

# Ad Astra Schedule

How to use the 'Add Quick Event' and  
'Add an Event' features

# Log into Astra Schedule

[https://www.aaiscloud.com/MontanaStateU\\_Bozeman/Portal/GuestPortal.aspx](https://www.aaiscloud.com/MontanaStateU_Bozeman/Portal/GuestPortal.aspx)

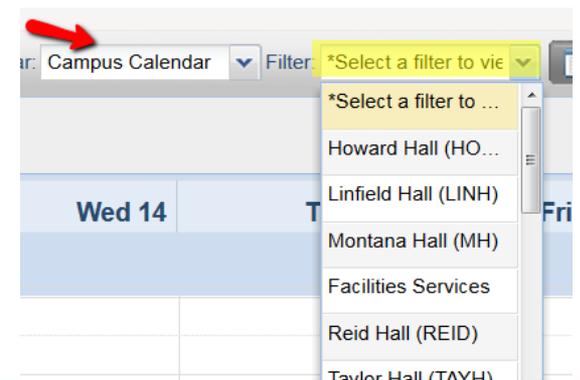
- Log in using your domain name (generally the first part of your email address)
- If this is the first time logging in, a system administrator will assign you a temporary password. You will then be prompted to create your own password.

# How to Quick-Add an Event

1. Navigate to Calendars Tab
2. Click on Scheduling Grids

3. Toggle settings to help narrow the search

\*You must 'Choose a Calendar' from the drop down menu



# How to Quick-Add an Event cont.

- Once you have the room, day, and time identified on the calendar, double click on an available time slot on the calendar to open the 'Add a Quick Event' screen.

ASTRA SCHEDULE

ASTRA HOME CALENDARS ACADEMICS RESOURCES EVENTS PEOPLE REPORTING SETUP

Calendar | Scheduling Grids | Available Rooms |

Rooms Resources Day Week Choose Calendar: Campus Calendar Filter: Wilson

10/02/2016 End Date... October 2 - 8, 2016

Room	Capacity	Type
WIL 1123	35	CLASSROOM (...)
WIL 1122	45	CLASSROOM (...)
WIL 1121	45	CLASSROOM (...)
WIL 1119	45	CLASSROOM (...)
WIL 1117	35	CLASSROOM (...)
WIL 1116	40	CLASSROOM (...)
WIL 1115	42	CLASSROOM (...)
WIL 1114 - Writi...	70	LAB - WRITING...
WIL 1113	24	LAB - LEARNIN...

Oct 2, 2016 Mon 3 Tue 4 Wed 5 Thu 6

6am

7am

8am

9am

10am

8:00am WRIT 201/006 - College Writing II

8:00am CHMY 121IN/036 - Intro to General Chemistry

8:00am WRIT 201/006 - College Writing II

9:00am SOCI 318R/001 - Sociological

9:00am SOCI 318R/001 - Sociological

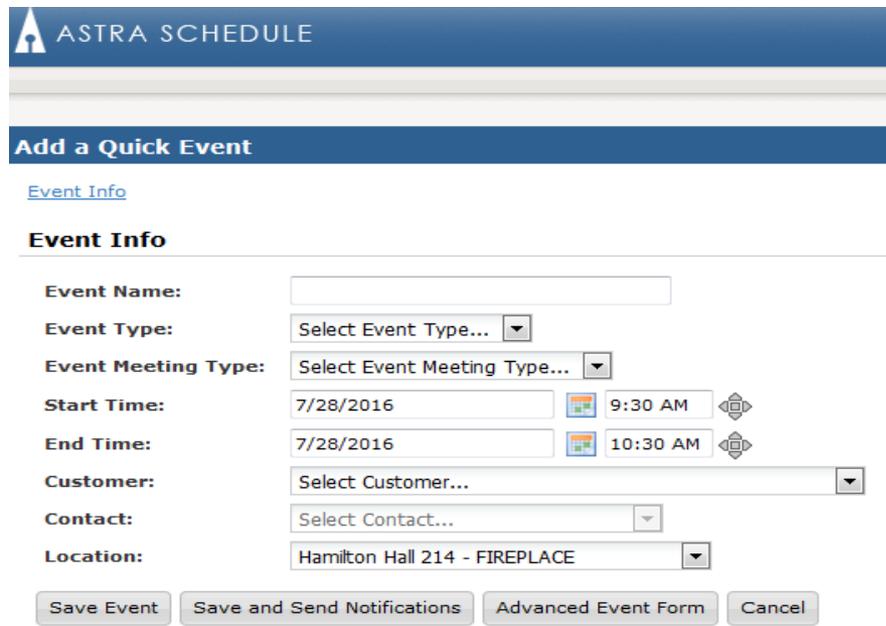
10:00am GRMN 201D/001 -

10:00am GRMN 201D/001 -

Double click on open time

# How to Quick-Add an Event cont.

- Once the new window opens, fill in the necessary fields and click 'Save Event'. Navigate back to Scheduling Grids to verify that the event has saved. If you wish to schedule a recurring event, click on 'Advanced Event Form'.



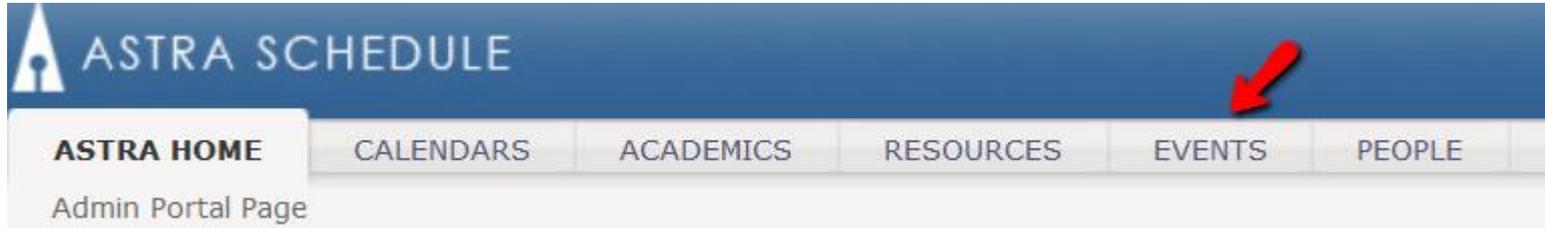
The screenshot shows the 'ASTRA SCHEDULE' interface. At the top, there is a blue header with the text 'ASTRA SCHEDULE'. Below this is a dark blue button labeled 'Add a Quick Event'. Underneath the button is a link for 'Event Info'. The main section is titled 'Event Info' and contains several input fields:

- Event Name:** A text input field.
- Event Type:** A dropdown menu with the text 'Select Event Type...'.
- Event Meeting Type:** A dropdown menu with the text 'Select Event Meeting Type...'.
- Start Time:** A date field with '7/28/2016', a time field with '9:30 AM', and a calendar icon.
- End Time:** A date field with '7/28/2016', a time field with '10:30 AM', and a calendar icon.
- Customer:** A dropdown menu with the text 'Select Customer...'.
- Contact:** A dropdown menu with the text 'Select Contact...'.
- Location:** A dropdown menu with the text 'Hamilton Hall 214 - FIREPLACE'.

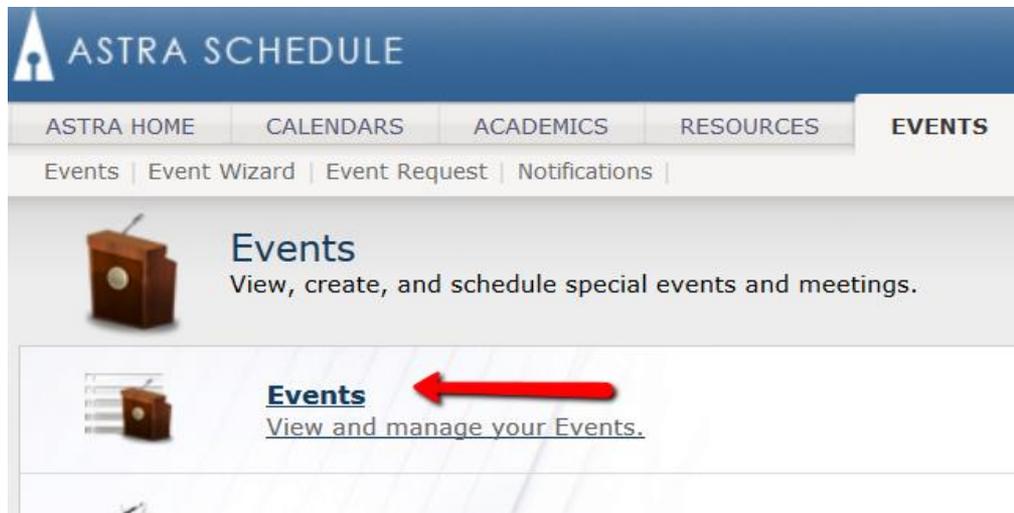
At the bottom of the form, there are four buttons: 'Save Event', 'Save and Send Notifications', 'Advanced Event Form', and 'Cancel'.

# How to Schedule Using 'Add an Event'

- From the home page click on the 'Events' tab



- Click on Events



# Add an Event

The screenshot displays the ASTRA system interface. At the top, there are navigation tabs: ASTRA HOME, CALENDARS, ACADEMICS, RESOURCES, EVENTS, and PEOPLE. Below these, a breadcrumb trail shows 'Events | Event Wizard | Event Request | Notification List'. The main content area is divided into two panels. The left panel, titled 'Filter', contains several search and filter options: Keyword (text input), Time Period (dropdown), Start Date (calendar icon), End Date (calendar icon), Days Met (checkboxes for U, M, T, W, R, F, S), Is Private (dropdown), Is Featured (dropdown), and My Events (dropdown). The right panel, titled 'Event List', features a prominent '+ Add an Event' button at the top, which is highlighted with a red arrow. Below this button is a table with a 'Name' header and several rows of event entries, each with a pencil icon, an 'X' icon, and a calendar icon. The entries are: 'test dept conflict 2', 'test dept conflict 1', 'Dept recurring test', and 'Dept event'.

- Select 'Add an Event'

# Event Information

Events | Event Wizard | Event Request | Notification List

Creating... Save Cancel Check For Conflicts Send Event Summary Clone Event Notification History

Test for Training (Reservation Number: 20131118-00006)

Event Information

Event Name:\* Test for Training 1

Event Type:\* Meeting 2

Event Status: Initial to Schedule by testDept

Internal Description: External Description

Res. Number: 20131118-00006

Owner:\* Test, Dept

Customer\*: General Faculty/Staff Use 3

Customer Contact\*: Use, Faculty/Staff (General Faculty/Staff Use) 4

Est. Attend: 25 5

SISKey:

Meetings Additional Contacts Notes

Add Meeting Edit Selected Assign Rooms Request Resources Drop Selected

	Name	Status	Start Date	Start Time	End Time	End Date	Room
None							

- Enter fields 1, 2, 3, 4, 5. \*All fields with asterisks are required! Use description field to add Event details or additional contact information.
- Click 'Add Meeting'

# Meetings

**Add Event Meetings**

Meeting Name\*: Test for Training

Meeting Type\*: Meeting ← 1

Description:

Copy from Event

Max Attendance: 25

Meeting Notes:

Edit

Copy from Event

Private  Featured  Requires Room

SISKey:

**Meeting Recurrence**

+ Create

Single Meeting(s) ← 2 Recurring Spanning

Start Time: End Time:

November 2013 December 2013

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

**Meetings**

- Delete

Name	Start Date	Start Time	End Time
None			

OK Cancel

1. Enter Meeting Type (\*required)
2. Select Single Meeting or Recurring as appropriate

# Meeting Recurrence – Single Meeting

The screenshot shows a software interface for creating a meeting. On the left, the 'Meeting Recurrence' dialog box has a 'Single Meeting(s)' tab selected. Red arrows point to the 'Start Time' (6:00 PM) and 'End Time' (7:00 PM) fields (1), a date '22' on the November 2013 calendar (2), and the 'Create' button (3). On the right, the 'Meetings' section shows a table with one entry: 'Test for Training' on 11/22/2013 from 6:00 PM to 7:00 PM. Red arrows point to this entry (3) and the 'OK' button at the bottom right (5).

Name	Start Date	Start Time	End Time
Test for Training	11/22/2013	6:00 PM	7:00

1. Enter Start and End Times
2. Select the date on the calendar; multiple dates can be selected as long as they occur at same time of day.
3. Click 'Create'. The meeting will now be listed on the right in the 'Meetings' section
4. To create meetings with different start and end times, after clicking Create simply change the times and day then click Create again; another row will be added to the Meetings section
5. When finished click 'OK'

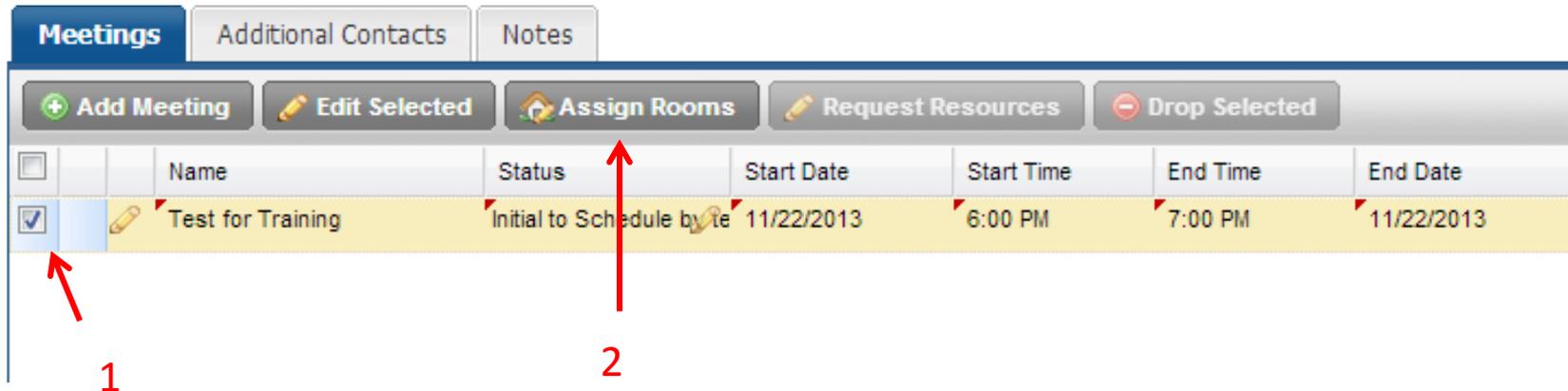
# Meeting Recurrence - Recurring

The screenshot shows a 'Meeting Recurrence' dialog box on the left and a 'Meetings' list on the right. The 'Meeting Recurrence' section has several fields: 'Start Time' (6:30 PM) and 'End Time' (7:30 PM) are marked with arrow 1; 'Recurring' is selected under 'Day Pattern' (Daily, Weekly, Monthly, Yearly) with arrow 2; 'Recur every 1 week(s) on: F' is selected with arrow 3; 'Start Date' (11/22/13) and 'End after: 5 occurrences' are marked with arrow 4; and the 'Create' button is marked with arrow 5. The 'Meetings' section shows a table with one entry: 'Test for Training (4 instances)' with start time 6:30 PM and end time 7:30. The 'OK' button at the bottom right is marked with arrow 6.

Name	Start Date	Start Time	End Time
Test for Training (4 instances)		6:30 PM	7:30

1. Enter Start and End times
2. Select the 'Day Pattern' that matches your event
3. Select the day/s it will recur
4. Select the Start Date and either an End Date OR the number of occurrences for the event
5. Click 'Create'. The meeting will now be listed on the right in the 'Meetings' section
6. When finished click 'OK'

# Assigning a Room



The screenshot shows a software interface for managing meetings. At the top, there are tabs for 'Meetings', 'Additional Contacts', and 'Notes'. Below the tabs is a row of action buttons: '+ Add Meeting', 'Edit Selected', 'Assign Rooms', 'Request Resources', and 'Drop Selected'. A table below contains meeting information. The first row is highlighted in yellow and contains the following data: a checked checkbox, a pencil icon, the name 'Test for Training', the status 'Initial to Schedule by te', the start date '11/22/2013', the start time '6:00 PM', the end time '7:00 PM', and the end date '11/22/2013'. Two red arrows point to the checked checkbox (labeled '1') and the 'Assign Rooms' button (labeled '2').

<input type="checkbox"/>		Name	Status	Start Date	Start Time	End Time	End Date
<input checked="" type="checkbox"/>		Test for Training	Initial to Schedule by te	11/22/2013	6:00 PM	7:00 PM	11/22/2013

1. Select the check box next to your meeting
2. Click 'Assign Rooms'

# Assign Room/s

The screenshot shows the 'Assign Room' interface. On the left is a 'Filter' sidebar with various criteria: Room (with 'Show Shared Rooms' and 'Show Alt Room Configs' checkboxes), Capacity (set between 30 and 50), Campus, Room Type, Feature, Region, Building, Room, and Facility Layout. The main table has columns for Room, Score, and Test Demo. The 'Room' column has a plus sign (+) at the top. The table lists various rooms with their scores and availability status. The room 'GH 199CM - F...' is highlighted in green and marked as 'Selected'. Other rooms are marked as 'Unavailable' (red) or 'Avail (Request)' (white/yellow).

Room	Score	Test Demo
		9/29/2016 Thu 4:00pm-5:00pm
HH 314	100	Unavailable
BARNAH 102 - ...	100	Avail (Request)
HH 313	100	Avail (Request)
GH 199CM - F...	100	Selected
BARNAH 137	100	Avail (Request)
WIL 1141	100	Avail (Request)
JABS 199CM - ...	100	Avail (Request)
FSMQ 100	100	Unavailable
VCB 233	100	Unavailable
JABS 111	100	Unavailable
ABB 138	100	Avail (Request)
MHFC S GYM ...	100	Avail (Request)
PLGR 211	98	Unavailable
JABS 315	50	Unavailable
LINH 109	50	Unavailable
LINH 234	50	Unavailable
AJM 238	50	Avail (Request)
PLGR 214	50	Unavailable
WIL 1134	50	Avail (Request)

- Enter necessary Filters based on your scheduling needs. (Capacity, Region, Building etc.) Click 'Search'.
- Rooms that best meet your criteria will be listed. 'Score' indicates how well the room fits that criteria.
- Click on the Plus (+) at top of 'Room' column to reveal more details. You may click on the columns to sort results (alphabetical, ascending/descending etc.) You may also drag the columns into positions based on your preferences.
- Click on the desired room. If you are the Scheduling Authority for the space, it will show as 'Available'. If you are not, it will show as 'Avail (Request)'. **Red** indicates the room is Unavailable, and yellow means that one or more conflicts exist for recurring events.
- Click 'OK'.

# Saving

Creating... **Save** **Cancel** **Check For Conflicts** **Send Event Summary** **Clone Event** **Notification History**

**Test for Training (Reservation Number: 20131118-00008)**

**Event Information**

Event Name:\* Test for Training      Res. Number: 20131118-00008

Event Type:\* Meeting      Owner:\* Test, Dept

Event Status: Initial to Schedule by testDept      Customer\*: General Faculty/Staff Use

Internal Description:      Customer Contact\*: Use, Faculty/Staff (General Faculty/Staff Use) **Notify**

Est. Attend: 25      Private      Featured

SISKey:

**Meetings**    Additional Contacts    Notes

**Add Meeting**    **Edit Selected**    **Assign Rooms**    **Request Resources**    **Drop Selected**

	Name	Status	Start Date	Start Time	End Time	End Date	Room
<input checked="" type="checkbox"/>	Test for Training	Initial to Schedule by te	11/22/2013	6:00 PM	7:00 PM	11/22/2013	WIL 1123

- Verify all information is correct
- Click Save. 'Processing Workflow' will appear on your screen.

# Saving

- If you are the Scheduling Authority for the room you are trying to schedule, the Status of your event will show as 'Scheduled'.

Event List			
+ Add an Event			
	Name ▲	Reservation	Status
 	 <a href="#">Test Demo</a>	20160913-00077	Scheduled

ASTRA SCHEDULE

ASTRA HOME | CALENDARS | ACADEMICS | RESOURCES | **EVEN**

Events | Event Wizard | Notifications

 Edit

**Test Demo (Reservation Number: 20160913-00077)**

**Event Information**

Event Name: Test Demo

Event Type: Academic

Event Status: Scheduled by Test ←

Internal Description:

Attendee Options

Meetings | Additional Contacts | Attendees | Attachments | Notes

+ Add Meeting |  Edit Selected |  Assign Rooms |  Request

	Name	Status
	 Test Demo	Scheduled by Test →

# Saving

- If you are not the Scheduling Authority, the event status will show as 'Incomplete'. You will need to contact the Scheduling Authority so they can push the reservation through or set up alternate accommodations.

The image shows two screenshots from a scheduling system. The top screenshot is the 'Event List' page, which has a blue header and a table with columns for Name, Reservation, and Status. A red arrow points to the 'Incomplete' status of the 'Test Demo' event. The bottom screenshot is the 'Event Information' page for the 'Test Demo' event, showing fields for Event Name, Event Type, and Event Status. A red arrow points to the 'Incomplete by Test' status. Below the event information are tabs for Meetings, Additional Contacts, Attendees, Attachments, and Notes, and a table with a red arrow pointing to the 'Incomplete by Test' status.

**Event List**

Name	Reservation	Status
<a href="#">Test Demo</a>	20160913-00077	Incomplete

**Event Information**

Event Name: Test Demo  
Event Type: Academic  
Event Status: Incomplete by Test  
Internal Description:

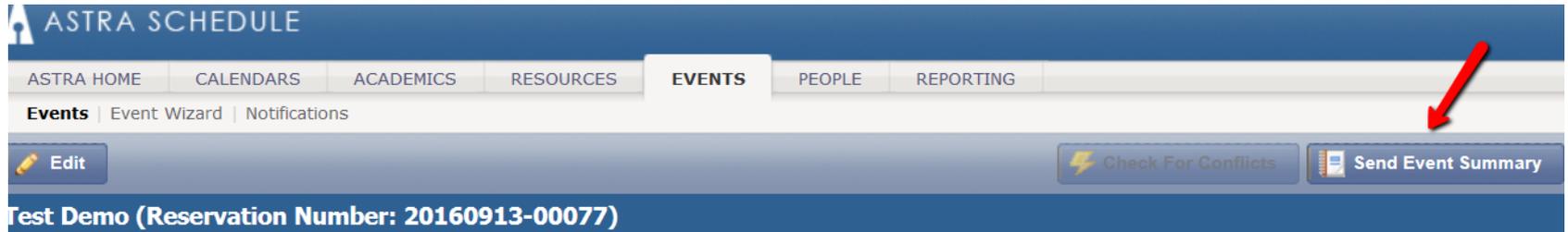
Attendee Options

**Meetings** | Additional Contacts | Attendees | Attachments | Notes

Name	Status
<input checked="" type="checkbox"/> Test Demo	Incomplete by Test

# Send Event Summary

- Once an event is successfully saved, you may send an Event Summary.



- In the 'Send an Event Summary' window, add any necessary details. You may add existing Ad Astra users from the Contact List, or manually add recipients by choosing 'Add Recipient'. Click 'OK'; this will send a PDF to the specified email address.

The screenshot shows the 'Send an Event Summary' window. The 'Subject' field contains 'Confirmation'. The 'Comment' field contains the text: 'This is to confirm your event in room xxxx on Jan x, 20xx. Please contact me with any questions. Best, Champ T. Bobcat'. The 'Recipients' section has three buttons: 'Add From Contacts', 'Add Recipient', and 'Include Attendees'. Below these buttons is a table with columns for 'Notify', 'Recipient', and 'Email'.

Notify	Recipient	Email
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# View Events

The screenshot shows the 'View Events' interface. At the top, there are navigation tabs: ASTRA HOME, CALENDARS, ACADEMICS, RESOURCES, EVENTS, and PEOPLE. Below these is a sub-navigation bar with 'Events', 'Event Wizard', 'Event Request', and 'Notification List'. The main content area is divided into two panels: 'Filter' on the left and 'Event List' on the right. The 'Filter' panel includes fields for Keyword, Time Period, Start Date, End Date, Days Met, Is Private, Is Featured, My Events, and Event Status. The 'Event List' panel features an 'Add an Event' button and a table with columns for Name and Reservation. The table lists three events: 'Test for Training', 'Dept recurring test', and 'Dept event'. Red arrows point to the 'Filter' header and the 'Dept recurring test' row.

Name	Reservation
<a href="#">Test for Training</a>	20131118-00008
<a href="#">Dept recurring test</a>	20130920-00005
<a href="#">Dept event</a>	20130920-00002

- To see the Event List, click 'Events' at the top of the screen. The most recently scheduled event will be in the list.
- Recurring Events or Events with multiple meetings will have a plus (+) to the left of the Event title; click the plus to see the details about each meeting.
- You may also view your event on the Scheduling Grids.
- To Delete an Event, click on the red . To Edit, click on the pencil icon .

# Questions, Comments

Contact the Registrar's Office at  
[eventscheduling@montana.edu](mailto:eventscheduling@montana.edu)

We are always available to help troubleshoot or answer questions! Happy scheduling!