1. **Open Scheduling:** Review Priority Scheduling Requests & Open Scheduling Requests in regard with compliance reports
2. **Priority Scheduling:** Manually input Priority Scheduling Requests in UAccess Schedule of Classes Facility ID in about 75 Centrally Scheduled Rooms
3. **Clean-up:** Review Priority Scheduling Requests & Open Scheduling Requests in regard with compliance reports and resolve mismatched information
4. **Optimization:** Optimize Open Scheduling Requests i.e. UAccess Blank Facility ID & Meeting Pattern

**Required:** Room Capacity

**Preferences:** Technology, Room Type, & Location

1. **Department Review:** Work with Departments to resolve Bottlenecks before Priority Registration