

## MASTER SCHEDULE INPUT (updated 06/27/13)

What do you need to get started?

- Access to Banner INB
- Access to e~print
- Copies of the latest documents; sent via email from RO
  1. Memo
  2. Instructional Packet
  3. Major Code List; access the most updated version from the Banner website at <http://www.buffalostate.edu/banner/faculty.xml>
  4. SSASECT; adding a section & canceling a section screenshot packet
  5. Military Time Chart
  6. Trial Schedule
  7. R25 Building & Room File

What e~print reports do you use?

- SSRTALY
- SSRSECT

Additional report available on the all schools drive: the Master Schedule Report

What Banner INB forms do you use?

- SSASECT
- SSASECQ
- SSATEXT
- SSAXLST
- SIAIQRY
- SSALXSQ
- GTVSCHS
- SLABQRY
- SLQROOM
- SSAMATX