

Add New Facility

Purpose: Access the **Facility Table** to a new facility.

Step	Action				
1.	Navigate to Facility Table: Main Menu > Set up SACR > Foundation Tables > Facilities > Facility Table Facilities > Facility Table Favorites Main Menu > Set Up SACR > Foundation Tables > Facilities > Facility Table				
	Facility Table Enter any information you have and click Search. Leave fields blank for a list of all values.				
	Find an Existing Value Maximum number of rows to return (up to 300): SetID: = UNICS Facility ID: begins with Building: begins with Obescription: begins with Facility Type: = Correct History Case Sensitive				
2.	Click the Add a New Value tab. Facility Table				
	Eind an Existing Value Add a New Value SetID: UNICS Facility ID: Add				
3.	Enter the Facility ID (3 character building code + room number). For example, NEW111.				



Step	Action					
4.	Click the Add button.					
	Result: The Facility Table displays.					
	Facility Table Facility Characteristic					
	SetID: UN	NICS		Find View All First 1 of 1 Last		
	Facility ID: NE	EW111				
	*Effective Date: 10	0/19/2010	*Status: Active -			
	*Description:					
	*Short Description:		Facility Group			
	*Building:	Q				
	Room:		Capacity:			
	*Location Code:	Q				
	*Facility Type:	ecture Rm 👻	Partition:			
	Academic Organization:		General Assignment			
	Minimum Utilization Percent:	0	Check for Facility Conflict			
	Save Notify		🕒 Add 🖉 Update/Display	Include History Correct History		
	Facility Table Facility Component Fa	cility Characteristic				
5.	On the Facility Table tab, enter the following:					
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	• Effective Date - Enter or select the appropriate effective date.					
	• Status – Select the appropriate status (Active or Inactive).					
	• Description – Building name and room (e.g. New Education Workshop 113)					
	• Short Description – The building code plus room (e.g. NEW111).					
	• Facility Group – Not used by UNI. Facilities are managed in Astra.					
	• Building – The 3 character code for the building.					
	• Room – The room number.					
	 Capacity – The maximum capacity of the facility. Location Code – Currently MAIN – University of Northern Iowa for all 					
	facilities; this may change in the future as a location modification for					
	Continuing Education is finalized.					
	• Facility Type – Select the appropriate type of room.					
	• Partition – Not used by UNI; managed in Astra Schedule.					
	• Academic Organization – Not used by UNI; managed in Astra Schedule.					
	• General Assignment – Always checked for UNI facilities.					
	• Minimum Utilization Percent – Not used by UNI.					
	• Check for Facility Conflict – Uncheck this box. Not used by UNI; academic					
	department schedulers will be allowed to request the same room. Registrar					
	Staff will check for conflicts and make final room assignment decisions using					
	Astra Schedule.			-		
6.	Click the Save button	l .				