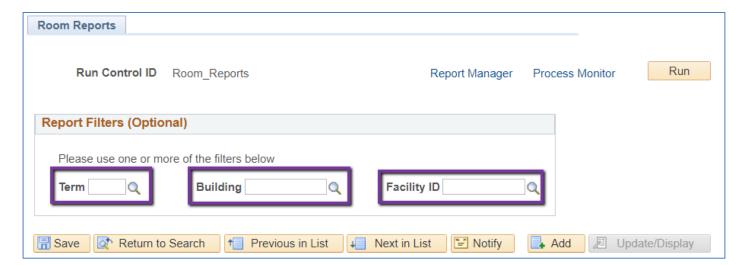# ROOM CHARTS in PeopleSoft

1. **MyCSUSM** > **Log in** > **PeopleSoft Access** > **CSUSM SA Custom** > **CSUSM SA Student Records** > **Classroom Reports**

2. Click the "**Add a New Value**" tab.

3. Create a Run Control ID

   - Enter anything you want to help you identify what report you are running. Use an underscore between words; no spaces.
   - We recommend "**Room_Charts**" as your Run Control ID.

   Click **Add**. *NOTE:* After this first time, your Run Control ID will appear after you click "**Classroom Reports**", and then click "**Search**".
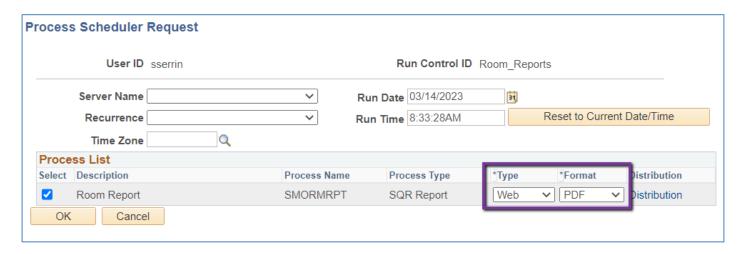
4. Must enter the **Term** (example: 2234 for Fall 2023) – only using Term will bring up room charts for every Facility ID that has something in it during the term.

   - Can also use **Building** (like SCI2, to get all Facility IDs in the building)
   - and/or the **Facility ID** (to get one room, example: **SCI2 243**, not SCI 2 243)
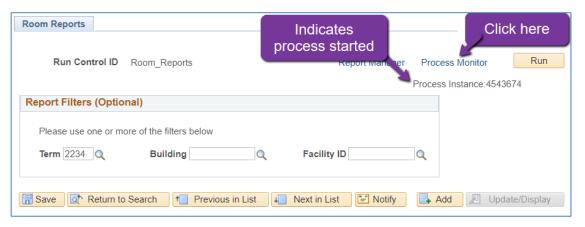

5. Click **Run**

6. In Process Scheduler Request, leave all fields blank.
   - In the Process List section, to get the system to **send you an email** with the room charts, use the drop down boxes in Type: **Email** and Format: **PDF**
   - Then select **OK**

- In the Process List section, if you prefer to **access the room charts in the system**, use the drop down boxes in Type: **Web** and Format: **PDF**
- Then select **OK**

7. Will return to Room Reports. If you see "Process Instance: XXXXXX" it means that the process has started. Click on the **Process Monitor Link** at the top.

8. Process List. Click the Refresh button until Run Status: **Success** and Distribution Status: **Posted** appear. Click **Details**

9. On the Process Details Page, click **View Log/Trace**

10. On the View Log/Trace Page, under "File List" and "Name," click on the row that has **.PDF** in it. A PDF of Room Chart(s) will open.

NOTES: Theses Room Charts are valid only during the Schedule Build.

1. Since this data is drawing from PSoft, only academic classes will appear. Meetings and events will not appear. You will need to look in 25Live for that information.

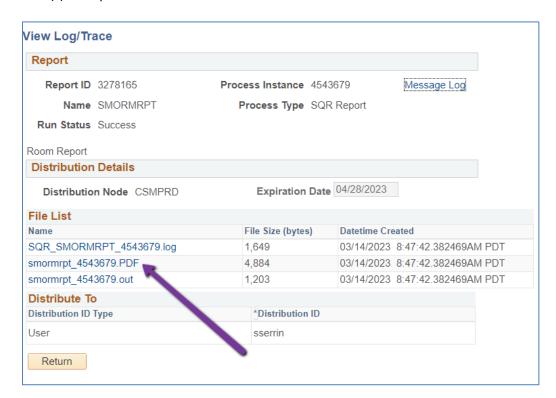2. **Room Chart**: The gray box on the right side of the room chart will list classroom specs and room conflicts, if any. Please note that crosslisted/combined classes, classes that are 8W1 & 8W2 in the same room, and Winter Intersession classes are counted as space conflicts in this room chart program, even though they are not. However, this does provide a somewhat easy way for you to find these special classes.

CSUSM 2114 Room Chart
UNIV 439

Annotations on chart:
- 1A: 1 = Reg., Full Term; A = Active
- 52 = Current Enrollment
- Combined Courses and Part of Term Courses are Listed as room conflicts, but there are no conflicts.
- 8W1 A: 8W1 = 1st 8 Weeks; A = Active
- ROOM CHART with MULTIPLE SCENARIOS
- Run Date

Gray box (right side):
Room: UNIV 439
Term: 2114
Capacity: 48
Room Type: Lecture Room
Utilization: 34.98 %

COMBINED COURSES
W 1430 - 1715 : EDUC 364B 40061 / EDUC 364 40069
M 1430 - 1715 : EDUC 364B 40062 / EDUC 364 40072

OTHER CONFLICTS
CONFLICT W   1430 - 1715 EDUC364B 40061 1 A
             1430 - 1715 EDUC364 40069 1 A
CONFLICT M   1430 - 1715 EDUC364B 40062 1 A
             1430 - 1715 EDUC364 40072 1 A
SESSION F   1730 - 1920 KINE 200 41726 8W1 A
             1730 - 1920 KINE 201 41727 8W2 A

Run Date: 19/01/12-09:51:55   Page 1

Larger view:

0900-1015	1A
BIOL 104	
10 40521	52

1 = Regular, Full Term
A = Active
52 = Current Enrollment

1730-1920	8W1A
KINE 200	
01 41726	30

8W1 = First 8 Weeks

0800-1200	ESS A
NURS 324_EX	
01 21891	40

ESS = Extended Learning Term