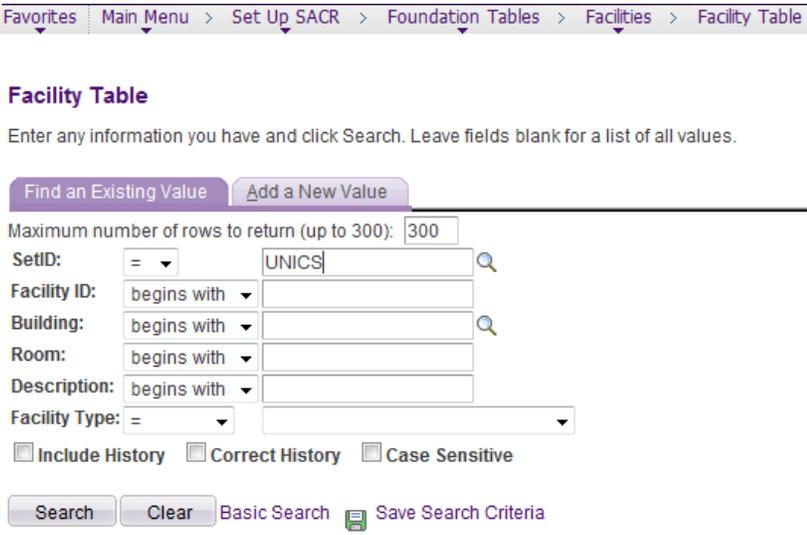
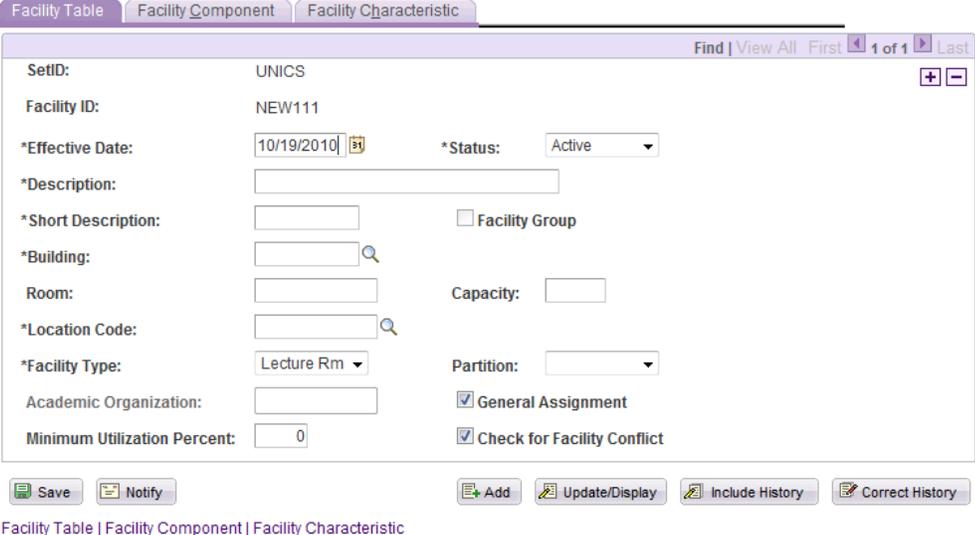


## Add New Facility

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

Step	Action
1.	<p>Navigate to <b>Facility Table</b>: <b>Main Menu &gt; Set up SACR &gt; Foundation Tables &gt; Facilities &gt; Facility Table</b></p> 
2.	<p>Click the <b>Add a New Value</b> tab.</p> 
3.	<p>Enter the <b>Facility ID</b> (3 character building code + room number). For example, NEW111.</p>

Step	Action
4.	<p>Click the <b>Add</b> button.</p> <p><b>Result:</b> The Facility Table displays.</p> 
5.	<p>On the <b>Facility Table</b> tab, enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b> - Enter or select the appropriate effective date.</li> <li>• <b>Status</b> – Select the appropriate status (Active or Inactive).</li> <li>• <b>Description</b> – Building name and room (e.g. New Education Workshop 113)</li> <li>• <b>Short Description</b> – The building code plus room (e.g. NEW111).</li> <li>• <b>Facility Group</b> – Not used by UNI. Facilities are managed in Astra.</li> <li>• <b>Building</b> – The 3 character code for the building.</li> <li>• <b>Room</b> – The room number.</li> <li>• <b>Capacity</b> – The maximum capacity of the facility.</li> <li>• <b>Location Code</b> – Currently MAIN – University of Northern Iowa for all facilities; this may change in the future as a location modification for Continuing Education is finalized.</li> <li>• <b>Facility Type</b> – Select the appropriate type of room.</li> <li>• <b>Partition</b> – Not used by UNI; managed in Astra Schedule.</li> <li>• <b>Academic Organization</b> – Not used by UNI; managed in Astra Schedule.</li> <li>• <b>General Assignment</b> – Always checked for UNI facilities.</li> <li>• <b>Minimum Utilization Percent</b> – Not used by UNI.</li> <li>• <b>Check for Facility Conflict</b> – 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.</li> </ul>
6.	Click the <b>Save</b> button.