Room Timetables
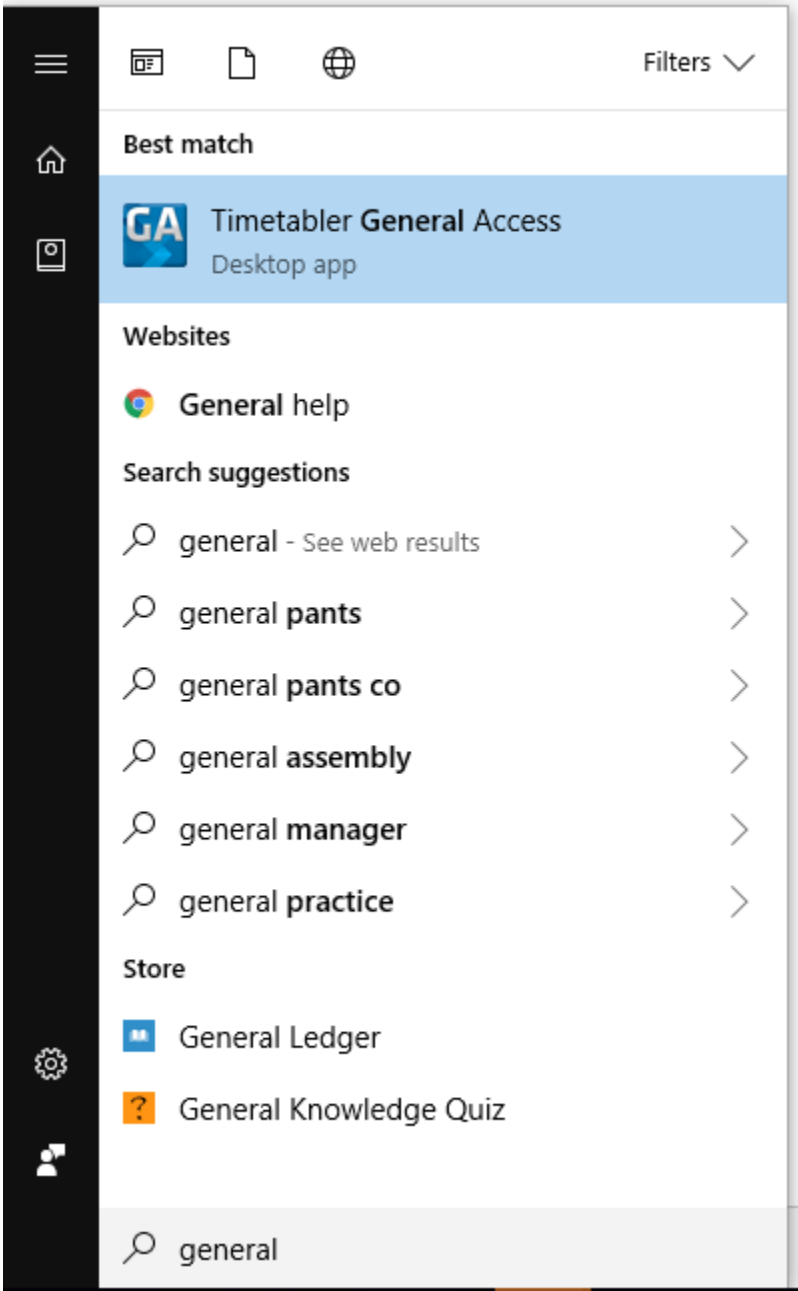
To look up free rooms for themselves called **Timetabler General Access**. Please find the instructions to use the program below.

1. Open the Start Menu, and search for General Access

2. Select Room Timetables

General Access Module – Version 8.1

File Open

File Location:	J:\Timetable
Timetable Date:	8/06/2018
Timetable Day:	Day 5

Items to view

Timetables	Student Lists	Notices	
Teacher Timetables	Teacher Class Lists	Bulletins Today	Help
Room Timetables	Room Class Lists	View Excel Files	Display
Student Timetables	Class Lists	View Word Files	Details
	Activity Attendance Today	View PDF Files	Exit
	Student List		

3. Find the room you would like to check

Select   x

Type letter to find alphabetically   OK

[   ]   Cancel

Brigid Centre 003/FR / B003   ☑ Sort
Brigid Centre 004/JP / B004
Brigid Centre 005 Art / B005   ☐ Code
Brigid Centre 006 Art / B006
Brigid Centre 110 / B110
Brigid Centre 111 / B111
Brigid Centre 113 / B113 (changes today)
Brigid Centre 114 / B114 (changes today)
Brigid Centre 218 Dance / B218
Brigid Centre 220 Drama / B220
Brigid Centre 327 / B327
Brigid Centre 328 / B328
Brigid Centre 334 Music / B334 (changes today)
Brigid Centre 335 Music / B335 (changes today)
Brigid Centre Court / BCOU
Brigid Centre Rehearsal Space / B219
Convent 1 LEC / CO1
Curragh / CURR
Delany 1 Textiles / DE 1
Delany 10 / DE10
Delany 11 / DE11 (changes today)
Delany 2 Dining / DE 2
Delany 3 Kitchen / DE 3
Delany 5 Textiles / DE 5
Delany 6 / DE 6
Delany 7 / DE 7
Delany 8 / DE 8
Delany 9 / DE 9
Duvac 1 Physics / DU1
Duvac 3 Science / DU3
Duvac 4 Biology / DU4
Duvac 5 Chemistry / DU5
Erin Room 1 / ER1
Erin Room 2 / ER2
Erin Room 3 / ER3 (changes today)
Erin Room 4 / ER4
Essex Rd / ESSEX
Foley 2 Science / FO2 (changes today)
Foley 3 Art / FO3

4. You can select the format for the information that you require on the right of the screen

General Access Tasks   ×

- General Access Module
- ∨ Teacher Timetables
  - 1 Teacher Timetable Today
  - 2 Teacher Timetable for Cycle
  - 3 Teachers Free Today
  - 4 Teachers Free for Cycle
- ∨ Room Timetables
  - 1 Room Timetable Today
  - 2 Room Timetable for Cycle
  - 3 Rooms Free Today
  - 4 Rooms Free for Cycle
- ∨ Student Timetables
  - 1 Student Timetable Today
  - 2 Student Timetable for Cycle
  - 3 Students Free Today
  - 4 Students Free for Cycle
  - 5 Student Teachers