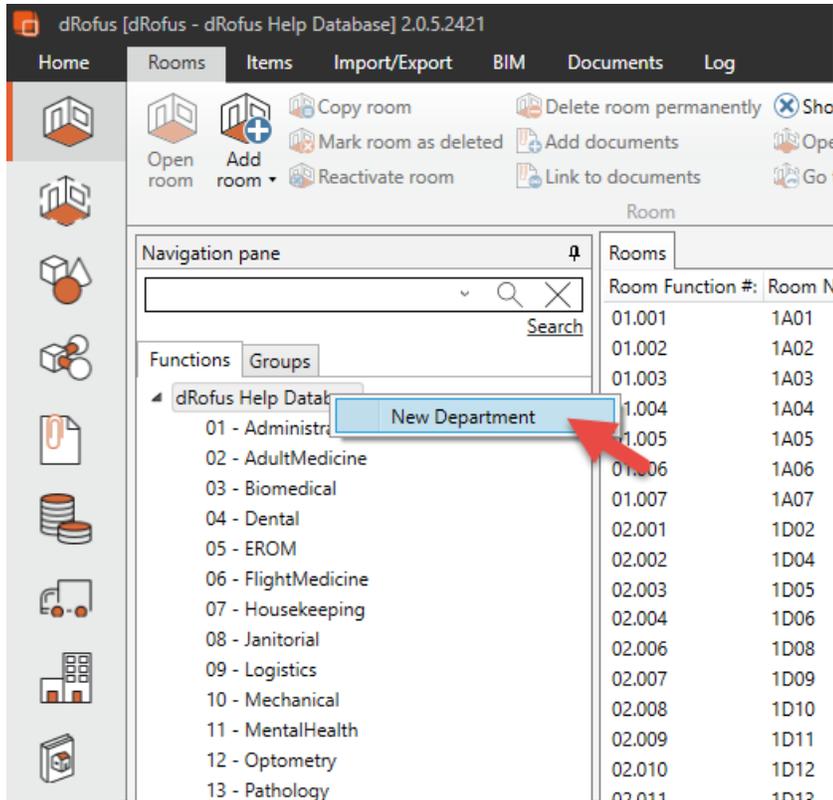


# Add Rooms and Function Structure

There are several ways in which to create a room list in dRofus. You can manually create a function structure and room in the room module, you can import from Excel or Revit, or you can create rooms from an IFC model. The program's IFC functionality is described in detail in a separate users' guide available [here](#). The process to import a room list from Excel is described in [Import and Update Data](#).

## Create room function structure

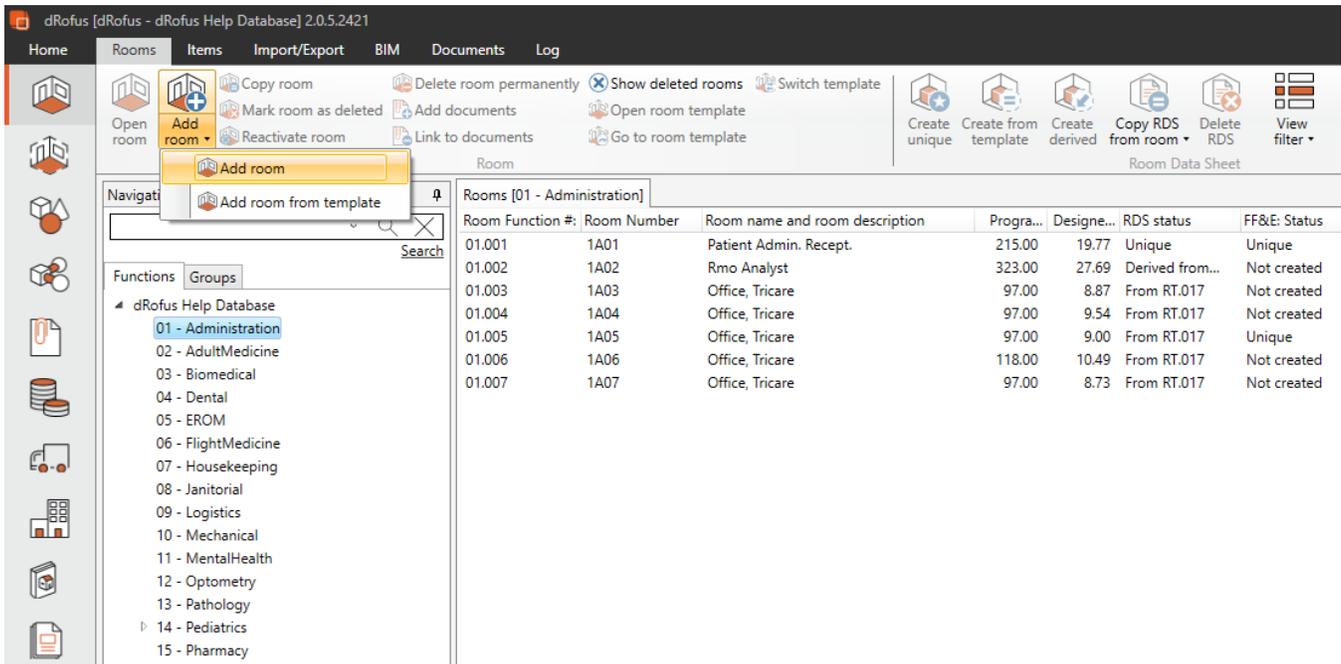
Before you can create a room, you have to create a level (function) under which the room can be created. To create a level in the function structure, you can either right-click on the project name in the room overview and select New department (ref. the figure below), or navigate to *Room Functions New* in the ribbon menu. This selection may have different names depending on the project. You can also carry out this operation to create sub-levels. You will need the necessary rights to perform this operation. The depth (how many levels on top of each other) of the structure and the names of the different levels (function, department, section etc.) are set by the project administrator.



## Create rooms

### Add rooms

Rooms can only be created in levels which do not have sub-levels - i.e. you have to be at the lowest level to create a room.



The 'Create room' dialog box is shown, divided into two sections: 'Name and Numbers' and 'Areas and Measurements'. The 'Name and Numbers' section contains three text input fields: 'Room Name', 'Room Name Description', and 'Name on Drawing'. The 'Areas and Measurements' section contains a 'Programmed Area' field with the value '0.00'. At the bottom, there are 'Ok' and 'Cancel' buttons.

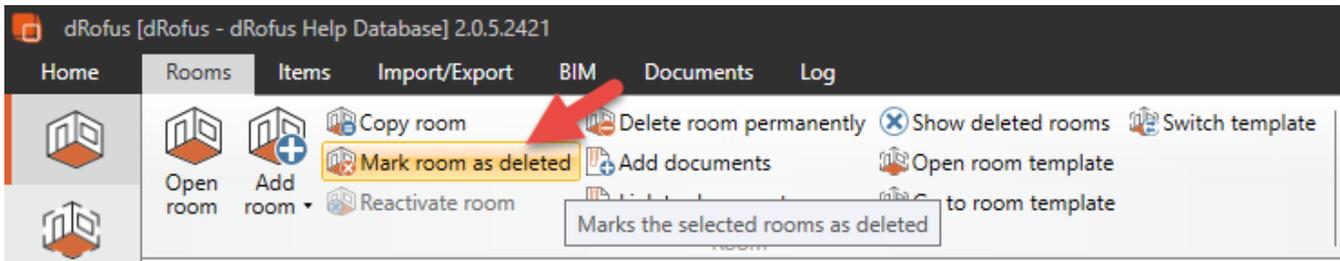
When you add a room (*Add room* from the toolbar), you will see a Panel where you enter Properties information such as *Name* (mandatory), *Room Name Description*, *Name on Drawing* and *Programmed area*. You edit these values and fill in more information on the room later in the *Properties*. All other functions available for a room can be found by right-clicking on the room. If you mark a room as deleted, the rooms' designed area will be set to zero and all linked information (Room Data, Items, finishes) will be deleted.

## Add room from template

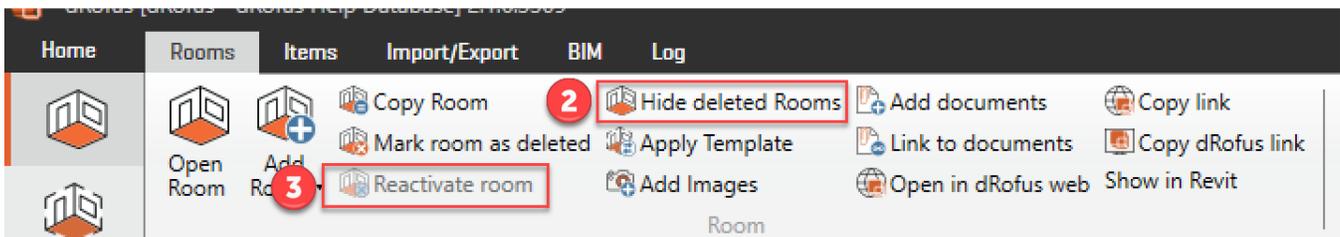
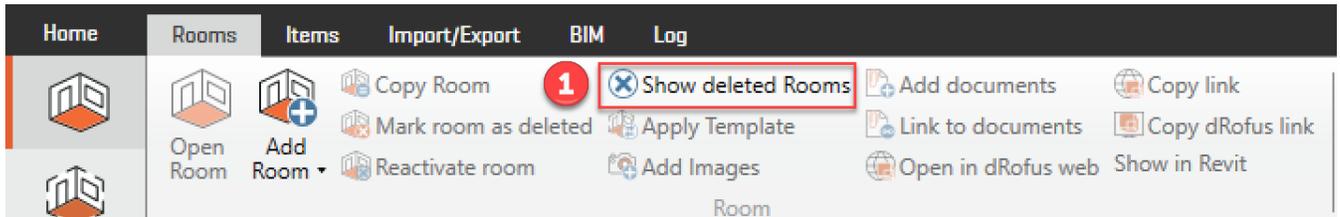
From the *Add room* drop down list you can select *Add room from template*. When using this option you will be asked to pick a room template to be used. Your new room will inherit room name and programmed area from the room template you have picked. The new room will also receive Room Data, equipment and finishes status from the room template. Meaning the room will get all values from the room template upon creation.

## Mark room as deleted

If a room is no longer part of the project it can be *Marked as deleted*. This option is available in the ribbon menu or in the right click context menu.



Mark room as deleted is available for all users with write access to rooms.



Rooms [02 - AdultMedicine]		
Room Function #:	Room Number	Room Name and Room D
02.001	1D02	Interaction Station
02.002	1D04	Toilet
02.003	1D05	Trmt Rm. Dirty Proc.
02.004	1D06	Scope Wash / Decon.
02.005	1D07	Interaction Station
02.006	1D08	Interaction Station
02.007	1D09	Interaction Station

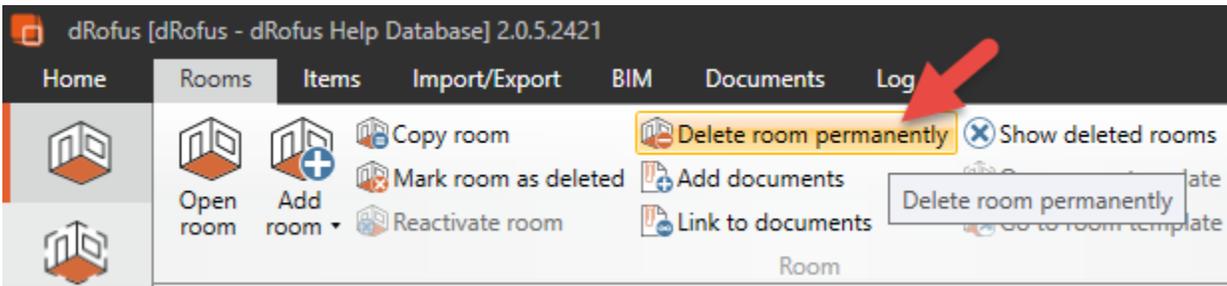
When a room is marked as deleted you will be asked if you want to write in a lognote to why the room is marked as deleted. The room will then be removed from the list. You can see "inactive rooms" by selecting (1) *Show Deleted Rooms* from the *Room* section in the ribbon menu. Rooms that are marked as deleted show as red in the rooms list. Rooms that are marked as deleted will keep all room properties, such as areas, numbers and name. However areas will be filtered out in area overviews and reports in the database. All additional data such as Room Data, Item lists and finishes will be deleted.

A room marked as deleted will keep all room logs so you can track history of these rooms.

A room that is marked as deleted can at a later stage be *reactivated* in the project. Select (3) *Reactivate room* from the *Room* section in the ribbon menu to reactivate room. The room will again be part of the project.

## Permanently delete rooms

Rooms can be permanently deleted. This action requires that the user has administration access to the database. *Delete room permanently* is available from the *Rooms* section in the ribbon menu.



If multiple rooms need to be deleted at once, select a room + Shift to select multiple rooms. The room and all attached data will be permanently deleted from the database.