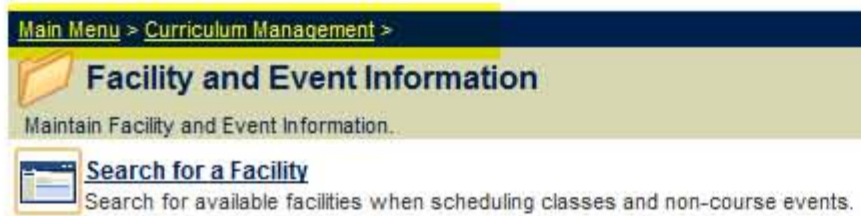# Checking what classrooms are available during a particular date range and/or time

Step 1 - Navigate to **Main Menu>Curriculum Management>Facility and Event Information>Search for a Facility**

Main Menu > Curriculum Management >

📁 **Facility and Event Information**

Maintain Facility and Event Information.

🖥️ **Search for a Facility**
Search for available facilities when scheduling classes and non-course events.

Step 2 - Academic Institution should say FIU01 and leave the other two fields blank - then Press Search
And, Click FIU01 in the search results

Search for a Facility

Enter any information you have and click Search. Leave fields blank for a list of all value

| Find an Existing Value |

Academic Institution: begins with ▼ FIU01

Description: begins with ▼ [   ]

Short Description: begins with ▼ [   ]

☐ Case Sensitive

[Search] [Clear] Basic Search 💾 Save Search Criteria

leave blank

Search Results

View All   First ◄ 1 of 1 ► Last

| Academic Institution | Description | Short Description |
| FIU01 | Florida International Univ | FIU |

Step 3 - Fill out the red boxes below and follow the instructions for each field
Then, click **Fetch Facilities**

| Facility Search Criteria | Facility Search Results |

Academic Institution: Florida International Univ

Meeting Criteria

*From Date: 01/10/2011 📅   *End Date: 04/23/2011 📅 | M Tu W Th F Sa Su |
                                                          | ☑ ☐ ☑ ☐ ☑ ☐ ☐ |
*Meeting Start Time: 10:00AM   *Meeting End Time: 10:50AM

Facility Criteria

Facility Type: [ ] 🔍 ← **leave blank**

*General Assignment: Yes ▼   Room Capacity From: [ ]   Room Capacity To: [ ]

Academic Organization: [   ]   **Pick yes**

Facility Partition: [ ] 🔍

Location Code: [   ] 🔍 ← **pick campus**   [Fetch Facilities]

Building: [   ] 🔍 ← **leave blank**

🔍 Return to Search   ✉️ Notify

Facility Search Criteria | Facility Search Results

IMPORTANT: The results you get in the next screen show classrooms that are available for the dates and times that you indicated. However, some classrooms are blocked during certain hours and days.

Please refer to the Classroom Inventory List to check if a room on the search results is available during the time/day you are requesting it.