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

Path: Campus Community → Campus Event Planning → Event Management → Room Matrix

1. Navigate to the Room Matrix page. Complete the following fields:
   - Facility ID (using the magnifying glass, select a value where the Facility Type is Classroom)
   - Show Week of
   - Start Time (modify values if necessary)
   - End Time (modify values if necessary)

2. Click Refresh Calendar.

Orange entries on the room matrix represent combined sections or overlapping reservations.
3. **Adjust Display Options.**

Select a variety of options from the bottom of the matrix (e.g. select Tuesday and Thursday only, uncheck Show Events.)

4. **Click Refresh Calendar.**

The page is refreshed with only the edited options displaying – in this example, Tuesday and Thursday classes in JR0270.
IMPORTANT INFORMATION

Important steps for returning accurate results

• After entering a Facility ID, always remember to click Refresh to return results for that space. Not doing so will result in a false return.

• The default Start and End times on the Room Matrix are 8am to 6pm. To see results before 8am and after 6pm, change the times and click Refresh.