



Room Matrix allows you to view a room schedule and find available spaces in Drinko Hall. One room at a time and one week at a time is displayed in Room Matrix. Click [here](https://courses.osu.edu/psp/csosuct/EMPLOYEE/PUB/c/OSR_CUSTOM_MENU.OSR_ROOM_MATRIX.GBL) to access Room Matrix or paste this link in your browser: https://courses.osu.edu/psp/csosuct/EMPLOYEE/PUB/c/OSR_CUSTOM_MENU.OSR_ROOM_MATRIX.GBL

USING ROOM MATRIX

1. Complete the following fields:

- **Facility ID:** Drinko Hall rooms start with a 'DI', followed by the number '0', and the Room Number. For example Drinko Room 348, is entered in as: DI0348.
- **Show Week of:** Type in the date or click on the calendar icon.
- **Start Time**
- **End Time**

Room Matrix

The screenshot shows a search interface with the following fields and controls:

- Search Options** (header)
- Facility ID:** Input field containing 'DI0348' with a search icon and 'DI 348' displayed next to it.
- Show Week of:** Input field containing '12/11/2019' with a calendar icon.
- Start Time:** Input field containing '7:00AM'.
- End Time:** Input field containing '8:00AM'.
- REFRESH CALENDAR:** A green button.
- Start:** Input field with a calendar icon.
- End:** Input field with a calendar icon.
- << PREVIOUS WEEK:** A blue button.
- NEXT WEEK >>:** A blue button.

2. Click Refresh Calendar - After entering a Facility ID, always remember to click Refresh to return results for that space. Not doing so will result in a false return.

Here is a listing of rooms in Drinko Hall that can be reserved.

FACILITY ID	ROOM NUMBER	ROOM TYPE	CAPACITY
DI	130	Saxbe Auditorium	200
DI	244	Classroom	68
DI	245	Classroom	44
DI	246	Classroom	75
DI	250	Classroom	72
DI	251	Classroom	44
DI	252	Classroom	73
DI	314	Faculty Lounge	50
DI	344	Classroom	133
DI	345	Classroom	18
DI	347	Classroom	26
DI	348	Classroom	150
DI	349	Classroom	26
DI	351	Classroom	21
DI	352	Classroom	150
DI	354	Library Classroom	20
DI	135	Lou's Café	60
DI	136	PSLC	20
DI	136A	PSLC Conference	6