

Using the Room Matrix to find available space – If you know a specific space you want for an event, use the **Room Matrix** tool to see when that space is available.

- On the right-hand toolbar, select, **Campus Community > Campus Event Planning > Event Management > Room Matrix**
- Enter the **Facility ID** or use the magnifying glass to locate a specific room. (Note: To help narrow your search, enter the building abbreviation into the **Facility Find** box, then click the magnifying glass. This will pull up all rooms in that specific building. For example, entering HH in the box then clicking the magnifying glass will show all rooms in Hagerty Hall. Click on the room you would like to see then click **OK.**) Select the **Show Week of** date you would like to see. Click **Refresh Calendar** to see events/classes for that room on that week. The following shows the usage of Hagerty Hall 0259 on the week of 7/13/09.

The screenshot shows the 'Room Matrix' tool in Internet Explorer. The browser address bar shows the URL: https://sis.erp.ohio-state.edu/psp/shcosucs/EMPLOYEE/HRMS/c/OSR_CUSTOM_MENU.OSR_ROOM_MATRIX.GBL?FolderPath=PORTAL_ROOT_OBJECT.HCCC_BUILD_COM. The page title is 'Room Matrix - Windows Internet Explorer'. The main content area displays the 'Room Matrix' for Facility ID 'HH0259' (Hagerty Hall 0259) for the week of 07/13/2009. The start time is 8:00AM and the end time is 6:00PM. A 'REFRESH CALENDAR' button is visible. The calendar shows a lecture class (SWAHILI 101.01-010) running from 9:30 AM to 11:18 AM on Monday through Friday. A sidebar menu is visible on the left, and display options are at the bottom.

Room Matrix

Facility ID: HH 0259

Show Week of: Start Time: End Time: [REFRESH CALENDAR](#)

Start: End: [PREVIOUS WEEK](#) [NEXT WEEK >](#)

Week of 7/13/2009 - 7/19/2009

Time	Monday Jul 13	Tuesday Jul 14	Wednesday Jul 15	Thursday Jul 16	Friday Jul 17	Saturday Jul 18	Sunday Jul 19
8:00AM							
9:00AM	SWAHILI 101.01-010 Lecture 9:30AM - 11:18AM Hagerty Hall 0259	SWAHILI 101.01-010 Lecture 9:30AM - 11:18AM Hagerty Hall 0259	SWAHILI 101.01-010 Lecture 9:30AM - 11:18AM Hagerty Hall 0259	SWAHILI 101.01-010 Lecture 9:30AM - 11:18AM Hagerty Hall 0259	SWAHILI 101.01-010 Lecture 9:30AM - 11:18AM Hagerty Hall 0259		
10:00AM	SWAHILI 101.01-010 9:30AM - 11:18AM	SWAHILI 101.01-010 9:30AM - 11:18AM	SWAHILI 101.01-010 9:30AM - 11:18AM	SWAHILI 101.01-010 9:30AM - 11:18AM	SWAHILI 101.01-010 9:30AM - 11:18AM		
11:00AM	SWAHILI 101.01-010 9:30AM - 11:18AM	SWAHILI 101.01-010 9:30AM - 11:18AM	SWAHILI 101.01-010 9:30AM - 11:18AM	SWAHILI 101.01-010 9:30AM - 11:18AM	SWAHILI 101.01-010 9:30AM - 11:18AM		
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

Display Options

Monday Thursday Sunday [REFRESH CALENDAR](#)

Tuesday Friday Show AM/PM Show Classes

Wednesday Saturday Show Class Title Show Events