           |
| 03     | Start Date         | 18-JAN-2011 |
| 04     | End Date           | 31-MAY-2011 |
| 05     | Section_Event      | %           |
| 06     | Sort Order         | 1           |
| 91     | Destination Format | CSV         |



|   | A        | B    | C       | D     | E        | F          | G                     | H        | I                | J       | K          | L        | M        | N        | O  |  |
|---|----------|------|---------|-------|----------|------------|-----------------------|----------|------------------|---------|------------|----------|----------|----------|----|--|
| 1 | Building | Room | TERM_CO | CRN   | CATEGORY | COURSE     | TITLE                 | INSTRUCT | CONTACT_AGENCY_I | COLL_CO | BEGIN_TIME | END_TIME | START_DA | END_DATE | D/ |  |
| 2 | 2-01     | 1103 | 201103  | 30070 | A1       | ART - 411C | Ceramics I Schmierer, |          |                  | 2       | 935        | 1050     | #####    | #####    | TR |  |
| 3 | 2-01     | 1103 | 201103  | 30070 | A2       | ART - 411C | Ceramics I Schmierer, |          |                  | 2       | 1050       | 1215     | #####    | #####    | TR |  |
| 4 | 2-01     | 1103 | 201103  | 30072 | A1       | ART - 411F | Ceramics I Schmierer, |          |                  | 2       | 1800       | 1920     | #####    | #####    | TR |  |
| 5 | 2-01     | 1103 | 201103  | 30072 | A2       | ART - 411F | Ceramics I Schmierer, |          |                  | 2       | 1920       | 2040     | #####    | #####    | TR |  |
| 6 | 2-01     | 1103 | 201103  | 30073 | A1       | ART - 412C | Ceramics I Schmierer, |          |                  | 2       | 935        | 1050     | #####    | #####    | TR |  |
| 7 | 2-01     | 1103 | 201103  | 30073 | A2       | ART - 412C | Ceramics I Schmierer, |          |                  | 2       | 1050       | 1215     | #####    | #####    | TR |  |
| 8 | 2-01     | 1103 | 201103  | 30075 | A1       | ART - 412F | Ceramics I Schmierer, |          |                  | 2       | 1800       | 1920     | #####    | #####    | TR |  |

## SYARCHR – Event Management Room Chart

Process Submission Controls: GJAPCTL 8.2A (PROD)

Process: SYARCHR EM Room Chart Report Parameter Set:

**Printer Control**

Printer: DATABASE Special Print: PORTRAIT Lines: 64 Submit Time:

**Parameter Values**

| Number | Parameters         | Values      |
|--------|--------------------|-------------|
| 01     | Building Code      | 3-13        |
| 02     | Room Number        | %           |
| 03     | Start Date         | 01-JAN-2011 |
| 04     | End Date           | 31-MAY-2011 |
| 05     | Section_Event      | %           |
| 91     | Destination Format | PDF         |

### SYARCHR - Room Chart

3-13 - 0110  
1/1/2011 - 5/31/2011

Date/Time: 12/28/2010 10:17:55 AM  
Datablock: Room Chart

|      | Sunday | Monday   | Tuesday   | Wednesday  | Thursday  | Friday   | Saturday |
|------|--------|--|---|--|---|--|----------|
| 0700 |        |  |   |  |   |  |          |
| 0800 |        | 39408 READ - 836AD<br>Academic Reading<br>0810 0925 Staff,<br>19-JAN-2011-18-MAY-2011        | 35900 PSYC - 200AA<br>Developmental Psychology<br>0810 0925 Saterfield,<br>18-JAN-2011-19-MAY-2011    | 39408 READ - 836AD<br>Academic Reading<br>0810 0925 Staff,<br>19-JAN-2011-18-MAY-2011        | 35900 PSYC - 200AA<br>Developmental Psychology<br>0810 0925 Saterfield,<br>18-JAN-2011-19-MAY-2011    |  |          |
| 0900 |        | 39319 PSYC - 106AA<br>Psyc of<br>0945 1100 Saterfield,<br>19-JAN-2011-18-MAY-2011            | 31482 PSYC - 100AB<br>General Psychology<br>0945 1100 Stegner, Paul<br>18-JAN-2011-19-MAY-2011        | 39319 PSYC - 106AA<br>Psyc of<br>0945 1100 Saterfield,<br>19-JAN-2011-18-MAY-2011            | 31482 PSYC - 100AB<br>General Psychology<br>0945 1100 Stegner, Paul<br>18-JAN-2011-19-MAY-2011        | AC20<br>CAN J Spears Conference<br>09001300<br>28-JAN-2011-28-JAN-2011 |          |
| 1000 |        |  |   |  |   |  |          |
| 1100 |        | 31481 PSYC - 100AA<br>General Psychology<br>1110 1225 Saterfield,<br>19-JAN-2011-18-MAY-2011 | 31488 PSYC - 340AA<br>Intro. to Human Sexuality<br>1110 1225 Stegner, Paul<br>18-JAN-2011-19-MAY-2011 | 31481 PSYC - 100AA<br>General Psychology<br>1110 1225 Saterfield,<br>19-JAN-2011-18-MAY-2011 | 31488 PSYC - 340AA<br>Intro. to Human Sexuality<br>1110 1225 Stegner, Paul<br>18-JAN-2011-19-MAY-2011 |  |          |

### SYAICHR - Instructor Chart

Process: SYAICHR EM Instructor Chart Rpt Parameter Set:

**Printer Control**

Printer: DATABASE Special Print: PORTRAIT Lines: 64 Submit Time:

**Parameter Values**

| Number | Parameters         | Values      |
|--------|--------------------|-------------|
| 01     | Campus Code        | 3           |
| 02     | Division Code      | %           |
| 03     | Term Code          | 201103      |
| 04     | Instructor Name    | %           |
| 05     | Instructors GID    | %           |
| 06     | Start Date         | 01-JAN-2011 |
| 07     | End Date           | 31-MAY-2011 |
| 08     | Building Code      | %           |
| 09     | Room Code          | %           |
| 91     | Destination Format | PDF         |

# SYAICHR - Instructor Chart

Term\_Code: 201103

Broxholm, Thomas G.

1/1/2011 - 5/31/2011

Date/Time: 12/29/2010 6:21:06 AM

Datablock: Instructor Chart

|      | Sunday | Monday | Tuesday   | Wednesday   | Thursday  | Friday  | Saturday |
|------|--------|--------|---|---|---|---|----------|
| 0700 |        |        |   |   |   |   |          |
| 0800 |        |        | 36370 AUTO - 735AA<br>Trans/Drive Trains<br>0800 1030 2-11 - 107<br>18-JAN-2011-20-MAY-2011 | 36370 AUTO - 735AA<br>Trans/Drive Trains<br>0800 1030 2-11 - 107<br>18-JAN-2011-20-MAY-2011 | 36370 AUTO - 735AA<br>Trans/Drive Trains<br>0800 1030 2-11 - 107<br>18-JAN-2011-20-MAY-2011 | 36370 AUTO - 735AA<br>Trans/Drive Trains<br>0800 1030 2-11 - 107<br>18-JAN-2011-20-MAY-2011 |          |
| 0900 |        |        |   |   |   |   |          |
| 1000 |        |        | 36370 AUTO - 735AA<br>Trans/Drive Trains<br>1040 1320 2-11 - 107<br>18-JAN-2011-20-MAY-2011 | 36370 AUTO - 735AA<br>Trans/Drive Trains<br>1040 1320 2-11 - 107<br>18-JAN-2011-20-MAY-2011 | 36370 AUTO - 735AA<br>Trans/Drive Trains<br>1040 1320 2-11 - 107<br>18-JAN-2011-20-MAY-2011 | 36370 AUTO - 735AA<br>Trans/Drive Trains<br>1040 1320 2-11 - 107<br>18-JAN-2011-20-MAY-2011 |          |

## SYASDLT - Single Day Building Room Schedule by Start Date

Process Submission Controls GJAPCTL 8.2A (PROD)

Process: SYASDLT Single Day Bld Room Schedule Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

| Number | Parameters         | Values      |
|--------|--------------------|-------------|
| 01     | Building Code      | 3-%         |
| 02     | Room Code          | %           |
| 03     | Date               | 26-FEB-2011 |
| 04     | Section_Event      | %           |
| 05     | Sort Order         | 2           |
| 91     | Destination Format | PDF         |
|        |                    |             |
|        |                    |             |

## SYASDLT - Single Day Section\_Class List by Start Date

Date/Time: 1/19/2011 11:41:36 AM

Databloc: Single Day - Room

| BUILDING | ROOM | CRN      | COURSE                  | TITLE                          | INSTRUCTOR             | CONTACT      | BEGIN TIME | END TIME | STAR DATE | END DATE | DAYS |
|----------|------|----------|-------------------------|--------------------------------|------------------------|--------------|------------|----------|-----------|----------|------|
| 3-18     | 0221 | 39345 A2 | BIOL - 260WLA           | Human Physiology               | Bjerknes, Lisa K.      |              | 0820       | 1130     | 01/20/11  | 05/26/11 | S    |
| 3-01     | 0138 | 40518 A1 | FITN - 117SA            | Ftn. Assessment/Conditioning   | Garcia, Mike E.        |              | 0810       | 1015     | 01/22/11  | 05/21/11 | S    |
| 3-01     | 0138 | 40527 A1 | FITN - 118SA            | Beginning Fitness Center       | Garcia, Mike E.        |              | 0810       | 1015     | 01/22/11  | 05/21/11 | S    |
| 3-01     | 0138 | 40537 A1 | FITN - 119SA            | Intermediate Fitness Center    | Garcia, Mike E.        |              | 0810       | 1015     | 01/22/11  | 05/21/11 | S    |
| 3-17     | 0103 | 43149 A1 | BIOL - 310SAH           | Nutrition                      | Lau, Eugenia F.        |              | 0830       | 1145     | 01/22/11  | 05/21/11 | S    |
| 3-13     | 0217 | 39923 A1 | CBOT - 430W1H           | Computer Applications, Part I  | Clark, Georgia L.      |              | 0835       | 1300     | 01/22/11  | 03/05/11 | S    |
| 3-13     | 0112 | 42721 A1 | SPCH - 120SAH           | Interpersonal Communication    | Whitley-Putz, Lene A.  |              | 0910       | 1205     | 01/22/11  | 05/21/11 | S    |
| 3-SFLD   | 0000 | 31543 A1 | TEAM - 141SXH           | Beginning Soccer               | Devlin, Kurt R.        |              | 1010       | 1325     | 01/22/11  | 05/21/11 | S    |
| 3-SFLD   | 0000 | 31547 A1 | TEAM - 143SXH           | Advanced Soccer                | Devlin, Kurt R.        |              | 1010       | 1325     | 01/22/11  | 05/21/11 | S    |
| 3-JGSC   | 0000 | 42911 A1 | ESL - 839WGH            | Adv. Vocabulary Development    | Irani, Heather         |              | 0830       | 1145     | 02/05/11  | 04/23/11 | S    |
| 3-JGSC   | 0000 | 41862 A1 | ECE - 211SGH            | El Desarrollo del Nino         | Baxter, Leslie M.      |              | 1200       | 1635     | 02/05/11  | 04/23/11 | S    |
| 3-17     | 0105 | A0098 E1 | CAN TRIO Upward Bound   |                                | -                      | Maria Huning | 0800       | 1600     | 02/26/11  | 02/26/11 | S    |
| 3-17     | 0107 | A0098 E2 | CAN TRIO Upward Bound   |                                | -                      | Maria Huning | 0800       | 1600     | 02/26/11  | 02/26/11 | S    |
| 3-17     | 0207 | A0098 E3 | CAN TRIO Upward Bound   |                                | -                      | Maria Huning | 0800       | 1600     | 02/26/11  | 02/26/11 | S    |
| 3-03     | 0148 | 31248 A1 | HSCI - 430SSH           | First Aid                      | Borrero, Harold        |              | 0830       | 1700     | 02/26/11  | 02/26/11 | S    |
| 3-13     | 0116 | 39700 A1 | MEDA - 162SAH           | ICD-9-CM Intermediate Coding   | Clinton, Victoria A.   |              | 0830       | 1245     | 02/26/11  | 03/05/11 | S    |
| 3-22     | 0114 | 39546 A2 | ECE - 241SAH            | ECE Admin: Human Relations     | Patterson, Maryanne E. |              | 0835       | 1700     | 02/26/11  | 02/26/11 | S    |
| 3-22     | 0116 | 40539 A2 | ECE - 244SAH            | Prekindergarten Learning & Dev | Mannheimer, Julia      |              | 0835       | 1700     | 02/26/11  | 02/26/11 | S    |
| 3-13     | 0111 | 37164 A2 | ECE - 366SAH            | Practicum in Early Child. Ed.  | Dilko, Patricia J.     |              | 0900       | 1325     | 02/26/11  | 02/26/11 | S    |
| 3-03     | 0114 | A0083 E3 | CAN RWS HS Mentor event |                                | -                      | Joan Murphy  | 1000       | 1700     | 02/26/11  | 02/26/11 | S    |
| 3-03     | 0129 | A0083 E2 | CAN RWS HS Mentor event |                                | -                      | Joan Murphy  | 1000       | 1700     | 02/26/11  | 02/26/11 | S    |
| 3-03     | 0142 | A0083 E4 | CAN RWS HS Mentor event |                                | -                      | Joan Murphy  | 1000       | 1700     | 02/26/11  | 02/26/11 | S    |
| 3-03     | 0218 | A0083 E6 | CAN RWS HS Mentor event |                                | -                      | Joan Murphy  | 1000       | 1700     | 02/26/11  | 02/26/11 | S    |
| 3-03     | 0254 | A0083 E7 | CAN RWS HS Mentor event |                                | -                      | Joan Murphy  | 1000       | 1700     | 02/26/11  | 02/26/11 | S    |
| 3-MT     | 0000 | A0083 E1 | CAN RWS HS Mentor event |                                | -                      | Joan Murphy  | 1000       | 1700     | 02/26/11  | 02/26/11 | S    |

## SYASCLT – Single Day Building Room Schedule – No Page Break

|          |   |                |                      |
|----------|---|----------------|----------------------|
| Process: | SYASCLT <input type="button" value="v"/> Single Day Bld Room Schedule | Parameter Set: | <input type="text"/> |
|----------|---|----------------|----------------------|

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|                        |   |                |                      |
|------------------------|---|----------------|----------------------|
| <b>Printer Control</b> |   |                |                      |
| Printer:               | DATABASE <input type="button" value="v"/> | Special Print: | <input type="text"/> |
|                        |   | Lines:         | <input type="text"/> |
|                        |   | Submit Time:   | <input type="text"/> |

---

| Parameter Values     |   |
|----------------------|---|
| Number               | Parameters <input type="button" value="v"/> |
| 01                   | Building Code                               |
| 02                   | Room Code                                   |
| 03                   | Date  |
| 05                   | Section_Event                               |
| 91                   | Destination Format                          |
| <input type="text"/> | <input type="text"/>                        |
| <input type="text"/> | <input type="text"/>                        |
| <input type="text"/> | <input type="text"/>                        |

| Values <input type="button" value="v"/> |
|---|
| 2-%                                     |
| %                                       |
| 12-FEB-2011                             |
| %                                       |
| PDF                                     |
| <input type="text"/>                    |
| <input type="text"/>                    |
| <input type="text"/>                    |

### SYASCLT - Single Day B/R Schedule Report

Date/Time: 1/19/2011 11:44:08 AM  
Datablock: Single Day -

02/12/11

| CRN   | COURSE | TITLE                   | INSTRUCTOR          | CONTACT        | BEGIN TIME | END TIME | STAR DATE | END DATE | DAYS |
|-------|--------|-------------------------|---------------------|----------------|------------|----------|-----------|----------|------|
| 2-08  | 8103   |                         |                     |                |            |          |           |          |      |
| 30093 | A1     | AUTO - 708SAH           | Auto Principles Lab | Dair, Perry    | 0830       | - 0930   | 01/22/11  | 05/21/11 | S    |
| 2-02  | 2306   |                         |                     |                |            |          |           |          |      |
| AC177 | E1     | SKY Math 120 / 200 Exam |                     | Nancy Rosario  | 1400       | - 1600   | 02/12/11  | 02/12/11 | S    |
| 2-01  | 1109   |                         |                     |                |            |          |           |          |      |
| 30607 | A1     | MUS. - 301SXH           | Piano I             | Hicks, Gail E. | 0900       | - 1115   | 01/22/11  | 05/21/11 | S    |
| 30607 | A2     | MUS. - 301SXH           | Piano I             | Hicks, Gail E. | 1115       | - 1220   | 01/22/11  | 05/21/11 | S    |
| 33310 | A1     | MUS. - 302SXH           | Piano II            | Hicks, Gail E. | 0900       | - 1115   | 01/22/11  | 05/21/11 | S    |
| 33310 | A2     | MUS. - 302SXH           | Piano II            | Hicks, Gail E. | 1115       | - 1220   | 01/22/11  | 05/21/11 | S    |

## SYARCCA – Room Schedule by Creator, Contact or Agency



Process Submission Controls GJAPCTL 8.2A (PROD)

Process: SYARCCA EM Room Sched. by Creator ID Parameter Set:

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**Printer Control**

Printer: DATABASE Special Print: PORTRAIT Lines: 64 Submit Time:

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**Parameter Values**

| Number | Parameters                    | Values      |
|--------|-------------------------------|-------------|
| 01     | Creator/Requestor's Banner ID | CORRALES    |
| 02     | Contact's GID                 | %           |
| 03     | Agency ID                     | %           |
| 04     | Start Date                    | 01-FEB-2011 |
| 05     | End Date                      | 07-FEB-2011 |
| 06     | Section_Event                 | %           |
| 07     | Sort Order                    | 2           |
| 91     | Destination Format            | PDF         |

### SYARCCA- Room Schedule by Creator/Contact/Agency ID

Date/Time: 1/24/2011 4:16:16 PM  
Datablock: Room Schedule By CreatorID

From: 02/01/11 To: 02/07/11 Creator ID: CORRALES

| BUILDING | ROOM | CRN   | COURSE | TITLE                        | INSTRUCTOR | CONTACT        | BEGIN TIME | END TIME | STAR DATE | END DATE | DAYS |
|----------|------|-------|--------|------------------------------|------------|----------------|------------|----------|-----------|----------|------|
| 3-03     | 0142 | A0054 | E1     | CAN Budget Committee Meeting | -          | Margaret Souza | 1400       | 1600     | 02/02/11  | 02/02/11 | W    |
| 3-03     | 0142 | A0059 | E1     | CAN CPC Meetings             | -          | Margaret Souza | 1400       | 1600     | 02/03/11  | 02/03/11 | R    |
| 3-01     | 0208 | A0112 | E1     | CAN Peninsula Aquatic Center | -          |                | 1600       | 1800     | 02/05/11  | 02/05/11 | S    |
| 3-01     | 0200 | A0112 | E3     | CAN Peninsula Aquatic Center | -          |                | 0600       | 1400     | 02/06/11  | 02/06/11 | U    |
| 3-01     | 0208 | A0112 | E2     | CAN Peninsula Aquatic Center | -          |                | 0600       | 1400     | 02/06/11  | 02/06/11 | U    |

### SYAJENT – Event Notification – Manual Request

Process Submission Controls GJAPCTL 8.2A (PROD)

Process: SYAJENT EM Argos Reprt by Event Number Parameter Set:

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**Printer Control**

Printer: DATABASE Special Print: PORTRAIT Lines: 64 Submit Time:

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**Parameter Values**

| Number | Parameters         | Values |
|--------|--------------------|--------|
| 01     | Event Number       | AC049  |
| 91     | Destination Format | PDF    |



## SYAJENT - Event Details

Date/Time: 12/29/2010 6:25:24 AM  
Datablock : EM\_JobSub

Title : SKY RP Group Board      Customer Name :      Customer Email :  
Event No : AC049      Contact Name : Nancy Rosario Argarin      Contact Email : nargarin@my.smccd.edu  
Event Type : Retreat      Scheduler Name :      Scheduler Email : coronele@smccd.edu

| CATEGO | COLLEGE | BUILDING | ROOM | BEGIN | END  | BEGIN       | END DATE    |
|--------|---------|----------|------|-------|------|-------------|-------------|
| E1     | 2       | 2-06     | 6202 | 1200  | 1700 | 20/JAN/2011 | 20/JAN/2011 |
| E2     | 2       | 2-06     | 6204 | 1200  | 1700 | 20/JAN/2011 | 20/JAN/2011 |
| E3     | 2       | 2-06     | 6202 | 0800  | 1700 | 21/JAN/2011 | 21/JAN/2011 |
| E4     | 2       | 2-06     | 6204 | 0800  | 1700 | 21/JAN/2011 | 21/JAN/2011 |

## SYACFLT - Schedule Conflict Report

Process: SYACFLT    Schedule Conflict Report    Parameter Set:

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**Printer Control**

Printer: DATABASE    Special Print:    Lines:    Submit Time:

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**Parameter Values**

| Number | Parameters         | Values      |
|--------|--------------------|-------------|
| 01     | Building Code      | 3-13        |
| 02     | Room Code          | 0017        |
| 03     | Start Date         | 01-JAN-2011 |
| 04     | End Date           | 31-MAY-2011 |
| 05     | Section_Event      | %           |
| 91     | Destination Format | PDF         |

## SYACFLT - Schedule Conflict Report

Date/Time: 12/29/2010 8:12:57 AM  
Datablock: Schedule

From: 01/01/11 To: 05/31/11

| CRN       | COURSE          | TITLE                    | INSTRUCTOR        | CONTACT       | BEGIN TIME | END TIME | STAR DATE | END DATE | DAYS |
|-----------|-----------------|--------------------------|-------------------|---------------|------------|----------|-----------|----------|------|
| 3-13 0017 |                 |                          |                   |               |            |          |           |          |      |
| 38255     | A1 INTD - 450AA | Materials and Finishes   | Wolford, Nancy L. |               | 1210       | 1500     | 01/20/11  | 05/19/11 | R    |
| A0018     | E1              | Edgar Test 2             |                   | Edgar Coronel | 1300       | 1500     | 05/19/11  | 05/19/11 | R    |
| A0017     | E1              | Edgar Test               |                   | Edgar Coronel | 0900       | 1000     | 02/02/11  | 02/02/11 | W    |
| A0017     | E2              | Edgar Test               |                   | Edgar Coronel | 0900       | 1000     | 02/16/11  | 02/16/11 | W    |
| 31266     | A1 INTD - 115AA | Intro to Interior Design | Kasser, Sharon D. |               | 0910       | 1200     | 01/19/11  | 05/18/11 | W    |

## SLIAEVN – Event Available Room Query

Event Available Room Query SLIAEVN 8.1.0.1 (PROD)

Start Date: 18-JAN-2011

End Date: 27-MAY-2011

Begin Time: 1300

End Time: 1350

Mon
Tue
Wed
Thu
Fri
Sat
Sun

☒
☐
☒
☐
☒
☐
☐

Building: 3-13

Campus: 3

Site:

Capacity:

Room Type:
☐ Classroom
☐ Other
☒ All

Desired Room Attributes

Attribute

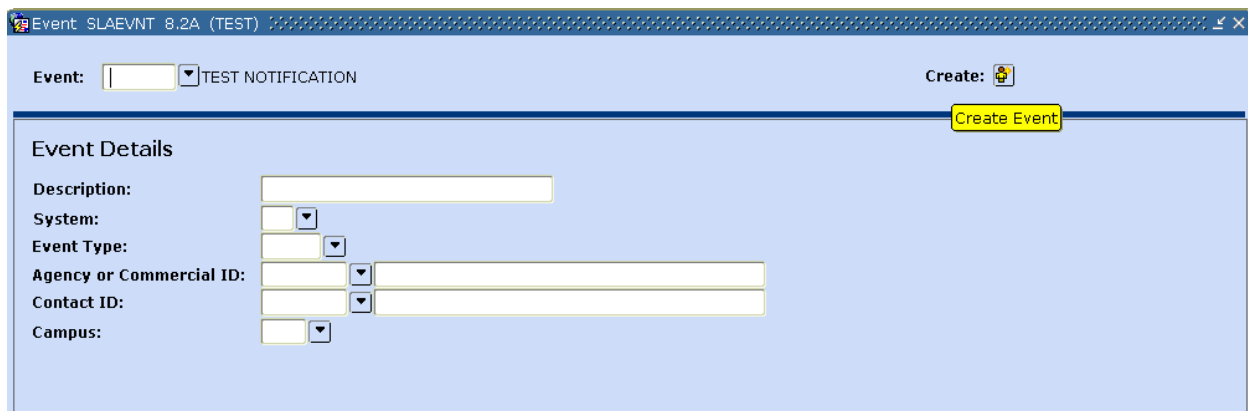
CLRM
Classroom: SMART/Electroni-234

Available Rooms

| Building | Room | Description                  | Campus | Site | Capacity | Room Type |
|----------|------|------------------------------|--------|------|----------|-----------|
| 3-13     | 0011 | Lab - Smart/Electronic       | 3      |      | 46       | C         |
| 3-13     | 0017 | Classroom - Interior Design  | 3      |      | 40       | C         |
| 3-13     | 0112 | Classroom - SMART/Electronic | 3      |      | 41       | C         |
| 3-13     | 0117 | Classroom - SMART/Electronic | 3      |      | 42       | C         |
| 3-13     | 0210 | Classroom - SMART/Electronic | 3      |      | 43       | C         |
| 3-13     | 0214 | Lab                          | 3      |      | 28       | C         |
| 3-13     | 0217 | Lab - Smart/Electronic       | 3      |      | 38       | C         |

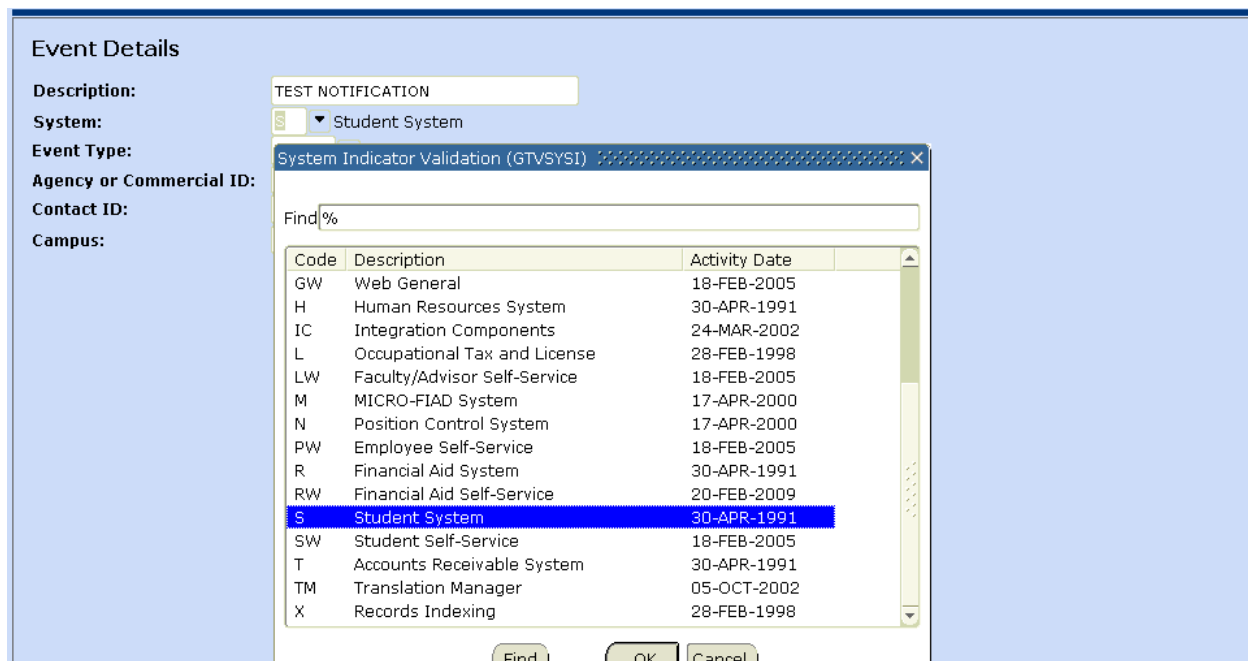
## SLAEVNT – Entering Events

**Step 1:** Go to the form SLAEVNT and click on the 'Create' Button on the right hand side (RHS)



**Step 2:** An 'ADD' is displayed automatically on the Event Number field. Fill in the details

[Description](#), select [System](#) (Student) from the drop down menu.



| Code | Description                  | Activity Date |
|------|------------------------------|---------------|
| GW   | Web General                  | 18-FEB-2005   |
| H    | Human Resources System       | 30-APR-1991   |
| IC   | Integration Components       | 24-MAR-2002   |
| L    | Occupational Tax and License | 28-FEB-1998   |
| LW   | Faculty/Advisor Self-Service | 18-FEB-2005   |
| M    | MICRO-FIAD System            | 17-APR-2000   |
| N    | Position Control System      | 17-APR-2000   |
| PW   | Employee Self-Service        | 18-FEB-2005   |
| R    | Financial Aid System         | 30-APR-1991   |
| RW   | Financial Aid Self-Service   | 20-FEB-2009   |
| S    | Student System               | 30-APR-1991   |
| SW   | Student Self-Service         | 18-FEB-2005   |
| T    | Accounts Receivable System   | 30-APR-1991   |
| TM   | Translation Manager          | 05-OCT-2002   |
| X    | Records Indexing             | 28-FEB-1998   |

**Step 3:** Select [Event type](#) from drop down box or enter the Event Type. For e.g. 'MEET' for Meeting.

**Event Details**

Description: TEST EVENT

System: S Student System

Event Type:

Agency or Commercial ID:

Contact ID:

Campus:

Event/Function Type Validation (STVETYP)

Find %

| Code | Description          | Activity Date |
|------|----------------------|---------------|
| AREX | Art Exhibit          | 16-NOV-2010   |
| ASSC | ASSC Event           | 16-NOV-2010   |
| ATHL | Athletic             | 16-NOV-2010   |
| AWRD | Award Ceremony       | 16-NOV-2010   |
| BANQ | Banquet              | 16-NOV-2010   |
| BASE | Baseball             | 16-NOV-2010   |
| BASK | Basketball           | 16-NOV-2010   |
| BKSC | Back to School Night | 16-NOV-2010   |
| BLOD | Blood Drive          | 16-NOV-2010   |

Find OK Cancel

**Step 4:** Enter or search for the [Agency ID](#), from the 'Non-Persons' Search. This is optional.

Event SLAEVNT 8.2A (TEST)

Event: ADD Create:

**Event Details**

Description: TEST EVENT

System: S

Event Type: MEET Meeting

Agency or Commercial ID:

Contact ID:

Campus:

Option List

[Person Search](#)

[Non-Persons Search](#)

Cancel

Note: The Event Agency IDs start with 'EV'. So Event customers can be queried using EV% to display the existing IDs and selected. ( i.e. Press F9, Enter EV% in ID field and press F10 to display existing records.)

Non-Person Search SOACOMP 8.2 (TEST)

| ID  | Name | Type | Change Indicator | Activity |
|-----|------|------|------------------|----------|
| EV% |      |      |                  |          |
|     |      |      |                  |          |
|     |      |      |                  |          |

The [Agency name](#) can be selected from the displayed records as follows-

| ID        | Name                        | Type | Change Indicator | Activity    |
|-----------|-----------------------------|------|------------------|-------------|
| EV3000002 | CAN Event Test User         |      |                  | 27-OCT-2010 |
| EV4000003 | CSM Event Test Customer     |      |                  | 27-OCT-2010 |
| EV4100000 | CSM New Faculty Orientation |      |                  | 17-NOV-2010 |
| EVTEST123 | EVENT TEST CUSTOMER 123     |      |                  | 14-SEP-2010 |
| EVENTEST1 | Event Test Customer 1       |      |                  | 16-NOV-2010 |
| EV0000009 | ITS Test Customer           |      |                  | 17-NOV-2010 |

**Step 5:** Enter **Contact ID** and **Campus**. The Contact ID is optional as well.

Event: ADD Create:

**Event Details**

Description: TEST EVENT

System: S

Event Type: MEET Meeting

Agency or Commercial ID: EV0000009 ITS Test Customer

Contact ID: G00849668 Ms. Suneetha Pasumarthi

Campus: 1

Save the record. The event number is assigned automatically. (A0037 as shown below.)

**Step 6:** Go to the next block to schedule the meeting times and location.

Event: A0037 test Create:

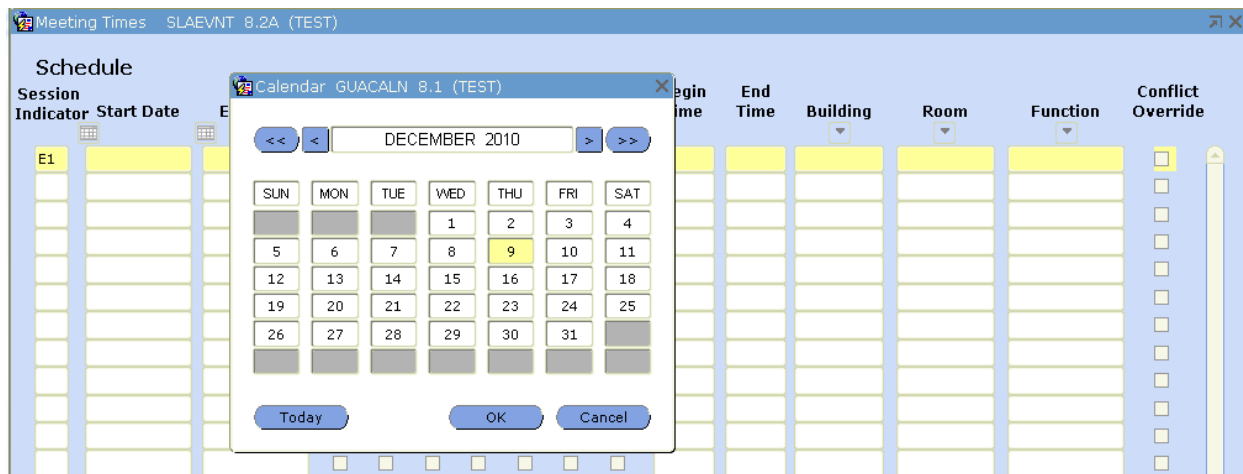
**Meeting Times SLAEVNT 8.2A (TEST)**

**Schedule**

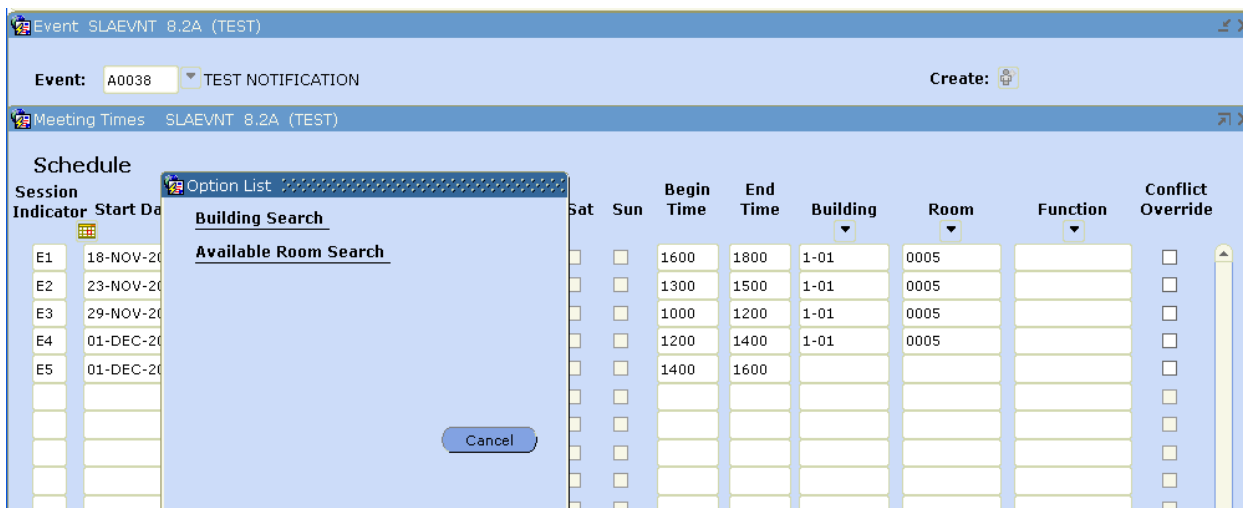
| Session Indicator | Start Date | End Date | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Begin Time | End Time | Building | Room | Function | Conflict Override |
|-------------------|------------|----------|-----|-----|-----|-----|-----|-----|-----|------------|----------|----------|------|----------|-------------------|
| E1                |            |          |     |     |     |     |     |     |     |            |          |          |      |          |                   |
|                   |            |          |     |     |     |     |     |     |     |            |          |          |      |          |                   |
|                   |            |          |     |     |     |     |     |     |     |            |          |          |      |          |                   |

The fields to be entered are

1. **Session Indicator**. The sessions start with 'E1'. Session indicators must be unique. You may use E2, E3, etc.
2. **Start Date**. It can be either entered 12/07/2010 or selected from the Calendar icon, which displays the calendar as shown below. -



3. [End Date](#)
4. [Day/Days](#) of the meeting, from the radio buttons. (Note: According to the dates selected, the radio buttons will be enabled/disabled.)
5. [Begin Time](#) (military format –0900, 1430 etc)
6. [End Time](#)
7. [Building](#) – The drop down can be clicked to display the building search option, as shown below.



Note: Click on the [Building search](#), to search for buildings in a campus.

Click on the [Available Room Search](#) to search for available rooms.

Building Search – SLABQRY. Select the Building by querying or scrolling down for the building.

| Campus | Site | Building | Description                    | Capacity | Maximum |
|--------|------|----------|--------------------------------|----------|---------|
| 1      |      | 1-01     | DISTRICT OFFICE                | 99999    |         |
| 2      | 002  | 2-01     | Bldg. 1 -                      | 9999     | 9999    |
| 2      | 002  | 2-02     | Bldg. 2 -                      | 99999    |         |
| 2      | 002  | 2-03C    | Bldg. 3C -                     | 45       | 45      |
| 2      | 002  | 2-03D    | Bldg. 3D -                     | 40       | 40      |
| 2      | 002  | 2-03E    | Bldg. 3E -                     | 25       | 25      |
| 2      | 002  | 2-06     | Student & Community Center     | 1154     | 1154    |
| 2      | 002  | 2-07A    | Science Annex                  | 99999    | 99999   |
| 2      | 002  | 2-CCCC   | Child Care Coordinating Cncl   | 25       | 25      |
| 2      | 002  | 2-CDC    | Child Development Center - Sky | 35       | 35      |
| 2      | 002  | 2-CGC    | Cypress Golf Course            | 22       | 22      |
| 2      | 002  | 2-CLL    | Community Learning Center      | 32       | 32      |
| 2      | 002  | 2-CMS    | Cunha Intermediate School      | 30       | 30      |
| 2      | 002  | 2-CPES   | College Park Elementary School | 150      | 150     |
| 2      | 002  | 2-DCH    | DALY CITY HALL TRAINING ROOM   | 35       | 35      |
| 2      | 002  | 2-ELCM   | El Camino High School          | 40       | 40      |
| 2      | 002  | 2-FTP    | Friends to Parents             | 45       | 45      |
| 2      | 002  | 2-GEN    | Genentech, 2nd Generation      | 45       | 45      |
| 2      | 002  | 2-HCA    | Highlands Christian Academy    | 35       | 35      |
| 2      | 002  | 2-HDST   | Head Start                     | 40       | 40      |
| 2      | 002  | 2-MCDC   | Moonridge Child Dvlpmnt Cntr   | 30       | 30      |

**Room Search** – SLIAEVN. This is the Available room query form, that lets you enter/select criteria like Building, Campus, Capacity etc.

| <b>Start Date:</b> 01-DEC-2010<br><b>End Date:</b> 01-DEC-2010<br><b>Begin Time:</b> 1400<br><b>End Time:</b> 1600   |                      | <b>Mon Tue Wed Thu Fri Sat Sun</b><br><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |                      | <b>Building:</b> <input type="text"/><br><b>Campus:</b> 1<br><b>Site:</b> <input type="text"/><br><b>Capacity:</b> <input type="text"/> |                      | <b>Room Type:</b> <input type="radio"/> Classroom<br><input type="radio"/> Other<br><input checked="" type="radio"/> All |  |                      |                      |                      |                      |                      |                      |           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|--|----------------------|---|----------------------|---|----------------------|--|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Desired Room Attributes</b><br>Attribute<br><table border="1"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>  |                      |   |                      |   |                      |  |  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <input type="text"/>   | <input type="text"/> |   |                      |   |                      |  |  |                      |                      |                      |                      |                      |                      |           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <input type="text"/>   | <input type="text"/> |   |                      |   |                      |  |  |                      |                      |                      |                      |                      |                      |           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <input type="text"/>   | <input type="text"/> |   |                      |   |                      |  |  |                      |                      |                      |                      |                      |                      |           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <b>Available Rooms</b><br><table border="1"> <thead> <tr> <th>Building</th> <th>Room</th> <th>Description</th> <th>Campus</th> <th>Site</th> <th>Capacity</th> <th>Room Type</th> </tr> </thead> <tbody> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> </tbody> </table> |                      |   |                      |   |                      |  |  | Building             | Room                 | Description          | Campus               | Site                 | Capacity             | Room Type | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Building   | Room                 | Description   | Campus               | Site  | Capacity             | Room Type  |  |                      |                      |                      |                      |                      |                      |           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
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| <input type="text"/>   | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>   |  |                      |                      |                      |                      |                      |                      |           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <input type="text"/>   | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>   |  |                      |                      |                      |                      |                      |                      |           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <input type="text"/>   | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>   |  |                      |                      |                      |                      |                      |                      |           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <input type="text"/>   | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>   |  |                      |                      |                      |                      |                      |                      |           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <input type="text"/>   | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>   |  |                      |                      |                      |                      |                      |                      |           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <input type="text"/>   | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>   |  |                      |                      |                      |                      |                      |                      |           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
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| <input type="text"/>   | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>   |  |                      |                      |                      |                      |                      |                      |           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <input type="text"/>   | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>   |  |                      |                      |                      |                      |                      |                      |           |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |



Building can be entered or selected from the drop down as shown below -

Event Available Room Query SLIAEVN 8.1.0.1 (TEST)

Start Date: 01-DEC-2010 Mon Tue Wed Thu Fri Sat Sun  
End Date: 01-DEC-2010  
Begin Time: 1400  
End Time: 1600

Building:  Campus: 1 Site:  Capacity:

Room Type: ☐ Classroom ☐ Other ☒ All

Desired Room Attribute

Available Rooms

Building Code Validation (STVBLDG)

Find: %

| Code  | Description     | VR Msg | Activity Date |
|-------|-----------------|--------|---------------|
| 1-01  | DISTRICT OFFICE |        | 01-MAY-19     |
| 2-00  | 2-00            | 2      | 21-JUL-200    |
| 2-00S | 2-00S           | 2      | 21-JUL-200    |
| 2-01  | Bldg. 1 -       |        | 09-NOV-20     |
| 2-02  | Bldg. 2 -       |        | 09-NOV-20     |
| 2-03  | GYM -           |        | 09-NOV-20     |
| 2-03A | Bldg. 3A -      |        | 09-NOV-20     |
| 2-03B | Bldg. 3B -      |        | 09-NOV-20     |

Find End OK Cancel

If looking for a particular campus's buildings only, for example, for Cañada, enter a 3% in the query as follows – and click on 'Find' to search for buildings in Canada.

Building Code Validation (STVBLDG)

Find: 3%

| Code | Description | VR Msg | Activity Date |
|------|-------------|--------|---------------|
| 3-00 | 3-00        | 2      | 21-JUL-200    |
| 3-01 | GYM         |        | 09-NOV-20     |
| 3-02 | Bldg. 2 -   |        | 09-NOV-20     |
| 3-03 | Bldg. 3 -   |        | 09-NOV-20     |
| 3-05 | Bldg. 5 -   |        | 09-NOV-20     |
| 3-06 | Bldg. 6 -   |        | 09-NOV-20     |
| 3-08 | Bldg. 8 -   |        | 09-NOV-20     |
| 3-09 | Bldg. 09 -  |        | 01-MAR-20     |

Find End OK Cancel

Event Available Room Query SLIAEVN 8.1.0.1 (TEST)

Start Date: 18-NOV-2010  
 End Date: 19-NOV-2010  
 Begin Time: 1600  
 End Time: 1800

Mon Tue Wed Thu Fri Sat Sun  
☐ ☐ ☐ ☒ ☐ ☐ ☐

Building: 1-01  
 Campus: 1  
 Site:  
 Capacity:

Room Type: ☐ Classroom  
☐ Other  
☒ All

After entering/selecting the necessary criteria like Campus, Capacity etc., (optional) go to the next block, for Room Attributes –

Desired Room Attributes

Attribute

Available Rooms

Building Room

Building/Room Attributes Validation (STVRDEF)

Find%

| Code | Description                   | Activity Date |
|------|-------------------------------|---------------|
| ACLP | Art Studio, Sculpture-2       | 01-NOV-1999   |
| ALRM | Security Alarm-23             | 01-NOV-1999   |
| ATHI | Athletic Facility - Indoor-3  | 01-NOV-1999   |
| ATHO | Athletic Facility - Outdoor-3 | 01-NOV-1999   |
| ATM  | ATM-2                         | 01-NOV-1999   |
| AVEQ | Audio Visual Equipment-4      | 01-NOV-1999   |
| BAND | Band Room-24                  | 01-NOV-1999   |
| BASE | Baseball Field-24             | 01-NOV-1999   |
| BLND | Blinds-224                    | 01-NOV-1999   |

Find OK Cancel

Enter/select the Room attribute and go the next block, where the available rooms are displayed, according to the criterion that was entered. If no criterion was entered, then all the available rooms are displayed.

Available Rooms

| Building | Room  | Description | Campus | Site | Capacity | Room Type |
|----------|-------|-------------|--------|------|----------|-----------|
| 1-01     | 0001  | OFFICE      | 1      |      | 2        | C         |
| 1-01     | 0003  | OFFICE      | 1      |      | 5        | C         |
| 1-01     | 0003A | TBA         | 1      |      | 0        | C         |
| 1-01     | 0005  | TBA         | 1      |      | 11       | C         |
| 1-01     | 0006  | TBA         | 1      |      | 0        | C         |
| 1-01     | 0006A | TBA         | 1      |      | 0        | C         |
| 1-01     | 0007  | TBA         | 1      |      | 0        | C         |
| 1-01     | 0008  | TBA         | 1      |      | 0        | C         |
| 1-01     | 0009  | TBA         | 1      |      | 0        | C         |
| 1-01     | 0011  | OFFICE      | 1      |      | 2        | C         |

More sessions can be added to an event, as shown below -

Event SLAEVNT 8.2A (TEST)

Event: A0038 TEST NOTIFICATION Create:

Meeting Times SLAEVNT 8.2A (TEST)

Schedule

| Session Indicator | Start Date  | End Date    | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Begin Time | End Time | Building | Room | Function | Conflict Override |
|-------------------|-------------|-------------|-----|-----|-----|-----|-----|-----|-----|------------|----------|----------|------|----------|-------------------|
| E1                | 18-NOV-2010 | 19-NOV-2010 |     |     |     |     |     |     |     | 1600       | 1800     | 1-01     | 0005 |          |                   |
| E2                | 23-NOV-2010 | 23-NOV-2010 |     |     |     |     |     |     |     | 1300       | 1500     | 1-01     | 0005 |          |                   |
| E3                | 29-NOV-2010 | 29-NOV-2010 |     |     |     |     |     |     |     | 1000       | 1200     | 1-01     | 0005 |          |                   |
| E4                | 01-DEC-2010 | 10-DEC-2010 |     |     |     |     |     |     |     | 1200       | 1400     | 1-01     | 0005 |          |                   |
| E5                | 01-DEC-2010 | 01-DEC-2010 |     |     |     |     |     |     |     | 1400       | 1600     |          |      |          |                   |

## SPAIDEN – Create Agency (Customer) IDs

**Step 1:** Enter an Event Customer ID, starting with the letters 'EV'. It can be alphanumeric. (9 char limit.)

The screenshot shows the SPAIDEN 8.2B (TEST) application window. The title bar reads "General Person Identification SPAIDEN 8.2B (TEST)". The main interface has a light blue background. At the top, there is an "ID:" field with a dropdown menu showing "EVENTEST7" and a text input field. To the right is a "Generate ID:" button with a key icon and a text input field containing "20107090". Below this is a tabbed interface with the following tabs: "Current Identification" (selected), "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", "Emergency Contact", and "Additional Identification". The "Current Identification" tab contains an "ID:" field and a "Name Type:" dropdown menu. Below this are two main sections: "Person" and "Non-Person". The "Person" section has fields for "Last Name:", "First Name:", "Middle Name:", "Prefix:", "Suffix:", "Preferred First Name:", and "Full Legal Name:". The "Non-Person" section has a "Name:" field. To the right of these sections is a "ID and Name Source" section with a "Last Update" subsection containing "User:", "Activity Date:", and "Origin:" fields, and an "Original Creation" subsection containing "User:" and "Create Date:" fields.

General Person Identification SPAIDEN 8.2B (TEST)

ID:

Generate ID:

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

ID:  Name Type:

**Person**

Last Name:

First Name:

Middle Name:

Prefix:

Suffix:

Preferred First Name:

Full Legal Name:

**Non-Person**

Name:

**ID and Name Source**

**Last Update**

User:

Activity Date:

Origin:


**Original Creation**

User:

Create Date:

**Step 2:** Enter the Name in the **Non-Person block**, at the bottom of the page. Save/F12 to proceed to the next tab.

General Person Identification SPAIDEN 8.2B (TEST)

ID: EVENTEST1  Generate ID:  20107090

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification

ID: EVENTEST1 Name Type:  ▼

**Person**

Last Name:  ▼

First Name:  ▼

Middle Name:

Prefix:

Suffix:

Preferred First Name:

Full Legal Name:

**Non-Person**

Name: Event Test Customer 1  ▼

**ID and Name Source**

**Last Update**

User:

Activity Date:

Origin:

**Original Creation**

User:

Create Date:

**Step 3:** In the [E-mail tab](#), to enter the E-mail Type, select the 'EVNT' email type from the drop down list box/List of values.

The screenshot shows the 'General Person Identification' software interface. The 'E-mail' tab is selected. The 'E-mail Type' dropdown is open, showing a list of email types. The 'EVNT' option is highlighted. The 'E-mail Address' field is empty. The 'Comment' field is empty. The 'Activity Date' and 'User' fields are empty. The 'E-mail Type Validation' dialog box is open, showing a list of email types and their descriptions. The 'EVNT' option is highlighted in the list.

| E-mail Type | Description  |
|-------------|--|
| APAD        | AP Direct Deposit Payment Advice Address - External Vendor |
| EVNT        | Event Management email address                             |
| GMAL        | SMCCD student email account                                |
| PERS        | Personal email address                                     |
| SMCC        | San Mateo Community College District email                 |
| VEND        | Vendor email address                                       |
| XCHG        | LDAP email address   |

Note: The above information (ID/PIDM/EMAIL) is required. Other information like address etc. is not required/optional.

**Step 4:** Enter the customer's **Email ID** and check the '**Preferred**' check box and save.

The screenshot shows the 'General Person Identification' window for 'SPAIDEN 8.2B (TEST)'. The 'E-mail' tab is selected. At the top, the 'ID' is 'EVENTEST1' and the 'Generate ID' is '20107097'. The 'E-mail' section contains three entries. The first entry has 'E-mail Type' set to 'EVNT' (Event Management email address), 'E-mail Address' as 'test123@smccd.edu', and the 'Preferred' checkbox checked. The other two entries are empty. Each entry has fields for 'Comment', 'Activity Date', and 'User'.

| Field          | Entry 1                             | Entry 2                  | Entry 3                  |
|----------------|-------------------------------------|--------------------------|--------------------------|
| E-mail Type    | EVNT                                |                          |                          |
| E-mail Address | test123@smccd.edu                   |                          |                          |
| Preferred      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inactivate     | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Display on Web | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| URL            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Comment        |                                     |                          |                          |
| Activity Date  |                                     |                          |                          |
| User           |                                     |                          |                          |