**Transaction Code:** `zchange_capacity`

**Selection Screen for Events:** Enter Academic Year, Academic Session, etc. Remember you can use drop-down boxes to find valid selections.

**Section:** Left-click on Select Section icon.
**Search Term:** The system is looking for Term, Section # for Course Abbreviation (Spring Section 2 for Bus 230), so if you are not sure how it is listed use *.

**Select Appropriate Section:** Notice Fall, Spring, First Summer, etc.

**Enter:** Data should now appear, verify your selection.
Make Changes and Execute: 1) Make Capacity changes  2) Execute
- Number of seats that can be booked by student over the web.
- Department can book up to the Maximum by using the override.

Information Screen: If successful, you should receive a message with the updated information.

Information Screen: If unsuccessful, you should receive a message with the reason why or information of what to do.

Note: Remember you can not change capacity higher than the number of seats in the room.