

Astra WebClient

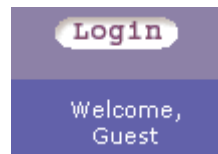


Campus Reservations and Scheduling 
Powered by AdAstra 


Account and Login Information

Account Types


There are two possible account types - Guests and registered users. Guest users generally have limited access privileges, whereas registered users have expanded system access. All users who do not login to an account are considered Guests and have guest-level access. Whether you are logged in with Guest or registered user privileges is indicated by the welcome message in the **Main Menu**.



Login Information

In order to login to an account, click the Login button  on the **Info Bar**. The **System Login** page will display. Enter your account Username and Password and click **Login**. The **Main Menu** welcome message will change to reflect your login account information.

Logout Information

After 20 minutes of inactivity in your account, you will be automatically logged out of the system for security reasons. If you wish to logout of your account manually, you may do so by clicking the **Logout** button  on the **Info Bar**. Upon logout, you will be returned to the home page and have only Guest privileges to the system.

Navigation

Three distinct navigation areas comprise each page: the Info Bar, the View Options Bar and the Main Menu.

Info Bar



The **Info Bar** allows you to login and logout of your account and search for specific classes, events or rooms within the schedule information. A scrolling ticker of upcoming events may also appear in the Info Bar.

View Options Bar



The **View Options Bar** allows you to display, save, and print the schedule information you are viewing. By using the checkboxes next to Events, Classes and Exams, you may toggle which information is displayed in your view. The various options in the **View As** drop down menu change the layout of the schedule information. The **Save This View** link allows you to make your current view accessible from a Quick Link in the Main Menu, and the **Print Version** link produces a printer friendly version of the schedule information in another browser window.

Main Menu

The **Main Menu**, on the left side of each page, contains the primary navigation links you will use.



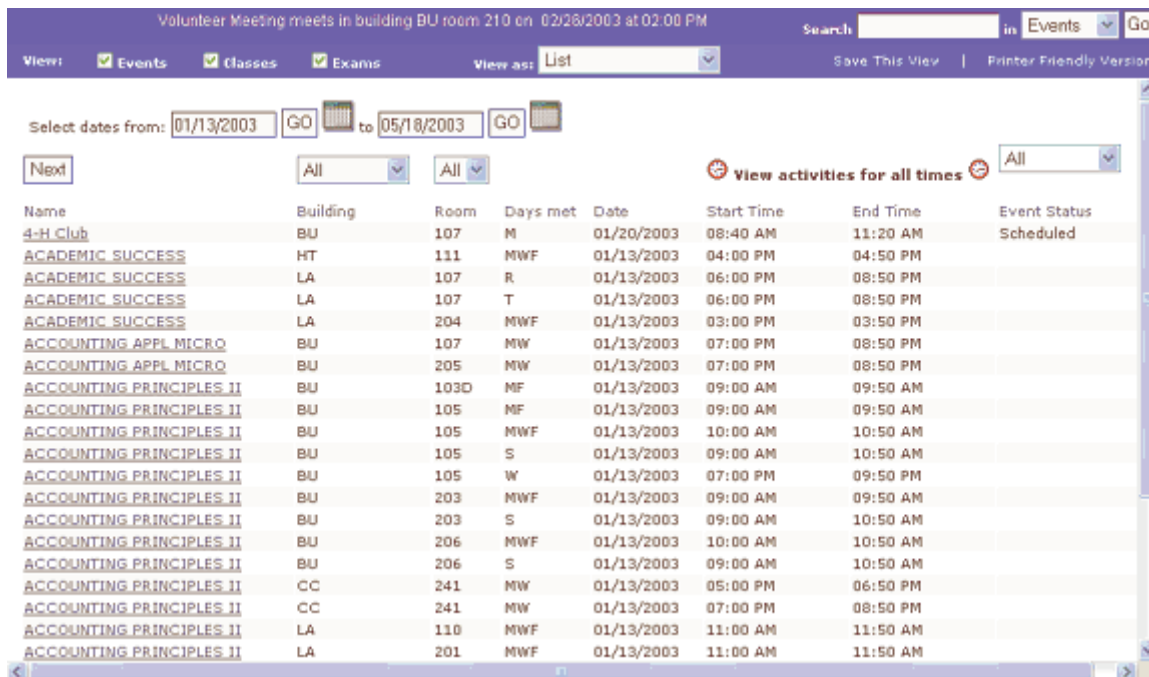
A description of each main navigation link follows:

- **Home** - Fully customizable page which may contain site instructions, introductions, contact information, etc.
- **Announcements** - Fully customizable page which may be updated frequently with important campus information
- **My Schedules** - View all scheduled classes, events and exams in a list, calendar, grid, or slideshow format
- **Request Events** - Request a room for an upcoming event
- **Schedule Events** - Schedule a room for an upcoming event
- **Schedule Classes** - Schedule a room for a class and/or edit class information
- **View Rooms** - View all buildings and rooms on campus, including photograph images of each room
- **User Preferences** - Edit saved views (also called Quick Links) and change your account information

Depending on your level of user access, you may see all or just a few of the main links. Then main links may also be renamed or reordered depending on your user access and the system's configuration.

Viewing Schedule Information

Click on **Schedules** in the **Main Menu** to view the classes, exams and/or events occurring on campus. Your view can be configured to display one, two or all three types of activities at one time. You may use filters and set data sorts to customize the schedule information that is displayed. There are also several formats in which the schedule information may be viewed. An example of a schedule view is shown below:

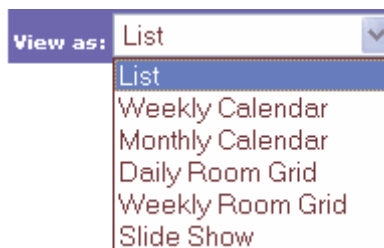


Viewing Options

Check boxes next to **Events**, **Classes** and **Exams** in the **View Options Bar** allow you to toggle which types of schedule information are displayed. Check the boxes next to the activity types you wish to view:



The layout of the selected class, event and/or exam information is determined by the options in the **View As** drop down menu in the **View Options Bar**.



The following layout viewing options are available:

Option	View
List	The List view displays all selected activities in a list format (columns and rows.)
Weekly Calendar	The Weekly Calendar view displays all selected activities by week in a calendar format.

Monthly Calendar	The Monthly Calendar view displays all selected activities by month in a calendar format.
Daily Room Grid	The Daily Room Grid contains all scheduled and, optionally, requested activities on a particular day, ordered by time and room assignment.
Weekly Room Grid	The Weekly Room Grid contains all scheduled and, optionally, requested activities during a particular week, ordered by day and time.
Slide Show	The Slide Show view displays events in a full-screen, configurable, automatically rotating pattern in a separate browser window.

Many times the schedule information you are viewing will span several pages. Page navigation buttons are available at the bottom of each schedule information page which you may use to navigate through large amounts of displayed information.

Page 2 of 49
 Go To Page:

Click the **Previous** or **Next** buttons to move through the schedule information one page at a time. Alternately, you may jump to a specific page of information (e.g., the last page) by typing the page number in the **Go To Page** box and clicking **Go**. Your view will change to display the information on your target page.

Schedule Information Details

Click on the class, event or exam name to view details about the activity. Class and exam details include the course name, number, section, instructor, meeting location and meeting pattern.

AGRICULTURE BUSINESS			
<u>Subject</u>	<u>Course</u>	<u>Section</u>	
AGBS	145	001	
<u>Building</u>			<u>Instructor</u>
LA			SIMPSON, DOUGLAS R
<u>Room</u>			<u>Campus</u>
205			MAIN
<u>Start Date</u>	<u>End Date</u>		
01/13/2003	05/18/2003		
<u>Start Time</u>	<u>End Time</u>	<u>Days</u>	
07:00 PM	07:50 PM	M	

Event details include event name, event type, customer, contact, and meeting times, dates and locations.

Coin Collectors Convention							
<u>Customer</u>	<u>Contact</u>						
Good Ole Boys	Joe Bob McGuffy						
<u>Attendance</u>	<u>Reservation</u>						
20	20021211-006						
<u>Event Type</u>	<u>Status</u>						
Alumni	Scheduled						
<u>Name</u>	<u>Date</u>	<u>Start</u>	<u>End</u>	<u>Building</u>	<u>Room</u>	<u>Status</u>	<u>Attendance</u>
International Coins	03/19/2003	12:30 PM	06:00 PM	BU	103D	Scheduled	20
International Coins	03/19/2003	12:30 PM	06:00 PM	BU	207	Scheduled	20
US Coins	03/19/2003	12:30 PM	04:00 PM	BU	107	Scheduled	20
Bronze Polishing	03/19/2003	12:30 PM	04:00 PM	BU	109	Scheduled	20
Gold Finishing	03/19/2003	12:30 PM	04:00 PM	BU	205	Scheduled	20

Searching Schedule Information


Keyword searches may be performed to easily locate specific rooms, classes and/or events by using the **Search** fields in the **Info Bar**.



Type your search word(s) in the box and use the drop down menu to select which type of information to search - **Events, Classes, Both** or **Rooms**. Click the **Go** button to display the search results.

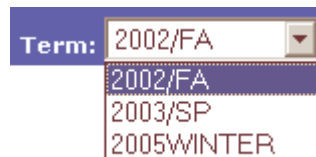
Filtering Schedule Information


The schedule view may be filtered to display only information meeting particular criteria. The filter options vary, depending upon the types of schedule information being viewed (i.e., classes, exams, and/or events) and the layout of the view (i.e., list, calendar, or grid format.)

- One way to filter schedule information is by **date range** or **term**. When viewing class, event, and/or exam information, you may enter the start and end dates of your filter either by [using the Calendar Tools](#)  or by typing each date in the appropriate field in mm/dd/yyyy format.



Class and/or exam information may also be filtered by selecting the **term** (e.g., semester, quarter) to which it belongs. A **Term** drop down menu appears in the View Options Bar when solely class and/or exam information is being viewed. Choose the term for which you would like to view information from the drop down menu.



- A second way to filter schedule information is by **time of day**. When viewing class, event, and/or exam information, you may choose to view activities occurring between certain times of day or at all times. [Use the Clock Tools](#)  , above the Start Time and End Time columns of the schedule display, to enter the start and end times of your filter.
- Finally, a variety of drop down menus are available in each schedule information layout to help you filter the activities you are viewing. When viewing information in the list layout, the drop down menus are located above some of the column headers.

Title	Subject	Campus	Course	Sec Num
AGRICULTURE BUSINESS	AGBS	MAIN	145	001
AGRICULTURE BUSINESS	AGBS	MAIN	145	002

In a calendar or grid layout, filter drop down menus are located at the top of the schedule information page.



Use the drop down menus to set the filter(s) equal to a certain value. The schedule information will adjust to display only that information which matches the filter settings.

Sorting Schedule Information

The room list may be sorted by any one, or by a combination, of the displayed column headers - generally **Name**, **Building**, **Room**, **Start Date**, **End Date**, **Start Time** and **End Time**. Additional or fewer headers may be available depending on the information you are viewing and your layout.

Clicking on a column header will sort the list in ascending order based on the values in that column.

A second sort may be applied by clicking on another column header (e.g., first sort by Room type and then Capacity.) A yellow dot and number will appear next to both column headers to indicate the sort order. Up to five sorts may be applied at one time.

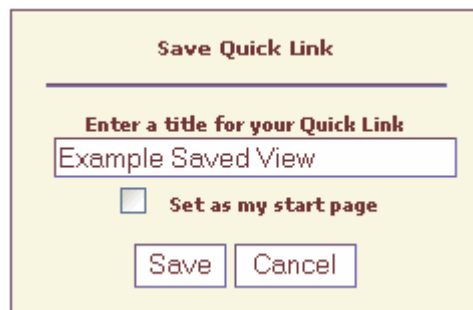
●2 Capacity ●1 Room Type

To remove a sort, click again on the column header. Any remaining sorts will still be applied and their order will be adjusted appropriately.

Saving a Schedule View

There may be certain schedule views which you want to access frequently. Rather than repeatedly configuring your layout, filter and sort settings to produce the oft-needed view, it is possible to save copies of multiple schedule views (including layout, filter and sort settings) for easy access. The views are saved as **Quick Links** that display on your **Main Menu**.

To save a copy of your current schedule information view, click **Save This View** on the **View Options Bar**. The **Save Quick Link** page will appear.



Enter the title of the **Quick Link** as you would like it to appear on your **Main Menu**. If you would like to see this view when you first login to your account, check the box labeled **Set as my Start Page**. Click **Save** to finish. The saved view appears in your Main Menu under **My Quick Links**.



Printing Schedule Information

At times, you may want to print a hard copy of your schedule information. Click **Print Version** in the **View Options Bar** to open a modified, printer-friendly version of your schedule

information in a new browser window. Then, you may use your browser's print capability to print the schedule information.

Viewing Buildings and Rooms

A list of the buildings and rooms on campus can be found by clicking the **View Rooms** link on the Main Menu. Building and room information includes the building and room names and numbers, campus, room capacity, room type and permanent room features. In some cases, photographs of the buildings and rooms may be available. This information can be helpful when locating a room for a class or event you wish to attend or when looking for an appropriate room in which to schedule an event or class on campus.

Viewing Buildings




Click **View Rooms** on the Main Menu. The building list will be displayed.

		Building	Building Name	Bldg. #	Campus
	View Details	BU	Business Building	001	MAIN
	View Details	CC	Campus Center	2	MAIN
	View Details	HT	High Tech	3	MAIN

You may click on the **View Details** link or on the building image, if provided, to see the building details. Click on the link in the **Building** column to view all rooms within the selected building.

Viewing Rooms

Click **View Rooms** on the Main Menu and click a link in the Building column to display a list of all rooms for that building.

<input checked="" type="checkbox"/> View Thumbnails		Save This View				
		BU	All	All		
		Building	Room	Capacity	Room Type	Features
	View Multiple Configurations	BU	102	Config Dependent	MULTIPLE CONFIGURATIONS	Work tables;
	View Details	BU	103A	58	Tablet Arm-Chair	World maps;Work tables;
	View Details	BU	103B	50	Tablet Arm-Chair	World maps;Work tables;Audio visual equipment;US Maps;

You may click on **View Details** or on the room image, if provided, to display the room details. The **View Thumbnails** checkbox controls whether the thumbnail images of each room are displayed.

Some rooms in the system may be multipurpose in nature, meaning that they can be configured in a variety of ways for different activities or events. These rooms will have a link titled **View Multiple Configurations** in place of a **View Details** link. Following this link will allow you to view the details for each of the room's possible configurations.

Sorting the Room list

The room list may be sorted by any one, or by a combination, of the column headers - **Building, Room, Capacity, Room Type** and **Features**.

Clicking on a column header will sort the list in ascending order based on the values in that column. A second sort may be applied by clicking on another column header (e.g., first sort by Room type and then Capacity.) A yellow dot and number will appear next to both column headers to indicate the sort order. Up to five sorts may be applied at one time.

●2 Capacity ●1 Room Type

To remove a sort, click again on the column header. Any remaining sorts will still be applied and their order will be adjusted appropriately.

Filtering the Room list

The room list may be filtered to display only rooms in a certain building, with a certain room number, and/or of a certain room type. One, two or three of the possible filters may be applied at one time.

To filter the room list, use the drop down menus above the column headers to set filter options. The room list will adjust to display only those rooms matching the filter settings.

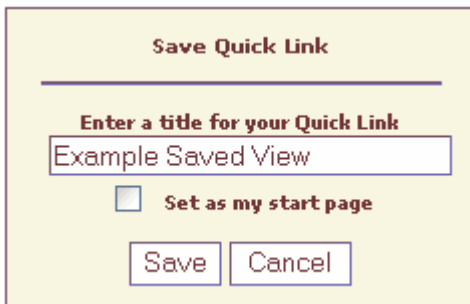


The image shows three dropdown menus for filtering. The first two are labeled 'BU' and 'All', and the third is labeled 'Tablet Arm-Chair'. Each menu has a small downward arrow on the right side.

Saving a Building or Room view

There may be certain building or room views which you want to access frequently. Rather than repeatedly configuring your filter and sort settings to produce the oft-needed view, it is possible to save copies of multiple building or room views (including filter and sort settings) for easy access. The views are saved as **Quick Links** that display on your **Main Menu**.

To save a copy of your current building or room view, click the **Save This View** at the top of the page. The **Save Quick Link** page will appear.



The image shows a dialog box titled 'Save Quick Link'. It has a light yellow background and a dark border. Inside, there is a text input field with the placeholder text 'Enter a title for your Quick Link' and the example text 'Example Saved View'. Below the input field is a checkbox labeled 'Set as my start page'. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

Enter the title of the **Quick Link** as you would like it to appear on your Main Menu. If you would like to see this view when you first login to your account, check the box labeled **Set as my Start Page**. Click **Save** to finish. The saved view appears in your **Main Menu** under **My Quick Links**.

Requesting an Event

If you have access as a Guest or registered user to submit event requests online, you will see a link in the **Main Menu** titled **Request Events** (depending on your system's configuration, this link title may be different.) After submission, your event request will be considered by the appropriate event coordinator on campus and you will be contacted about questions, concerns or confirmation details.

To submit a request for an event:

1. Click **Request Events** in the **Main Menu**. The **Event Information** page is displayed.

Event Information:

Event Name* Attendance* Privacy Level* ▼

<p>Customer / Organization Information:</p> <hr/> <p>Customer / Organization Name* <input type="text"/></p> <p><input type="checkbox"/> Contact Info same as Customer Info</p> <p>Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Zip code <input type="text"/></p> <p>Phone <input type="text"/></p> <p>Ext. <input type="text"/></p> <p>FAX <input type="text"/></p> <p>Email* <input type="text"/></p>	<p>Contact Person Information:</p> <hr/> <p>Contact Name* <input type="text"/></p> <p>Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>ZIP Code <input type="text"/></p> <p>Phone <input type="text"/></p> <p>Ext. <input type="text"/></p> <p>FAX <input type="text"/></p> <p>E-mail* <input type="text"/></p>
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* = Required
Click "continue" to select event pattern.

2. Enter a name, attendance estimate, privacy level, and event type (if available) for the event. There are three options in the **Privacy Level** drop down menu: **Public**, **Semi-Private**, and **Private**. Generally, public events may be viewed by everyone, including guests and non-registered users. Semi-Private and Private events are often only visible to privileged, registered users. The event approver may edit any event information for appropriateness, including

privacy level, before event confirmation.

3. Complete the customer and contact details. If you are a registered user and are logged into your account, any customer and contact information you completed previously will automatically populate the displayed fields. If you are a guest or have not previously entered customer and contact information, you will need to complete this information.

Note: Required fields are marked with a red asterisk.

Check the box labeled **Contact Info same as Customer Info** to copy the customer information into the contact fields.

4. Click **Continue**. The **Add Meetings** page displays.

Add meetings for your event

[Single Day Event](#)
An event that occurs on a single day and does not repeat or span a midnight.

[Recurring Event](#)
An event that occurs on more than one day. The days may or may not be consecutive days.

[Spanning Event](#)
An event that spans two or more consecutive days.

5. Select a meeting pattern and create your event meetings. Three types of event meetings may be created:

[Single Day Meetings](#)

[Recurring Meetings](#)

[Spanning Meetings](#)

Note: Events may be made up of many meetings of different types.

6. The meeting(s) created will be displayed in the upper portion of the **Add Meetings** page.

The following meetings have been created this session:

	Date	Start Time	End Time	Day	Met	Setup	Tear Down	Customer	Contact	Attendance	Privacy Level
<input type="button" value="Edit"/>	03/27/2003	08:00 AM	09:00 AM	THU	0:00	0:00		Classic Autos	Fred Classic 15		PUBLIC
<input type="button" value="Delete"/>											
<input type="button" value="Edit"/>	03/29/2003	10:00 AM	12:00 PM	SAT	0:00	0:00		Classic Autos	Fred Classic 22		PUBLIC
<input type="button" value="Delete"/>											

7. Click the **Pick Rooms** button to select a room for your meeting(s). The **Select an Option** page will appear.





Select an Option:

View All Rooms View all the rooms that meet your criteria.

Describe a Room Choose this option if you know the type, size and features of the room you need, but don't have a preference as to the exact building and room.

There are two options for selecting a room: **Describe a Room** or **View All Rooms** (recommended). Choosing **Describe a Room** permits you to enter a description for a suitable room and leave the specific room assignment to the event approver. The **View All Rooms** option allows you to request a specific room for your meeting(s).

8. Place the radio button next to **View All Rooms** and click **Continue**. A list of all rooms will be displayed.

	Building	Room	Capacity	Room Type	Features
	All	All	All	All	All
Available 1 of 1 Details Select	BARN	101	18	Studio-Art	Blackout Capabilities;Chalkboard;
					
Conflict Details	BARN	102	20	Lab-Ceramics	Windows;
					
Available 1 of 1 Details Select	BARN	103	12	Lab-Drawing / Painting	Windows;
					
Conflict Details	BARN	104	20	Lab-Drawing / Painting	Windows;

The list of rooms may be sorted and filtered to help you choose an appropriate room for your meeting(s). You may also view the details of a room by clicking the **View** button next to the room.

Rooms that are available for at least one of the meeting(s) you have created will be marked with the Available label **Available** followed by the number of meetings for which the room is available. Rooms that are unavailable for any of your meeting(s) will be marked with the Conflict label **Conflict** or other labels indicating a reason for the room's unavailability.

- Choose a room that is available for at least one of your meeting(s) by clicking the **Select** button next to the room. The **Assign Room** page will appear.

You have selected Building:BU Room:104.

Assign the meeting(s) that will be scheduled in this room by checking the assign box in the first column. When every meeting has a room assignment, you will be able to continue.

[Assign](#) all unassigned meetings to Building:BU Room:104.

[Unassign](#) all meetings assigned to Building:BU Room:104.

[Unassign](#) ALL meetings.

[Select another room](#)

Delete Meeting	Assign	Bldg	Room	Meeting Name	Type	Customer	Contact	Date	Day Met	Start Time	End Time	Setup Time	Tear Down Time
Delete	<input type="checkbox"/>			Your Event		Classic Autos	Fred Classic	03/27/2003	THU	08:00 AM	09:00 AM	0:00	0:00
Delete	N/A			Your Event		Classic Autos	Fred Classic	03/29/2003	SAT	10:00 AM	12:00 PM	0:00	0:00

[Select another room](#)

Assign this room to your meeting(s) by checking the box under the **Assign** column next to the meeting(s) or by clicking the **Assign** button. The building and room information will appear in the **Bldg** and **Room** columns of the meeting to indicate the room assignment.

Assign Bldg Room

BU 104

If the room is unavailable for a meeting, no checkbox will appear next to the room. Click the **Select another room** button to return to the room list and choose a different room to assign to the remaining meetings.

To remove a meeting's room assignment, simply uncheck the box next to the meeting or use one of the **Unassign** buttons. The unassigned meetings may then be reassigned after a different room has been chosen.

To remove a meeting, click the **Delete** button next to the meeting.

- Once all meetings have room assignments, you may click the **Submit Request** button to send your event request to the event approver. A request summary will appear.

The following meetings have been requested:

Meeting Date	Start Time	End Time	Day	Met	Setup	Tear Down	Customer	Contact	Type	Event Name	Building	Room	Privacy Level
03/27/2003	08:00 AM	09:00 AM	THU	0:00	0:00		Classic Autos	Fred Classic	Your Event	BU	104	PUBLIC	
03/29/2003	10:00 AM	12:00 PM	SAT	0:00	0:00		Classic Autos	Fred Classic	Your Event	ST	106	PUBLIC	

You will receive confirmation when your request has been processed.

Continue

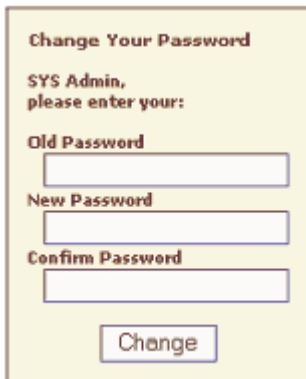
10. The event approver will contact you with confirmation or questions regarding your event request submission.

User Preferences

If you are a registered user, you will see a **User Preferences** link in the **Main Menu**. This area allows you to change your login password (if your access level permits this) and to edit any saved views for which you have created **Quick Links**.

To Change Your Password:

1. Click **User Preferences** in the **Main Menu** to change your account settings.
2. Click **Change Your Password**. When prompted, fill in the fields marked Old Password, New Password and Confirm Password.



Change Your Password

SYS Admin,
please enter your:

Old Password

New Password

Confirm Password

Change

3. Click **Change**. Your password change is effective immediately.

Editing Your Quick Links

The **Save This View** and **My Quick Links** functions allow you to quickly display information that you must access frequently. You may create quick links to event, class, and exam schedules or building and room information.

Quick links may be edited at any time. You may choose to rename a quick link, delete a quick link, or change the order in which the quick links appear under the **My Quick Links** area of the **Main Menu**.

To edit your quick links, click **User Preferences** in the **Main Menu**. Displayed under **Edit Quick Links** are the quick links you have already created.

Modify User Preferences

[Change Your Password](#)

Edit Quick Links

Name			Display Order	Default Start Page	
List of Activities this term	Rename	Delete	1	Update	<input type="checkbox"/>
List of Activities Fall Term	Rename	Delete	2	Update	<input type="checkbox"/>
Example Saved View	Rename	Delete	3	Update	<input checked="" type="checkbox"/>

Click the **Rename** button to change the label of the quick link in the **Main Menu**. Click the **Delete** button to remove that quick link from your list. Change the numbers in the **Display Order** column and click **Update** to alter the order in which the quick links appear under **My Quick Links** in the **Main Menu**. If you would like one of these views to be your default starting page upon logging into your account, check the box next to that view in the **Default Start Page** column.