**Instructions for Finding a Location Code – FTVLOCN**

In Banner: Go to Form: FTVLOCN





Select Filter or hit F7 to Query a specific Location



***To find a location by Building Name***

In Title field, input %name of the building (case sensitive)%.

Select Go or F8

* Example: %Curry%





The first 3 digits are the Building Number, and the last 3 digits are the room number. This is a query function and could result in relevant and non-relevant results.

***To find a location by Building Code***

Filter or F7 to Query

If you know your 3-digit building code, you may enter a query in the Location Code.

Select Go or F8

* Example: %045%



