

- 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

The screenshot displays the 'View Rooms' interface in a web browser. The left-hand navigation menu includes 'Space Planning & Management', 'Space Inventory & Performance', and 'Room Inventory' (highlighted with a red box). Under 'View Departments by:', there are options for 'All Departments', 'Building', 'Floor', and 'Departments per Floor'. Under 'Highlight Rooms by:', there are options for 'Department per Floor', 'Department', 'Category and Type', 'Architectural per Floor', and 'Fire Rated Walls per Floor'. The 'View Rooms' option is also highlighted with a red box. The main content area shows a table of rooms with the following columns: Location/Site, Building Identifier, Building Name, Floor Code, Room Identifier, Square Feet ft², Stations/Beds, Division Code, Division Name, Department Code, and Department Name. The 'Building Name' field is populated with 'mason korea' (highlighted with a red box). The table lists various rooms, including CORR1 through CORR4, ELEC1 through ELEV6, G101 through G109, LOBBY1 through LOBBY3, MECH1 through MECH4, MENS1, SHAFT1 through SHAFT4, STAIR1 through STAIR3, and TEL/DATA1. At the bottom of the table, it says 'Page 1 of 2' and 'Next >>' (circled in red).

Use Next button to forward through multiple pages of a bldg if needed