# Ad Astra Schedule

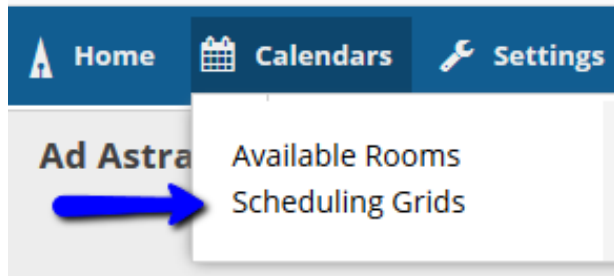## How to add an Event from the Scheduling Grids, Add Event button, and Advanced Event Form

# Log into Astra Schedule

https://www.aaiscloud.com/MontanaStateU_Bozeman/Portal/GuestPortal.aspx
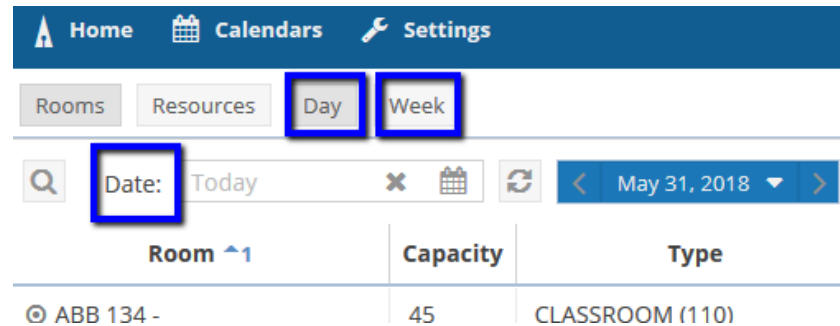
- Log in using your assigned Username (generally the first part of your email address sans the @montana.edu)
- If this is the first time logging in, a system administrator will assign you a temporary password. You will then be prompted to create your own password upon your first log-in.
- NOTE: Only individuals who manage space/s will be assigned log-in credentials. All others can use Astra in Guest Mode and must request the use of rooms through the listed Scheduling Authorities for the room.
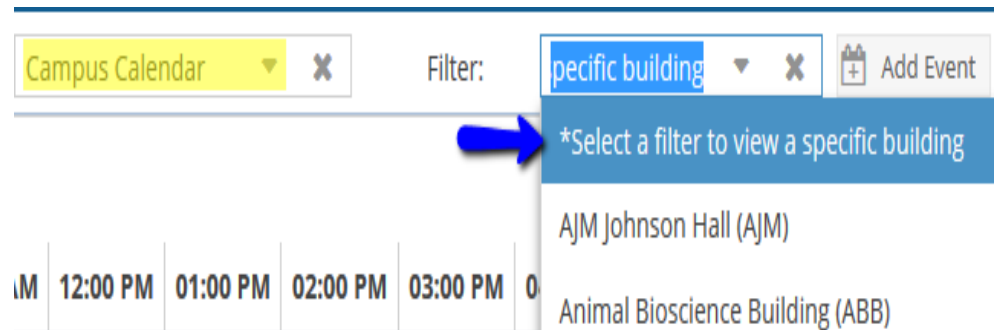
# Adding an Event from Scheduling Grids

1. Under the Calendars tab, navigate to the Scheduling Grids.

3. Choose a Calendar from the drop-down menu located in the middle of the screen. Campus Calendar is the default, but select a building filter from the list to view a specific building.

2. Toggle settings by day, week, specific date or building to narrow search.

# Adding an Event from Scheduling Grids

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

# Create Event: Single Meeting

- In the pop-up window, fill in all available fields. You may choose Single Meeting, Multiple, or Recurring. If you have already selected a room directly from the Scheduling Grids it will auto-populate in the Room field, otherwise choose a room from the list. **Keep in mind you may only schedule the rooms in which you have been granted Scheduling Authority over. If you wish to reserve a room that is managed by another department, you must contact them to make the reservation. Customer fields refers to the Department, while Contact refers to individuals. By selecting the Customer first, the contacts associated with that department will be available in Contact drop-down menu. If the Customer/Contact does not exist in Astra, then use the generic *General Student Use* or *General Faculty/Staff Use* customer option. Always choose 'Meeting' as the Event Type. To view the Advanced Event form, click '**More Options**'.



Create Event

◉ Single   ○ Multiple   ○ Recurring

Start Time: 2:30 PM     End Time: 3:00 PM
Start Date: 06/07/2018     End Date: 06/07/2018

Event Name: Study Session
Room: AJM 233 -
Event Type: Meeting
Contact: Downs, Alisha     Create
Customer: Registrar's Office     Create

More Options     Save and Send Notification   Save   Cancel

# Create Event: Multiple Meetings

- Multiple Meetings with different days and times can be added on one event reservation. Choose the Start Time and End times and select dates on the calendar. Once finished, use the middle arrow to toggle the meetings into the Meetings box. If the meeting has multiple dates, you will be asked to confirm the Meeting Group name, and you may use the (+) and (-) icons to open the tree to view all events in that Meeting Group.

# Create Event: Recurring Meetings

- For a recurring meeting, select the 'Recurrence Pattern' from the available options. If there are dates that have scheduling conflicts within the room you selected, a pop-up will appear with all known conflicts. You will then have to select another room for those days and times. Do not save the event as this will create a double-booking.



Resolve Conflicts window

# Using the Add Event Button & Saving

- Another option available for adding an event quickly is to use the 'Add Event' button located in the upper right-hand corner of the Scheduling Grids. This will open the 'Create Event' screen. Follow the same instructions as before according to your event needs.
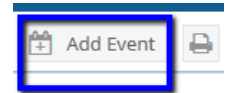
## Saving & Confirming

- Once all details are set click 'Save Event'. Navigate back to Scheduling Grids and hover over the event to verify that the event has saved successfully with an event Status of 'Scheduled'. If an event Status shows as 'Incomplete', then an error has occurred (typically a scheduling conflict, or you do not have scheduling authority for that room. Contact the Scheduling authority to complete the reservation.) If you wish to add more detail to the event, click on the 'More Options' link to navigate to the Advanced Event form.



**Add Event**

**Event Details: Registrar's Office: Staff Training**

| | |
|---|---|
| **Event Type:** | Meeting |
| **Customer:** | Registrar's Office |
| **Contact:** | Downs, Alisha |
| **Status:** | Scheduled |
| **Description:** | |
| **Reservation #:** | 20180515-00007 |

View Event Details

| Name | Status | Start Date | End Date | Start Time | E |
|---|---|---|---|---|---|
| Registrar's Office: Staff Training | Scheduled | 5/22/2018 | 5/22/2018 | 1:00 PM | 4 |
| Registrar's Office: Staff Training | Scheduled | 5/30/2018 | 5/30/2018 | 1:00 PM | 4 |
| Registrar's Office: Staff Training | Scheduled | 6/5/2018 | 6/6/2018 | 1:00 PM | 3 |
| Registrar's Office: Staff Training | Scheduled | 6/12/2018 | 6/12/2018 | 1:00 PM | 3 |
| Registrar's Office: Staff Training | Scheduled | 7/2/2018 | 7/2/2018 | 1:00 PM | 4 |

Hover over Event to View Details

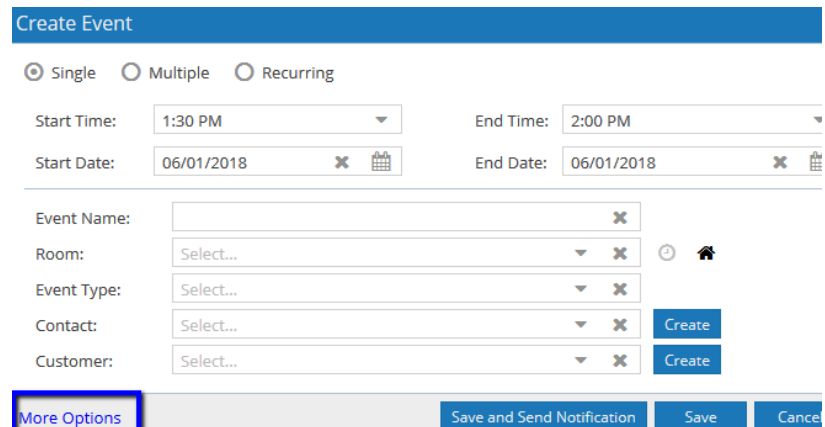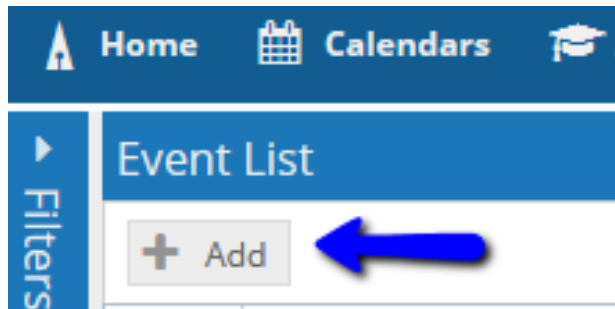01:00 PM - 04:00 PM
Registrar's Office: Staff Training

Calendar:
Sat 05/26
Mon 05/21

# Advanced Event Form

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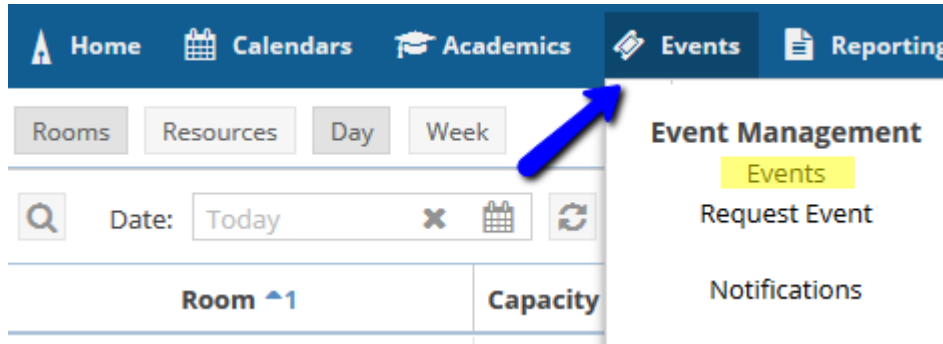


- In the next window, select 'Add' at the top of the page. The Create Event window will appear, then choose **More Options** to enter the Advance Event form.

# Event Information



- In the Event Information area, all fields with asterisks are required. Use the description field to add Event details or additional contact information if using General Faculty/Staff or General Student as the Customer group
- Click 'Add Meeting'

# Single Meeting

- In the Create Meeting(s) screen, choose Single, Multiple or Recurring. All required fields are denoted with an asterisk.
- For a Single Meeting, Choose the Start/End Times and Dates. Click the 'Add Meeting' button.

# Multiple Meetings

- Multiple Meetings with different days and times can be added on one event reservation. Choose the Start Time and End times and select dates on the calendar. Once finished, use the middle arrow to toggle the meetings into the Meetings box. If the meeting has multiple dates, you will be asked to confirm the Meeting Group name, and you may use the (+) and (-) icons to open the tree to view all events in that Meeting Group. Click 'Add Meeting'.

# Recurring Meetings

- Enter Start and End times.
- Select the 'Recurrence Pattern' ; Daily, Weekly, Monthly, Yearly.
- Select the Start Date and either an End Date <u>OR</u> the number of occurrences for the event
- Click 'Add Meeting'.'
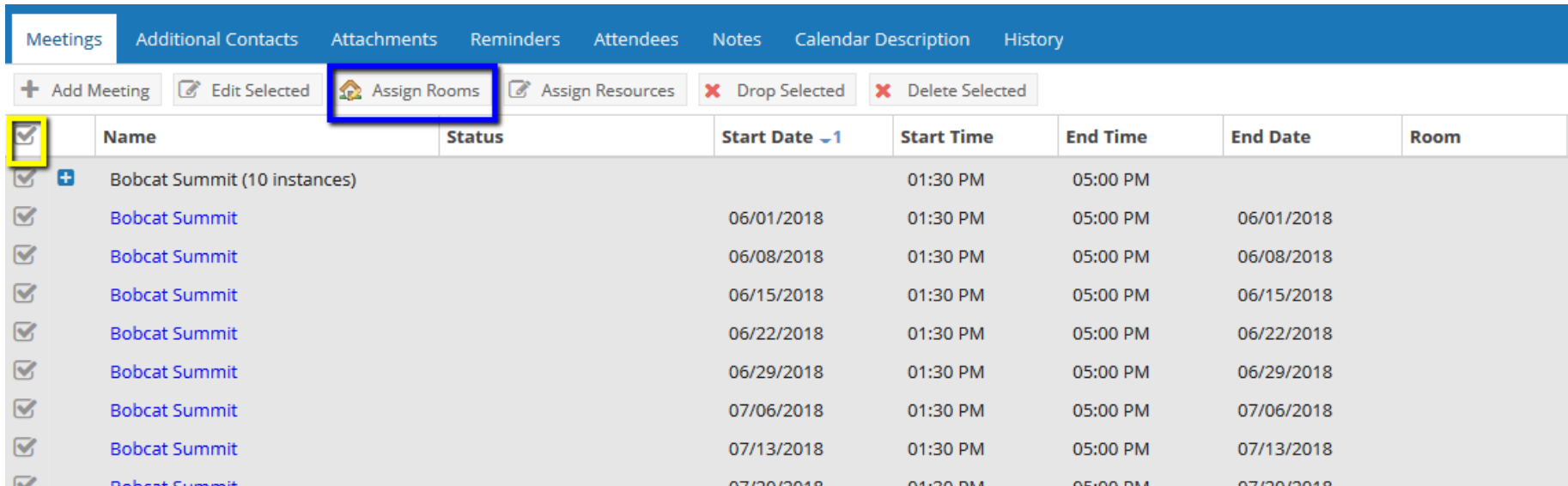
# Assigning a Room

- Select the check box next to your meeting
- Click 'Assign Rooms'

# Assign Room/s



- Enter necessary Filters based on your scheduling needs. (Capacity, Region, Building etc.) Verify that 'Show Only Available Rooms' is checked. Click 'Search'.

- Click on the carrot arrow at top of 'Room' column to add more column options. 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. **Red** indicates the room is Unavailable, and yellow means that one or more conflicts exist for recurring events .
- Click 'OK'. Your room assignments will now appear on the Event Info screen.

# Saving

- In the Event Information screen verify all information is correct
- Click Save. 'Processing Workflow' will appear on your screen.

# Saving

- The Status of your event will show as 'Scheduled' if it has gone through successfully. An error window will appear if there are scheduling conflicts; saving your event without resolving issues will result in an 'Incomplete' status or double booking.

# Saving

- Furthermore, if you do not have permissions to schedule the room in question, the status of the event will show as 'Incomplete'. You will need to contact the Scheduling Authority so they can push the reservation through or set up alternate accommodations. If there is a scheduling conflict, the conflict will have to be resolved in order to avoid a double booking.

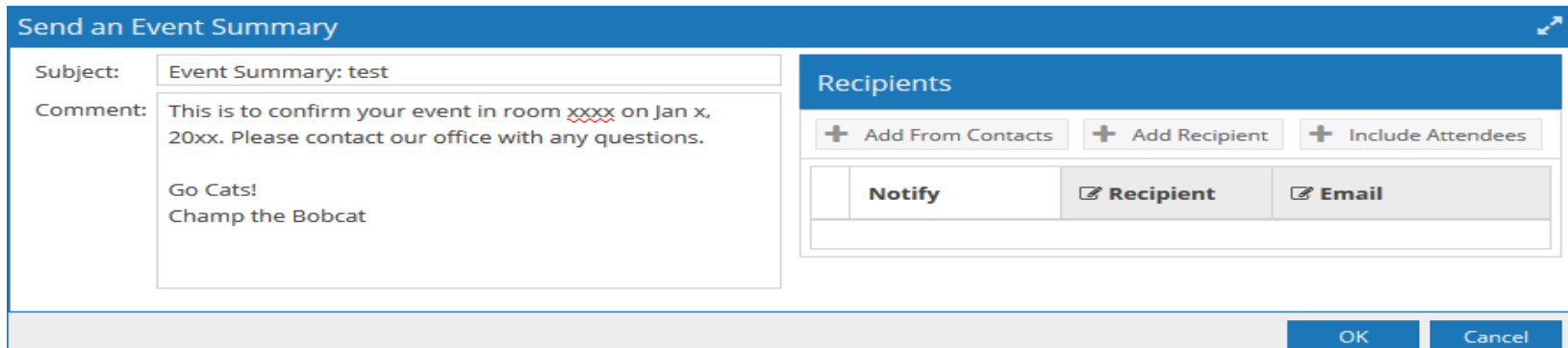# Send Event Summary

- Once an event is saved successfully, you may send an Event Summary PDF to the requestors.



- The 'Send an Event Summary' window is configured like an email with a Subject and a Comment box. 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.

# View Events



- In the 'Events' tab you can search by typing in event name or reservation number into the 'Keyword' field.

- Hover over the bullet icon to get a quick view of the event details. Click 'View Event Details' link to get an expanded view.

- You may also view your event on the Scheduling Grids.

- To Delete an Event, click on the red ✖ . To Edit, click into the event. Currently, you may only make edits or delete events that you have created.

# 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!