



Scholastic ONLINE Information System  
for the Web

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# Room, Building & Campus Records

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Course sections are assigned classrooms and labs. Students are assigned dormitory or housing rooms. This text describes setting up, changing and deleting rooms, the buildings that house them, and the campuses on which the buildings sit.

To assign housing, see the related “Housing” text to set up dormitory rooms, student apartments, and faculty housing.

This text starts with **navigating** the functions on page 3, then provides a **quick reference** on page 6. To see the **changes** in this edition look on page 3.

June 2006

*Systems, Inc.*

The logo for RJM Systems, Inc. It features the letters 'R', 'J', and 'M' in a stylized, blue, serif font, stacked vertically. To the right of the 'M' is the text 'Systems, Inc.' in a blue, italicized, serif font.

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(RoomBuildingCampus.doc - 07/05/06 10:23 AM)

## NEW IN THIS EDITION

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### June 2006 Enhancements

- Setting aside rooms for calendar events and more search choices in “Room Finder”, page 19.

### March 2006 Initial Release

- This edition is for SONISWEB® version 2.0.
- Changed are “Figure 1 Toolbar for those with User-ID access” and “Figure 2 Function Lists1 - Partial”, page 4, “Figure 30 Login Displays” and “Figure 31 Typical SONISWEB® Page”, and “Figure 31 Typical SONISWEB® Page”, page 26.
- Most of the reports have been rewritten in the Cold Fusion™ Report Builder. Those have “(RB)” following their names as seen in Figure 2. The older Crystal Reports™-Enterprise reports (without the “RB”) are still available in most cases.
- “Rooms” on page 7 includes the new attributes for specifying room features.
- “Buildings” on page 9 includes the new attributes for specifying building features.
- “Building Attributes Table”, page 13.
- “Room Finder” on page 19 that uses the new room attributes.
- “Room Schedule Report” on page 23 shows the new report output choices with Report Builder.



• Figure 1 Toolbar<sup>1</sup> for those with User-ID access

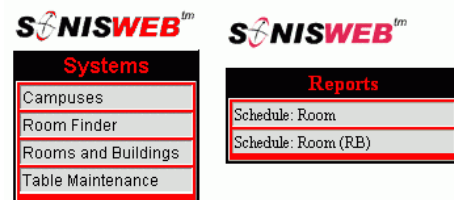
## NAVIGATING THE FUNCTIONS

Administrative users have User-IDs and Passwords and see an initial display like Figure 1. Administrative users can be anyone in your system with an ID but typically they're paid Staff and those few Faculty with additional administrative duties.

The access rights of an administrative user is defined by:

1. The **Profile** selected when you were issued a User-ID and Password. Typical Profile categories are the Registrar, the Registrar's staff, the Financial Officer, Admissions staff, Deans, etc. One profile covers all the people in each staff category.
2. The **individual limits** specified for you when you were issued a User-ID and Password. Typical limits are preventing access to faculty and staff personal records.
3. The **privileges** added for you when you were issued a User-ID and Password. The right to "Make Grades Official" or "View and Change PINs" are examples.

After clicking **Systems** in Figure 1 you get the selections shown in Figure 2.



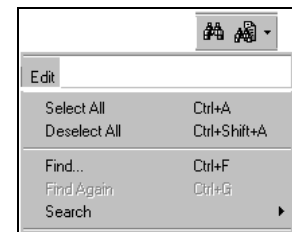
• Figure 2 Function Lists<sup>1</sup> - Partial

<sup>1</sup> You only see what you're authorized to see by your Profile and individual Limits and Privileges. So your choices may be fewer than these.

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## WHAT DO YOU WANT TO DO?

- Building Attributes Table, page 13.
- Building Type Table, page 15.
- Buildings, page 9.
- Campuses, page 11.
- Diagnosing and Fixing Problems, page 5.
- Housing-Room-Building-Campus Relationship, page 24.
- Room Finder, page 19.
- Room Schedule Report, page 23.
- Rooms, page 7.
- Security Changes Required when you Add a Campus, page 12.
- Setting Your Browser for Proper Function and Security, page 5.
- If you don't see what you need above, check the table of contents on page 2. You can also use the Adobe® find or search functions illustrated in Figure 3. It allows a Google®-like search<sup>2</sup> by word or phrase.



• Figure 3 Adobe® Find and Search

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## Diagnosing and Fixing Problems

See the text “Messages, Errors, and Diagnosis”.

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## Setting Your Browser for Proper Function and Security

Internet Explorer<sup>3</sup> (IE), Firefox™, Netscape®, and Opera Web browsers have an “auto-complete” or password-form save feature that is handy for individual computers but defeats privacy on shared computers like those in computer labs and libraries. See the text “Browser Settings” to set your browser for security, good performance, and to prevent your getting old data.

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<sup>2</sup> If you're unfamiliar with this searching, click Adobe® reader Help or see the SONISWEB® text “Index to Texts”.

<sup>3</sup> Only Internet Explorer (IE) version 5.5 or later is supported for administrative use.

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## QUICK REFERENCE

See “Housing-Room-Building-Campus Relationship” on page 23 for the connections.

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### Adding and Editing Rooms and Buildings

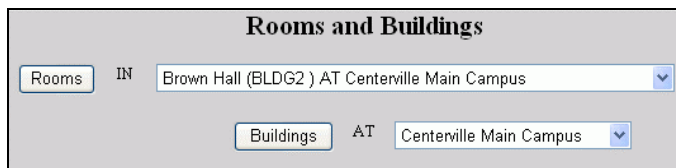
There are better choices than editing rooms and building where what you want is information about rooms:

- “Room Finder” on page 19 lets you find rooms based on search criteria.
- To get a list of all rooms and their schedule of use try the “Room Schedule Report” on page 23.

To add or edit a room and/or building<sup>4</sup>:

1. Click **Systems** on the toolbar at the top of the display as shown in Figure 1. You get a list of functions like Figure 2.
2. If **Rooms and Buildings** is not present in Figure 2, you are not authorized to maintain these records. See your SONISWEB® administrator to resolve your role-based profile so you can access these records.
3. Click **Rooms and Buildings** in the function list in Figure 2. Figure 4 is displayed.

You can return to this display at any time by clicking **Rooms and Buildings** in Figure 2.



• Figure 4 Room-Building

4. For rooms, at the top of Figure 4 use the pulldown arrow<sup>5</sup> to pick the building then click the Rooms button.

If you don't know what building the room is in, use “Room Finder” on page 19 to find the building, then you can return to **Rooms and Buildings** to edit it.

5. For buildings<sup>4</sup> on an existing campus, at the bottom of Figure 4 use the pulldown arrow<sup>5</sup> to pick the campus then click the Buildings button.

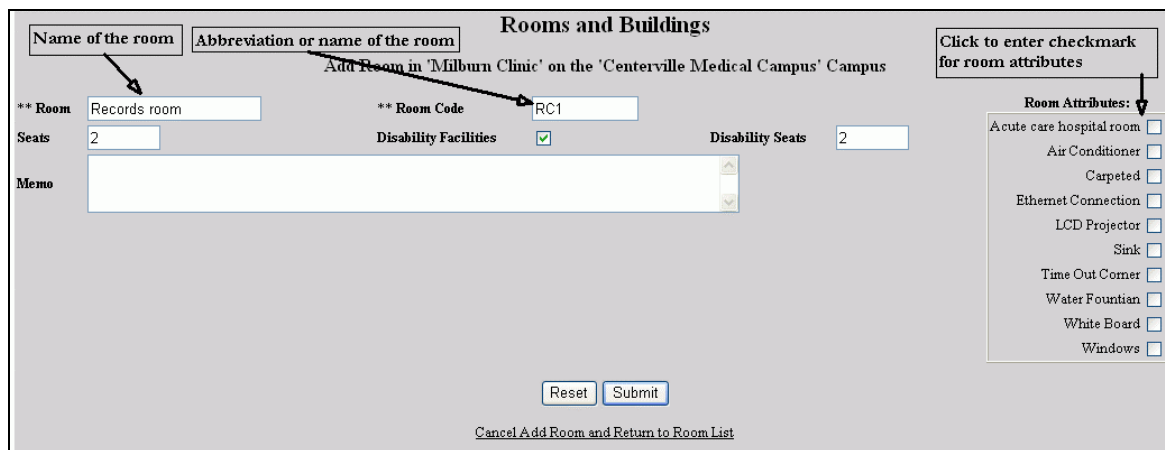
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<sup>4</sup> To establish a new campus or enter a campus for courses taught at an off-campus location or affiliated school, see “Campuses” on page 11.

<sup>5</sup> See Figure 32 “Arrows, Fields, Checkboxes and Buttons” on page 27 for guidance in using these.

## Rooms

You don't set up housing or dorm rooms here. How to set them up is in the "Housing" text. It describes setting up such important housing criteria as Male-Female-Coed, Smoking-Non-smoking, etc.



• Figure 5 Room Edit or Add

Follow the guidance in Figure 5 to add or change the information for a room. The fields with two asterisks (\*\*) are required.

**Room** is the name or description of the room

**Room Code** is the "room number" and is used in the list of rooms you see when you pick a building.

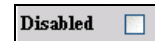
Once you've added a room you cannot change the Room Code.

**Seats** is the number of people it can accommodate. For very large rooms, this is often the "maximum capacity" they can handle based on local law or fire inspector rules.

**Disability Facilities** checkbox and the **Disability Seats** are used together to note ADA-compliant rooms. You use these with "Room Finder" on page 19.

**Room Attributes** checkboxes let you specify the key facilities in this room. These are set up in the Room Attributes table, see page 17. You use these with "Room Finder" on page 19.

**Disabled<sup>6</sup>**: this checkbox appears only while editing a room record. Click it until a checkbox appears and the room become "inactive" and not available for selection.



• Figure 6 Disabled<sup>6</sup> Checkbox

**Cancel...** at the bottom lets you stop the addition and return to the room list by clicking it.

<sup>6</sup> Disabled has two meanings. Nearly all SONISWEB® records can have a "Disabled" switch set by checkbox or the "true" (digit one) entry placed in the record like Figure 6. Unique to rooms and buildings, terms with "disabled" in them also refer to facilities to assist people with physical disabilities.

If the room ever been assigned to a course section or other use, you can't delete it.

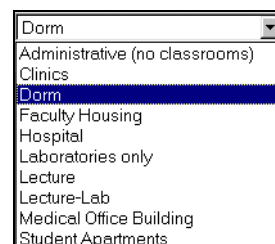
## Buildings

Classrooms and labs are handled differently<sup>7</sup> from dorm and housing rooms.

If you have a building that contains both types of rooms, you need to set it up as two buildings. For example, if “Cabb Hall” has both dorm rooms and classrooms, you define it as two buildings such as “Cabb Hall Classrooms” and “Cabb Hall Residence”. It’s the same building with two different uses and two different kinds of rooms. This extra effort in setting up the building simplifies room assignment for users.

Click the pulldown arrow beside the “Buildings AT” in Figure 4 to pick the campus with the building you wish to edit.

Building Type is especially important for housing. A building type code of **DR** makes that building available to the Housing modules of SONISWEB®. The Building Type pulldown<sup>8</sup> in Figure 8 yields a list like Figure 7 for selection. Building Types are defined in a table of that name. See “Building Type Table” (page 15); it shows you how to set up and maintain the table.



• Figure 7 Building Type Pulldown List<sup>8</sup>

Follow the guidance in Figure 8 to edit, add, or delete a building. The fields with two asterisks (\*\*\*) are required.

**Rooms and Buildings**

Add building on the 'Centerville Medical Campus' Campus

This list comes from the Building Type table

|                          |                                     |                              |                                     |                         |                |
|--------------------------|-------------------------------------|------------------------------|-------------------------------------|-------------------------|----------------|
| <b>** Building</b>       | Milburn Clinic                      | <b>** Building Code</b>      | Mil Clinic                          | <b>** Building Type</b> | Clinic Medical |
| <b>Address</b>           | 123 E Main St                       | <b>Addr2</b>                 |                                     | <b>Addr3</b>            |                |
| <b>City</b>              | Woodbury                            | <b>State</b>                 | Connecticut                         | <b>Zip</b>              | 06799          |
| <b>County</b>            |                                     | <b>Country</b>               | U.S.A.                              |                         |                |
| <b>Contact</b>           |                                     | <b>Phone</b>                 | 800-411-7208                        |                         |                |
| <b>Rooms</b>             | 14                                  | <b>Capacity</b>              | 78                                  |                         |                |
| <b>Disability Access</b> | <input checked="" type="checkbox"/> | <b>Disability Facilities</b> | <input checked="" type="checkbox"/> | <b>Disability Seats</b> | 28             |
| <b>Memo</b>              |                                     |                              |                                     |                         |                |

**Building Attributes**

Back Door   
  Dark Room   
  Elevator   
  Emergency Room   
  Fire Escape   
  Front Door   
  Workout Rehab Facility

Handicap Entrance Ramp   
  Laundry   
  Meeting Rooms   
  Stage   
  Wireless Access

These choices come from the Building Attributes table

[Cancel Add Building and Return to Building List](#)

• Figure 8 Building Add

**Capacity** is usually the legal maximum under local codes for the building and/or the sum of the room capacities.

<sup>7</sup> The Housing functions don’t “see” class and lab rooms. The Course Section room assignment functions don’t “see” dorm or housing rooms. By setting up the buildings and the rooms properly, you simplify room assignments for SONISWEB® users.

<sup>8</sup> SONISWEB® uses the code DR not the word “Dorm”. The word seen in the pulldown is for user convenience and is set in “Building Type Table” (page 15).

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**Disability Access** and **Disability Facilities** checkbox and the **Disability Seats** are used together to note ADA-compliance.

**Cancel...** at the bottom lets you stop the addition and return to the building list by clicking it.

In edit mode you can delete a building with the Delete button if it's never been used for a room.

Click the Reset button to erase your changes.

Click the Submit button to save your changes and/or return to the list of buildings.

## Campuses

Click Campuses in the function list in Figure 2. Figure 9 is displayed.

| Campuses   |                   |                            |          |
|--|-------------------|----------------------------|----------|
| Record 1 - 10 of 18                              |                   |                            |          |
|  | Campus            | Campus                     | Disabled |
|  | <u>CAMP4</u>      | Centerville East Campus    | N        |
| Click the underlined code of a campus to edit it | <u>CAMP1</u>      | Centerville Main Campus    | N        |
|  | <u>CMED</u>       | Centerville Medical Campus | N        |
|  | <u>CAMP2</u>      | Centerville North Campus   | N        |
|  | <u>CAMP3</u>      | Centerville South Campus   | N        |
|  | <u>ChathamCir</u> | Chatham CC Circlesville    | N        |

Use the Add button for a new campus → 
 Use Next to see the next page of campuses →

• Figure 9 Campus Table

Figure 10 is for editing a campus. You can't change the Campus "code" (the abbreviated name). Adding<sup>9</sup> a campus looks the same except that you enter the Campus "code".

| Campuses                               |   |                                       |                                   |
|--|---|---------------------------------------|-----------------------------------|
| Abbreviated name of the campus         | Campus  | ChathamCir                            |                                   |
| A more descriptive name for the campus | Campus  | Chatham CC Circlesville               | Disabled <input type="checkbox"/> |
| Memo                                   | Locate at Chatham Community College in Circlesville, an affiliated school |                                       |                                   |
| <input type="button" value="Reset"/>   |   | <input type="button" value="Submit"/> |                                   |
| <input type="button" value="Delete"/>  |   |                                       |                                   |

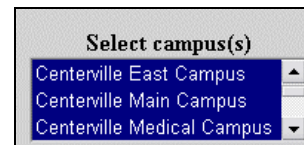
• Figure 10 Edit Campus

1. You can disable<sup>6</sup> it so it can't be selected by putting a 1 (digit one) in the "disabled" field.
2. You can delete it with the Delete button if it's never been used for a building.
3. Click the Reset button to erase your changes.
4. Click the Submit button to save your changes and/or return to Figure 9.

<sup>9</sup> See "Security Changes Required when you Add a Campus" on page 12.

## SECURITY CHANGES REQUIRED WHEN YOU ADD A CAMPUS

Most of the search and selection functions in SONISWEB® include a campus list like Figure 11. After you add a campus, you must change the user security for some users so they have access to student, faculty, and report records for that new campus. When you assign a secure access to a user, you pick a profile and then set additional limits and/or extensions unique to that person. For example, the medical school Registrar may be limited to Medical Campus courses and students whereas the university Registrar has no such limit. If you add a new satellite medical campus at a hospital, you need to change the permissions for the medical school Registrar to include that new campus.



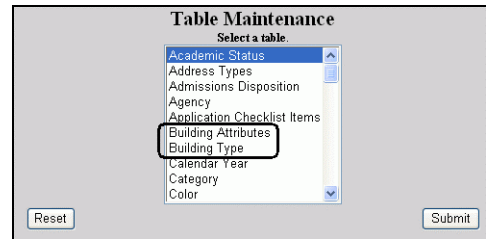
• Figure 11 Campus Selection List Example

When you add a campus, inform the SONISWEB® administrator responsible for security so security can be properly set.

## BUILDING ATTRIBUTES TABLE

The building attributes make up the set of checkboxes at the bottom of Figure 8.

1. Click **Systems** on the toolbar at the top of the display as shown in Figure 1. You get a list of functions like Figure 2.
2. Click **Table Maintenance**. A display containing the list in Figure 12 is shown.
3. Click **Building Attributes** then the **Submit** button. That yields Figure 13.



• Figure 12 Tables for Building Attributes and Type

| Table Maintenance - <i>bldgattributes</i>     |   |            |
|---|---|------------|
| <input type="button" value="ADD New Record"/> | OR Edit Record (click on Button in the row): <span style="color: blue;">Sort Order</span> |            |
| Attribute                                     | Attribute Code  | disabled   |
| (bldgattr_txt)                                | (bldgattr_cod)  | (disabled) |
| <b>Elevator</b>                               | <input type="button" value="EL"/>   | 0          |
| <b>Emergency Room</b>                         | <input type="button" value="ER"/>   | 0          |
| <b>Handicap Entrance Ramp</b>                 | <input type="button" value="HR"/>   | 0          |
| <b>Laundry</b>                                | <input type="button" value="LD"/>   | 0          |
| <b>Meeting Rooms</b>                          | <input type="button" value="MR"/>   | 0          |
| <b>Stage</b>                                  | <input type="button" value="SG"/>   | 0          |
| <b>Wireless Access</b>                        | <input type="button" value="WA"/>   | 0          |
| <b>Workout Rehab Facility</b>                 | <input type="button" value="WK"/>   | 0          |

• Figure 13 Building Attributes Table

4. Use the **Add** button in Figure 13 to add attributes.
5. Click an “Attribute Code” button to edit an existing attribute.

Building attributes should include those for specialized building such as hospitals, clinics, chapels, and administration buildings as well as the more common classroom buildings and dormitories.

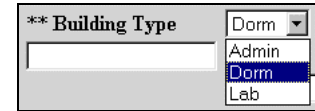
| Table Maintenance - <i>bldgattributes/bldgattr_cod</i> |                                       |                        |
|--|---------------------------------------|------------------------|
| Attribute<br>(bldgattr_txt)                            | Attribute Code<br>(bldgattr_cod)      | disabled<br>(disabled) |
| Emergency Room   | ER                                    | 0                      |
| <input type="button" value="Reset"/>                   | <input type="button" value="Submit"/> |                        |
| <input type="button" value="Delete This Record"/>      |                                       |                        |

• Figure 14 Building Attribute Entry

- Figure 14 shows editing an entry. You cannot change the “Attribute Code” after you’ve added the entry.
- You can disable<sup>6</sup> it so it can’t be selected by putting a 1 (digit one) in the “disabled” field.
- You can delete it with the Delete button if it’s never been used for a building.
- Click the Reset button to erase your changes.
- Click the Submit button to save your changes and/or return to Figure 13.

## BUILDING TYPE TABLE

When you add or edit a building, you select a building type. As shown in Figure 8 and highlighted in Figure 15. Building type is your choice except for housing buildings.



• Figure 15 Building Type Selection

The housing functions in SONISWEB® require buildings with a type code of DR in order to set up lodging rooms or apartments.

1. Click **Systems** on the toolbar at the top of the display as shown in Figure 1. You get a list of functions like Figure 2.
2. Click Table Maintenance. A display containing the list in Figure 12 is shown.
3. Scroll down the list until you find “Building Type” as shown in Figure 12 then click the Submit button to get a table that lists the existing building types, as illustrated in Figure 16.

| Table Maintenance - <i>bldgtype</i>                                     |                                      |                        |
|---|--------------------------------------|------------------------|
| ADD New Record  |                                      |                        |
| OR Edit Record (click on Button in the row): <a href="#">Sort Order</a> |                                      |                        |
| Building Type Code<br>(bldgtype_cod)                                    | Building Type Text<br>(bldgtype_txt) | Disabled<br>(disabled) |
| <input type="button" value="AD"/>                                       | Admin                                | 0                      |
| <input type="button" value="AU"/>                                       | Auditorium                           | 0                      |
| <input type="button" value="CL"/>                                       | Clinic Medical                       | 0                      |
| <input type="button" value="DR"/>                                       | Dorm                                 | 0                      |
| <input type="button" value="H"/>  | Hospital                             | 0                      |
| <input type="button" value="LA"/>                                       | Lab                                  | 0                      |
| <input type="button" value="MB"/>                                       | Medcial Office Building              | 0                      |

• Figure 16 Building Type Table

4. Use the Add button in Figure 16 to add attributes.
5. Click a “Building Type Code” button to edit an existing attribute.

| Table Maintenance - <i>bldgattributes bldgattr_cod</i>                     |                                  |                        |
|--|----------------------------------|------------------------|
| Attribute<br>(bldgattr_txt)  | Attribute Code<br>(bldgattr_cod) | disabled<br>(disabled) |
| Emergency Room   | ER                               | 0                      |
| <input type="button" value="Reset"/> <input type="button" value="Submit"/> |                                  |                        |
| <input type="button" value="Delete This Record"/>                          |                                  |                        |

• Figure 17 Building Attribute Entry

Figure 17 is a classroom or other non-housing building. Figure 18 is for a housing building since it has the DR code.

| Table Maintenance - <i>bldgtype</i> / <i>bldgtype_cod</i> |   |                                 |
|---|---|---------------------------------|
| Building Type Code<br>( <i>bldgtype_cod</i> )             | Building Type Text<br>( <i>bldgtype_txt</i> ) | Disabled<br>( <i>disabled</i> ) |
| DR  | <input type="text" value="Dorm"/>             | <input type="text" value="0"/>  |
| <input type="button" value="Reset"/>                      | <input type="button" value="Submit"/>         |                                 |
| <input type="button" value="Delete This Record"/>         |   |                                 |

- Figure 18 A "DR" Type for Dormitories, Apartments, and other Housing Buildings

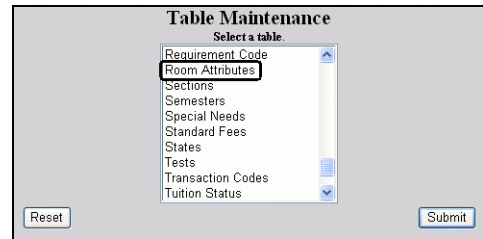
As Figure 18 is an example of the code DR that must be in the table if any building is to be used as housing. You can choose any text – “Dorm”, “Housing”, “Dormitory”, “Classrooms-Dorm” – as long as the code is DR.

1. You can disable<sup>6</sup> an entry so it can't be selected by putting a 1 (digit one) in the “disabled” field.
2. You can delete it with the Delete button if it's never been used for a building.
3. Click the Reset button to erase your changes.
4. Click the Submit button to save your changes and/or return to Figure 16.

## ROOM ATTRIBUTES

The room attributes make up the set of checkboxes on the right of Figure 5.

1. Click **Systems** on the toolbar at the top of the display as shown in Figure 1. You get a list of functions like Figure 2.
2. Click **Table Maintenance**. A display containing the list in Figure 19 is shown.
3. Scroll to Room Attributes, click it, and then click the Submit button. That yields Figure 20.



• Figure 19 Table for Room Attributes

| Table Maintenance - roomattributes            |   |            |
|---|---|------------|
| <input type="button" value="ADD New Record"/> | OR Edit Record (click on Button in the row): <a href="#">Sort Order</a> |            |
| Attribute                                     | Attribute Code  | disabled   |
| (roomattr_txt)                                | (roomattr_cod)  | (disabled) |
| Air Conditioner                               | <input type="button" value="AR"/>                                       | 0          |
| Carpeted                                      | <input type="button" value="CP"/>                                       | 0          |
| Ethernet Connection                           | <input type="button" value="EC"/>                                       | 0          |
| Acute care hospital room                      | <input type="button" value="HA"/>                                       | 0          |
| LCD Projector                                 | <input type="button" value="PJ"/>                                       | 0          |
| Sink  | <input type="button" value="SK"/>                                       | 0          |
| Test Attribute                                | <input type="button" value="TA"/>                                       | 1          |
| Time Out Corner                               | <input type="button" value="TO"/>                                       | 0          |
| White Board                                   | <input type="button" value="WB"/>                                       | 0          |
| Water Fountain                                | <input type="button" value="WF"/>                                       | 0          |
| Windows                                       | <input type="button" value="WI"/>                                       | 0          |

• Figure 20 Room Attributes Table

4. Use the Add button in Figure 20 to add attributes.
5. Click an “Attribute Code” button to edit an existing attribute.

Room attributes should include those for specialized rooms such as clinical exam rooms, chapels, etc. These attributes should not include those needed only for dorm or housing rooms since they are set in the separate Housing Attributes table.

| Table Maintenance - <i>roomattributes/roomattr_cod</i>                     |                                  |                                |
|--|----------------------------------|--------------------------------|
| Attribute<br>(roomattr_txt)  | Attribute Code<br>(roomattr_cod) | disabled<br>(disabled)         |
| LCD Projector  | PJ                               | <input type="text" value="0"/> |
| <input type="button" value="Reset"/> <input type="button" value="Submit"/> |                                  |                                |
| <input type="button" value="Delete This Record"/>                          |                                  |                                |

• Figure 21 Room Attributes Table Entry

6. Figure 21 shows editing an entry. You cannot change the “Attribute Code” after you’ve added the entry.
7. You can disable<sup>6</sup> it so it can’t be selected by putting a 1 (digit one) in the “disabled” field.
8. You can delete it with the Delete button if it’s never been used for a room.
9. Click the Reset button to erase your changes.
10. Click the Submit button to save your changes and/or return to Figure 20.

## ROOM FINDER

This is for classrooms and meeting rooms, not dorms or housing rooms. Use [Housing Search](#) and the “Housing” manual for those rooms. If the building is defined as **DR** (see page 9) room finder will bypass it in the search.

With Room Finder you can quickly answer the question, “Between May 22<sup>nd</sup> and June 16<sup>th</sup>, is there a room available on Tuesdays between 9:30am and noon on the Main or East campuses that’ll hold 20 people, 5 disabled<sup>6</sup>, that has an Ethernet connection, an LCD projector, and a white board?”

1. Click [Room Finder](#) in the function list in Figure 2.

**Room Finder**

School Year: 200506 Semester: Fall

Begin Date: 08/01/2004 End Date: 12/31/2004

Start Time: 0:00 A.M. Stop Time: 0:00 A.M.

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Campus: Centerville North Campus, Centerville South Campus, Chatham CC Circlesville

Building Code: Asian Campus - ss (ss), Business - Main Building (Main), Centerville Main Campus - Brown Hall (BLDG2)

Room Code: [ ] Seats: 70

Show Only Open Rooms  Require Disability Facilities  Disability Seats: 0

Include Disabled Rooms

**Room Attributes**

Acute care hospital room  Air Conditioner  Carpeted  Ethernet Connection  LCD Projector  Sink   
 Time Out Corner  Water Fountain  White Board  Windows

Reset Submit

• Figure 22 Room Finder Search Criteria

2. Figure 22 shows your selection criteria:
  - You can search an entire semester or restrict the search to Begin and End dates you pick within the semester.
  - To see only available (open) rooms at specific times and days, pick those at the top and then click the checkbox<sup>5</sup> for “Show Only Open Rooms” .
  - To restrict the search to one or more<sup>10</sup> campuses or to a few buildings (that implies a campus), choose them.
  - Putting a checkmark in “Require Disabled Facilities” restricts the search to rooms with facilities for the disabled. Combine that with the number of “Disability Seats” you need to focus on rooms that fit your needs.

<sup>10</sup> See Figure 33 “Selecting Multiple Choices” on page 27 for guidance on multiple selections.

- Entering the number of “Seats” and/or the attributes of the room gives you only rooms meeting those criteria.
  - “Room Code” combined with “Building Code” lets you look at one specific room record simply and directly.
3. Click the Reset button to clear your selections so you can start over.
  4. After making your selections, click the Submit button to get Figure 23.

Be careful to be logical in what you ask for in Figure 22. If you pick a “Campus” and then a “Building Code” that isn’t on that campus, Figure 23 will have no rooms listed. You got what you asked for! Here’s what you can expect:

- No dates means ignore date in selecting.
- A beginning date but no ending date means find rooms that are occupied only on or after that date.
- Zeros in the times means ignore times in selecting rooms.
- If you enter a time, you must enter both a start and stop time to get any useful result.
- If you’re entering a room number (Code) make sure you’ve either selected all buildings and all campuses or you’ve selected the campus and/or building that contains the room. Otherwise you’ll not get that room displayed.
- Where you know a room has disability seats but it doesn’t appear in the list, the likely problem is the disability checkbox in the room record was not checked; see page 7.

| <b>Room Finder</b>                 |  |                            |                         |   |
|------------------------------------|--|----------------------------|-------------------------|---|
| <i>Room Finder Search Criteria</i> |  |                            |                         |   |
| <b>School Year</b>                 | 200506   | <b>Semester</b>            | 1                       | <b>Started</b>  |
| <b>Day</b>                         |  | <b>Time Span</b>           | 0:00 am - 0:00 am       | <b>Disability Facilities</b>                            |
| <b>Seats</b>                       | 70   | <b>Show Disabled Rooms</b> | No                      | <b>Show Only Open Rooms</b>                             |
|                                    |  |                            |                         | <b>Ended</b>  |
|                                    |  |                            |                         | <b>Disability Seats</b> 0                               |
| <b>Campus/Building</b>             | Centerville Main Campus - Brown Hall<br>Centerville Main Campus - Smith Hall<br>Centerville Medical Campus - Conference Anne<br>Centerville Medical Campus - Landers Pediatric Center<br>Centerville Medical Campus - Milbourn Clinic<br>Centerville Medical Campus - MJR Medical Center<br>Centerville North Campus - Butkus Gymnasium<br>Centerville North Campus - Clark Hall<br>Centerville South Campus - Oswald Laboratory |                            |                         | <b>Room Attributes</b>                                  |
|                                    |  |                            |                         | Air Conditioner<br>Ethernet Connection<br>LCD Projector |
| <i>Room Status</i>                 |  |                            |                         |   |
| <b>Room Code</b>                   | <b>Room</b>  | <b>Seats</b>               | <b>Disability Seats</b> | <b>In Use</b>   |
| <u>E200</u>                        | Brown 200  | 125                        | 27                      | Yes   |
| <u>S100</u>                        | Smith 100  | 75                         | 30                      | Yes   |
| <u>S200</u>                        | Smith 200  | 125                        | 30                      | Yes   |
| <u>S300</u>                        | Smith 300  | 250                        | 60                      | Yes   |
| <a href="#">Search Again</a>       |  |                            |                         |   |

• Figure 23 Room Finder Search Results

Figure 23 shows the results of the search from Figure 22.

An underlined room in Figure 23 means it’s in use. Clicking that underlined room yields a list like in Figure 24, the details you seek. The more restrictive the selections you make in Figure 22 the fewer rooms or the fewer assigned rooms will be in the list.

**Room Finder**  
*Room Finder Search Criteria*

Room: Smith 200 (S200) in Smith Hall-Centerville Main Campus

|                    |        |                            |                   |                              |    |                         |   |
|--------------------|--------|----------------------------|-------------------|------------------------------|----|-------------------------|---|
| <b>School Year</b> | 200506 | <b>Semester</b>            | 1                 | <b>Started</b>               |    | <b>Ended</b>            |   |
| <b>Day</b>         |        | <b>Time Span</b>           | 0:00 am - 0:00 am | <b>Disability Facilities</b> | No | <b>Disability Seats</b> | 0 |
| <b>Seats</b>       | 70     | <b>Show Disabled Rooms</b> | No                | <b>Show Only Open Rooms</b>  | No |                         |   |

|                        |   |                        |   |
|------------------------|---|------------------------|---|
| <b>Campus/Building</b> | Centerville Main Campus - Brown Hall<br>Centerville Main Campus - Smith Hall<br>Centerville Medical Campus - Conference Anne<br>Centerville Medical Campus - Landers Pediatric Center<br>Centerville Medical Campus - Milburn Clinic<br>Centerville Medical Campus - MJR Medical Center<br>Centerville North Campus - Butkus Gymnasium<br>Centerville North Campus - Clark Hall<br>Centerville South Campus - Oswald Laboratory<br>Chatham CC Circleville - Byrd Hall at Chatham CC | <b>Room Attributes</b> | Air Conditioner<br>Ethernet Connection<br>LCD Projector |
|------------------------|---|------------------------|---|

---

**Room Status of S200**

*Courses*

| Description                                   | Section | Lead Faculty                      | Begin Date | End Date   | Time     | Time     | Day         |
|---|---------|-----------------------------------|------------|------------|----------|----------|-------------|
| European History (HIST210)                    | 1       | <a href="#">Edgar Algonican</a>   | 09/01/2005 | 12/31/2005 | 8:00 PM  | 9:00 PM  | MON WED FRI |
| Dan's Test Course (Dan001)                    | 1       | <a href="#">Amy Adams</a>         | 09/01/2005 | 12/31/2005 | 3:00 AM  | 4:00 AM  | WED         |
| American Civil War (HIST200)                  | 1       | <a href="#">Amy Adams</a>         | 09/01/2005 | 12/31/2005 | 10:00 AM | 11:00 AM | SUN         |
| badminton (Bad101)                            | 1       | <a href="#">Edgar Abbott</a>      | 09/01/2005 | 12/31/2005 | 3:00 AM  | 5:00 AM  | WED         |
| Russian I (RUS101)                            | 1       | <a href="#">Edgar Abbott</a>      | 09/01/2006 | 12/31/2006 | 9:00 AM  | 10:00 AM | TUE         |
| Introduction to Alternative Medicine (ALT116) | 1       | <a href="#">Sam Frankenheimer</a> | 09/01/2006 | 12/31/2006 | 4:00 AM  | 6:00 AM  | TUE         |
| Woodworking (Wood)                            | 1       | <a href="#">Sam Frankenheimer</a> | 09/01/2006 | 12/31/2006 | 10:00 AM | 11:00 AM | WED         |

*Calendar Events*

| Event            | Contact                      | Date       | Time     | Time     | Day |
|------------------|------------------------------|------------|----------|----------|-----|
| Fundraising Gala | <a href="#">Mike Bostick</a> | 10/12/2005 | 10:00 AM | 11:00 AM | WED |
| Fundraising Gala | <a href="#">Mike Bostick</a> | 10/19/2005 | 10:00 AM | 11:00 AM | WED |
| Fundraising Gala | <a href="#">Mike Bostick</a> | 10/26/2005 | 10:00 AM | 11:00 AM | WED |

• Figure 24 Assigned Course Sections

“Courses” are dates, times, and days set aside for classes done with [Section: Add/Edit](#) under **Courses**.

“Calendar Events” are dates, times, and lead days set aside using [Calendar: Events](#) under **Systems**.

To contact the person who controls the room at one of those times, click the underlined “Lead Faculty” or “Contact” names. You start an e-mail session to send a note to that person.

Click the Return button in Figure 24 to return to the list in Figure 23.

## Section Add Using Room Finder

• Figure 25 Room Finder in Section Add

Room Finder is also found in the Section Add function under **Courses**.

Figure 25 shows the Room Finder near the bottom.

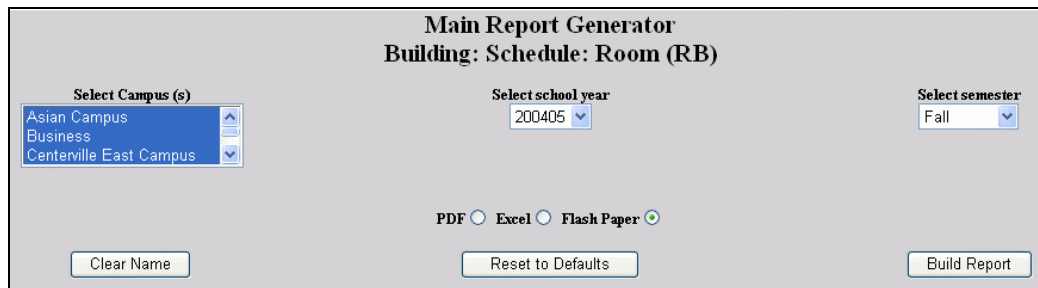
When you click Room Finder a separate window is opened with Figure 22 in it. The process and displays are identical to those in Figure 22 and following.

---

## ROOM SCHEDULE REPORT

A room schedule report for lecture and lab rooms is available. It can be viewed and printed. (There's also a housing report for housing rooms. It's covered in the "Housing" manual.)

1. Click **Reports** (see Figure 1). On the left of your display is a function list of the reports your role-based profile authorizes you to generate.
2. Click **Schedule: Room(RB)**<sup>11</sup> or **Schedule: Room** in the function list. You get a display like Figure 26.



• Figure 26 Report Prompt

3. From the lists, pick<sup>12</sup> the campus(es), year, and semester you want in your report
4. For the "RB" report only, you see at the bottom choices of the output form:

**PDF** file that you can display and print with the free Adobe® reader and save for later use.

**Excel** spreadsheet file that you save, useful where you want to do analysis on the report data.

**Flash**<sup>13</sup> **paper** with print, zoom, and paging buttons. It's similar to what you have with the prior Crystal Reports™ output. This is usually the form you'll want to view and print a report.

5. Click the Preview button. That yields Figure 27.

---

<sup>11</sup> "RB" means the Cold Fusion™ Report Builder. Names without the "RB" were built with the older Crystal Reports™. See "New in this Edition" on page 3 for an explanation of the differences.

<sup>12</sup> See Figure 33 and the description on that page for guidance on making multiple choices.

<sup>13</sup> "Flash" is a Web browser display mode that's used with many Macromedia software packages including Cold Fusion™ Report Builder.

| 01/27/2006                    | 11:22:57 AM | SonisWeb200       | Page 1 of 16                 |
|-------------------------------|-------------|-------------------|------------------------------|
| <b>Schedule: Room</b>         |             |                   |                              |
| <b>Fall2004/05</b>            |             |                   |                              |
| <b>110</b>                    |             |                   |                              |
| (110, Byrd@Chat - ChathamCir) |             | <b>Spaces: 50</b> | <b>Handicapped Seats: 50</b> |
| Course                        | Section     | Description       | Instructor                   |
| <b>Tuesday</b>                |             |                   |                              |
| TUE 10:00am-10:50am           | Fr 210      | 1                 | French Literature in         |
| Breck, Bob                    |             |                   |                              |
| <b>Thursday</b>               |             |                   |                              |
| THU 10:00am-10:50am           | Fr 210      | 1                 | French Literature in         |
| Breck, Bob                    |             |                   |                              |

• Figure 27 Room Schedule Report

There's a page for each room with committed dates and times for each class and lab assigned to that room.

Navigation is slightly different for the new Report Builder (RB) and the older Crystal Re-

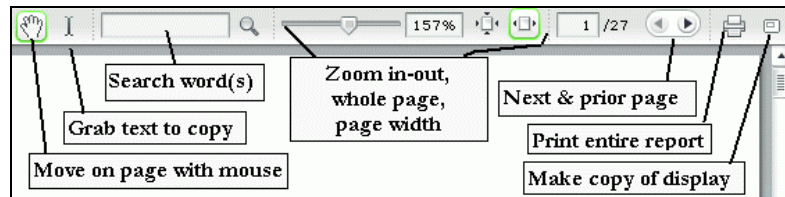
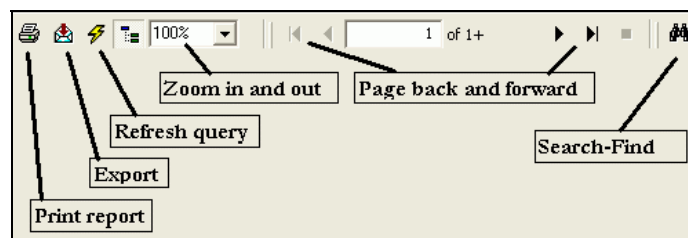


Figure 28 Report Builder (RB) Navigation



• Figure 29 Crystal Reports™ Navigation

ports™ output.

You navigate from page to page using the arrow buttons shown in Figure 28 and Figure 29. To print the report, click the printer icon in Figure 29.

## HOUSING-ROOM-BUILDING-CAMPUS RELATIONSHIP

**Campus:** The core of these records is the campus. It is a location where buildings are placed.

**Building:** Buildings house the rooms. They must be on a campus.

---

**Rooms:** Classes are taught, labs run, and students reside in rooms that must be in a building on a campus.

**Housing:** Students are housed in “dorm” rooms in buildings. Housing is covered in the separate text “Housing”.

You can use metaphors for campuses or buildings. For example, a maritime academy that uses sea-going ships for student labs can define a “Shipboard Campus” that names ever-moving “buildings” called ships. Within each ship are spaces where labs are run. These spaces can be called rooms. Similarly, a school using motorized mobile clinics can define them collectively as the “Mobile Clinic Campus” and each mobile unit given a “building” name with one “room” per “building”.

## GETTING STARTED - LOG IN AND THE USE OF TABS, BUTTON AND FIELDS

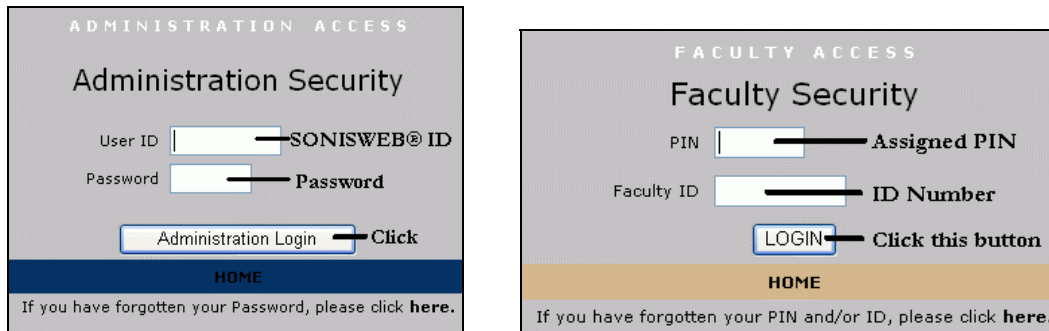
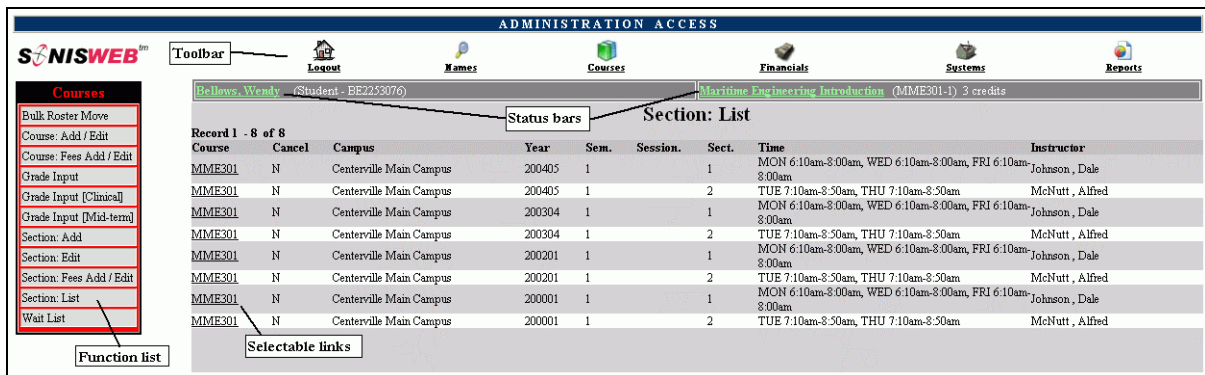


Figure 30 Login Displays

To log in as an administrator, select that option from your Web page. The standard SONISWEB® login pages look like Figure 30.



• Figure 31 Typical SONISWEB® Page

Figure 31 is a typical SONISWEB® page. The actions authorized in your profile appear at the top, called the **Toolbar**.

When you make a selection from the **Toolbar**, the applicable **Function List** appears on the left. Only the functions authorized in your assigned profile and your individual limits and privileges appear. Some might have only **Courses** in the toolbar and only **Course: Add/Edit** for functions.

Not apparent on the display is whether or not the profile permits editing or changing the information. Once the you select a function from the list, you will see a Submit or similar button at the bottom of the display if you have the permissions to add, edit, or delete the data.

By clicking a **Status Bar** you quickly return to the “person” or the “course” you were processing even if you left it temporarily to look at a financial display or a report. Of course, if you have not selected a person with **Names** or a course with **Courses**, there will be no **Status Bars** at the top.

In Figure 31 click an underlined **Selectable Link** and you go to that record.

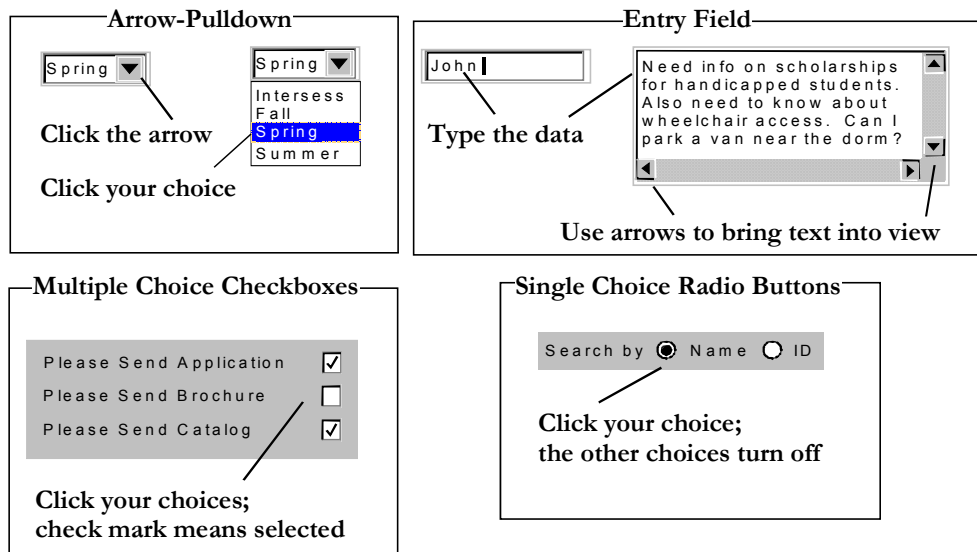


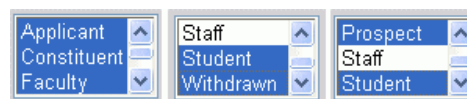
Figure 32 Arrows, Fields, Checkboxes and Buttons

SONISWEB® prompts you for information with windows like those in Figure 32. Use your mouse to click your selection.

- Once you have made your selection(s), you must click an action button; usually it is Submit, Delete, Reset, etc.
- For Entry Fields, click the beginning of the field so you don't get any blanks inserted in front of your entry.
- With Multiple Choice Checkboxes, each time you click a box it goes from selected (check mark) to unselected (no check mark). Click it again and it is selected, etc.
- Radio Buttons allow only one to be selected; when you click one, all the others are turned off.

Some SONISWEB® lists permit you to make multiple choices. It works just like most PC spread sheet software.

- To pick two or more in a series, click the top selection, hold down the **Shift** key on the keyboard and click the bottom item in the series. Release the shift key and they are selected as shown on the left and middle of Figure 33.
- To pick two or more that are not adjacent, click the first item, hold the **Ctrl** key on the keyboard, select the next item and the next, etc. When you have picked the last item you want, release the **Ctrl** key and you see the selections like those on the right of Figure 33.



● Figure 33 Selecting Multiple Choices