- Select "Room Inventory" link from left menu option
- Then select "View Rooms" link
- In the "Building Name" field you can enter the name of bldg, or partial name (i.e. Explor for Exploratory Hall) and hit ENTER
- All rooms for that bldg will be displayed in the output report, then select XLS to export report to Excel if needed, or just scroll down to room you are looking for and then scroll over to the "Room Use" field to see how it is coded

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Departments per Floo	or	МК	0R90	MASON KOREA	1	CORR3	1,235	0					
Minhlight Deserve have		МК	0R90	MASON KOREA	1	CORR4	216	0					
Highlight Kooms by:		МК	0R90	MASON KOREA	1	ELEC1	41	0					
Department per Floor		МК	0R90	MASON KOREA	1	ELEV4	59	0					
Department		MK	0R90	MASON KOREA	1	ELEV5	59	0					
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Site and Building Summary		МК	0R90	MASON KOREA	1	G105	1,897	60	10L	Mason Korea	1L01B	Mason Korea Facilitie	5
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		МК	0R90	MASON KOREA	1	G107	128	0	10L	Mason Korea	1L01B	Mason Korea Facilitie	s
		МК	0R90	MASON KOREA	1	G108	116	0	10L	Mason Korea	1L01B	Mason Korea Facilitie	s
		MK	0R90	MASON KOREA	1	G109	195	0	10L	Mason Korea	1L01B	Mason Korea Facilitie	s
		МК	0R90	MASON KOREA	1	LOBBY1	376	0					
		МК	0R90	MASON KOREA	1	LOBBY2	125	0					
		МК	0R90	MASON KOREA	1	LOBBY3	65	0					
		МК	0R90	MASON KOREA	1	MECH1	88	0					
		MK	0R90	MASON KOREA	1	MECH2	11	0					
		MK	0R90	MASON KOREA	1	MECH3	24	0					
		MK	0890	MASON KOREA	1	MECH4	41	0					
		MK	0890	MASON KOREA	1	MENS1	253	0					
		MK	0890	MASON KOREA	1	SHAFT1	52	0					
		MK	0890	MASON KOREA	1	SHAF12	56	0					
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Use Next button to forward through multiple pages of a bldg if needed