

[Click Here](#) to access the Room Matrix

## Using the Room Matrix to View a Room Schedule and to Find Available Spaces

1. On the toolbar, select **Campus Community > Campus Event Planning > Event Management > Room Matrix**
2. Enter the **Facility ID**, or use the magnifying glass to locate a specific room. *Note: To help narrow your search, enter the two letter building abbreviation into the **Facility ID** box, then click the magnifying glass. This will pull up all rooms in that specific building. For example, entering HH in the box then clicking the magnifying glass will show all rooms in Hagerty Hall. Click on the room you would like to see then click **OK**.*
3. In the **Show Week of** box, enter the date you would like to view. In the **Start Time** and **End Time** boxes, enter the range of time you would like to view.
4. Click **Refresh Calendar** to see all meetings scheduled into that room during that week. The screenshot below shows the usage of Hagerty Hall 0259 during the week of 6/21/10 from 8:00AM until 6:00PM.
5. Click the **Previous Week** or **Next Week** buttons to page back and forth between adjacent weekly schedules for a particular room.

**Room Matrix**

Search Options

Facility ID   HH 0259

Show Week of   Start Time  End Time

Start   End

Time	Monday Jun 21	Tuesday Jun 22	Wednesday Jun 23	Thursday Jun 24	Friday Jun 25	Saturday Jun 26	Sunday Jun 27
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM	SPANISH 401 - 16445 Lecture 11:30AM - 1:18PM Hagerty Hall 0259	SPANISH 401 - 16445 Lecture 11:30AM - 1:18PM Hagerty Hall 0259	SPANISH 401 - 16445 Lecture 11:30AM - 1:18PM Hagerty Hall 0259	SPANISH 401 - 16445 Lecture 11:30AM - 1:18PM Hagerty Hall 0259			
1:00PM							
2:00PM	SPANISH 450 - 16448 Lecture 1:30PM - 3:18PM Hagerty Hall 0259	SPANISH 450 - 16448 Lecture 1:30PM - 3:18PM Hagerty Hall 0259	SPANISH 450 - 16448 Lecture 1:30PM - 3:18PM Hagerty Hall 0259	SPANISH 450 - 16448 Lecture 1:30PM - 3:18PM Hagerty Hall 0259			