The tables from the “Tables” menu allows the campus user to view 19 individual tables that are used in the forms. This chapter will provide details of each table.

When user select menu 2. “Tables” from the “Main” menu, the following screen will appear:

Campus user is allowed view only rights to the 19 different tables. The “view” screens are for INQUIRING ONLY.

To select a sub-menu option use the [UP/DOWN ARROW] keys to highlight the menu name. When user has made a selection, press [ENTER] and the system will display sub-menu chosen.
When user choose “Facility” table, the following screen will appear:

This screen is to view facilities on each campus. This screen is in the query mode.

To view one facility:
1. Click “Enter Query” icon.
2. Enter query data in fields: such as Campus Code, Center Code, Facility No. and Facility Suffix.
3. Click “Execute Query” icon to view the data you request.
4. Use Page Down key or to locate the space you want to update.

Use the [UP/DOWN ARROWS] to scroll through the rows.
When user choose table “Space Master”, the following screen will appear:

This screen is to view space(s) within a given facility. This screen is in the query mode.

The user completes the necessary fields, then [EXECUTE QUERY].

For example, to view one space:

1. Click “Enter Query” icon.
2. Enter query data in fields: such as Campus Code, Center Code, Facility No. and Facility Suffix Space No., Space Type, etc.
3. Click “Execute Query” icon to view the data you request.
4. Use Page Down key or ▼ to locate the space you want to update.

For example, to view all the space in one facility:

1. Click “Enter Query” icon.
2. Enter query data in fields: such as Campus Code, Center Code, Facility No. and Facility Suffix.
3. Click “Execute Query” icon to view the data you request.
4. Use Page Down key or ▼ to locate the space you want to update.
When user choose table "Campus Code", the following screen will appear:

This screen is used to view campus codes and campus names in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.
When user choose table “Category Code”, the following screen will appear:

This screen is used to view category codes and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.
When user choose table “Condition Code”, the following screen will appear:

![Condition Code Table](image)

This screen is used to view condition codes and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.
When user choose table “Construction Type”, the following screen will appear:

This screen is used to view construction type and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.
When user choose table “Construction Status”, the following screen will appear:

This screen is used to view construction status and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.
When user choose table **Department Code**, the following screen will appear:

![Department Code](image)

This screen is used to view department code and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

See **Appendix C** for entire list.
When user choose table “Facility Status”, the following screen will appear:

This screen is used to view the facility status codes and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.
When user choose table "Function Code", the following screen will appear:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Undefined</td>
</tr>
<tr>
<td>100</td>
<td>Instruction</td>
</tr>
<tr>
<td>111</td>
<td>Instructional Admin</td>
</tr>
<tr>
<td>112</td>
<td>Regular Instruction</td>
</tr>
<tr>
<td>115</td>
<td>Distance Learning Site</td>
</tr>
<tr>
<td>120</td>
<td>Special Session Instruct</td>
</tr>
<tr>
<td>130</td>
<td>Extension Instruction</td>
</tr>
<tr>
<td>180</td>
<td>Instruct Related Activit</td>
</tr>
<tr>
<td>200</td>
<td>Organized Research</td>
</tr>
<tr>
<td>210</td>
<td>Instit and Resrch Center</td>
</tr>
<tr>
<td>220</td>
<td>Indiv or Project Resrch</td>
</tr>
<tr>
<td>300</td>
<td>Public Service</td>
</tr>
<tr>
<td>310</td>
<td>Community Services</td>
</tr>
<tr>
<td>320</td>
<td>Cooperative Exten Svcs</td>
</tr>
<tr>
<td>340</td>
<td>Community Broadcast Svcs</td>
</tr>
</tbody>
</table>

This screen is used to view function code and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

See Appendix G for entire list.
When user choose table “**Funded By**”, the following screen will appear:

This screen is used to view the funded by category and the descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.
When user choose table “**Instructional Level**”, the following screen will appear:

This screen is used to view instructional level and descriptions in the database.

Use the [**UP/DOWN ARROWS**] to scroll the rows.
When user choose table “Ownership Code”, the following screen will appear:

![Ownership Codes](image)

This screen is used to view ownership codes and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.
When user choose table “Discipline Code”, the following screen will appear:

This screen is used to view discipline (HEGIS) codes and descriptions in the database. HEGIS, discipline and organizational unit are used interchangeably.

Use the [UP/DOWN ARROWS] to scroll the rows.

See Appendix D, E, and/or F for entire list.
When user choose table “Room Status”, the following screen will appear:

This screen is used to view room status and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.
When user choose table “School Code”, the following screen will appear:

This screen is used to view school code and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

See Appendix H for entire list.
When user choose table “Space Type”, the following screen will appear:

This screen is used to view space type code and descriptions in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.

See Appendix I for entire list.
When user choose table “Station Type”, the following screen will appear:

![Station Type Table](image)

This screen is used to view station type code and campus names in the database.

Use the [UP/DOWN ARROWS] to scroll the rows.