

AdAstra Windows Client Basics

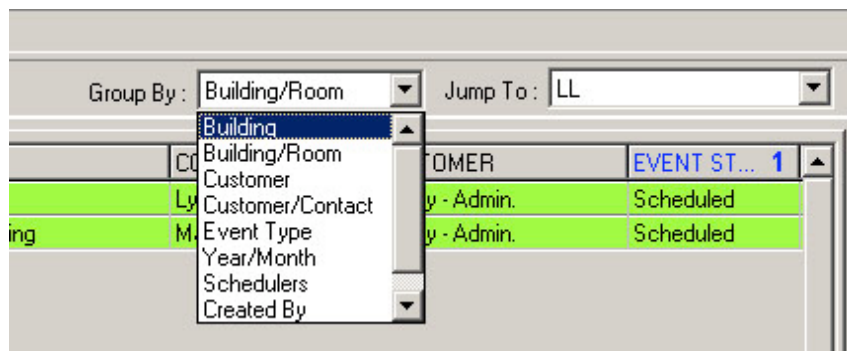
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Getting Started

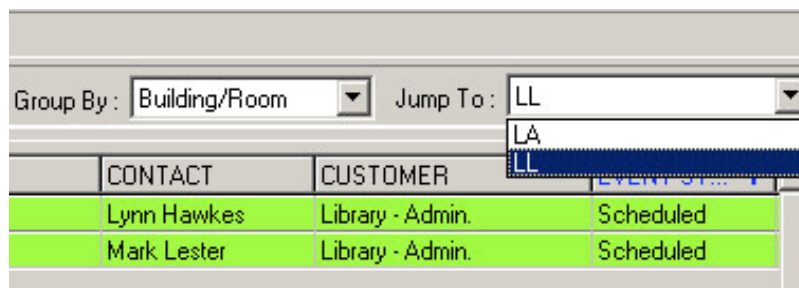
- Open the Windows Client of AdAstra and log in. (Login is your email username; password is what you set (default is first initial last name)).
- Click the **Events** tab in the upper left of the screen, if not already selected.

Default View Options

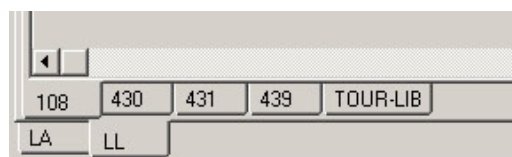
The default view for Event schedules is the database view of the **Events** Tab. The schedules can be viewed and manipulated in a variety of ways. To view the schedules by group, select a field from the *Group By* drop down menu



Select records from the *Jump To* drop down menu to view specific records based on your Group By choice.



Once you select the *Group By* option, tabs will appear at the bottom of the screen that reflect your *Grouped By/Jumped To* choices. Click on one of the building location or room tabs to view a different building location or room tabs to view a different room number. **NOTE:** The display will always reflect the tab that is on top (I.E. The display, for the choices below, will be for LL-108).



NOTE: Other departments are using AdAstra for their Events. This means their buildings and rooms' Events will be viewable in the Database view and their buildings and rooms cannot be removed from this view. Setting your Jumped To choice to either LL or LA will at least have our buildings and rooms at the top. See Other View Options for other opportunities to filter out non-Library buildings and rooms.

Your screen will display currently scheduled meetings. Double-click on an event name to display a window with additional information for the chosen event.

The screenshot shows the 'Event Information' window with the following details:

- Event name: Library Faculty Meeting
- Reservation Number: 20040126-123
- Event Type: Staff Meeting
- Scheduled By: Data Monitor
- Customer: Library - Admin.
- Contact: Lynn Hawkes
- Pricing Group: Staff
- Est. Attendance: 20
- Number of Meetings: 1
- Total Cost: \$0.00
- Bill Sent:
- Security Level: Public
- Status: Scheduled

| Alarm | Start Date | End Date | Start Time | End Time | DaysMet | Building | Room | Meeting Name | Status |
|-------|------------|------------|------------|----------|---------|----------|------|-----------------------|-----------|
| | 01/19/2004 | 01/19/2004 | 02:00 PM | 03:00 PM | M | LL | 431 | Library Faculty Meeti | Scheduled |

Buttons on the right: OK, Cancel, Next, Prev, Ledger, Mail, History, Details, Preview.

Buttons at the bottom: New, View, Delete, Alarms, Resources, Meeting Info.

Text at the bottom right: No Insurance

You can close the window by clicking the **Cancel** button or the upper right corner X box.

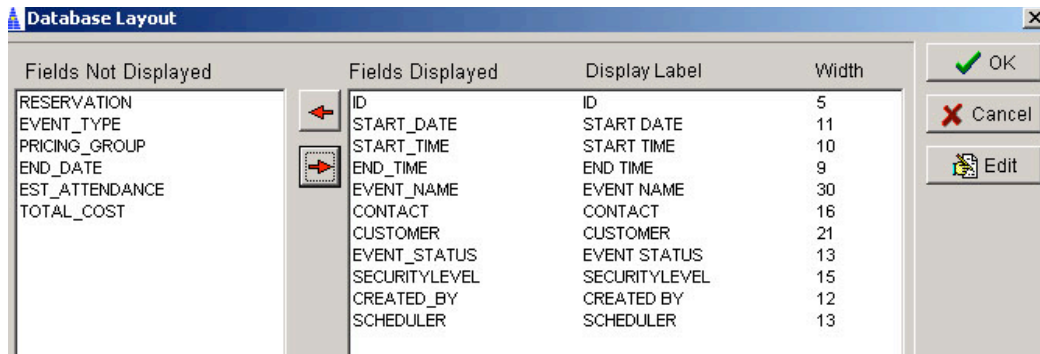
By default, the events displayed in the database view of the **Events** tab are sorted by **ID**. To clear the sort order, click on the column title – **ID**. To sort on a different field, click on a different column title, (i.e., *Event Name*) and the list will automatically sort by that column title. If you click on multiple titles such as *Customer*, *Date*, and *Event Name*, the list will sort on those columns in the order they were clicked on. To clear the sort order and return to the default sort, click again on the title(s) you sorted on.

Customizing the Database Layout

The way the database appears on your screen can be customized. You may choose to hide/display, rename, reorder, or change the displayed length of the fields. The *Database Layout* option provides a way to remove column fields from your database view. You can select the *Database Layout* icon in the upper Toolbar (as shown below) or find the option in the **Database** menu.



The Database Layout window will be displayed.



Various customizations can be done from this window. **NOTE:** The following field must not be removed – **ID**.

- To hide a field from display, highlight the field you do not wish to view and click the left arrow to move the field to the **Fields Not Displayed** box.
- To view a field that is currently hidden from display, highlight the field and click the right arrow to move the field to the **Fields Displayed** box.
- To change the display label of a particular field, double-click on the field and type the new label name.
- To change the order by which the fields are displayed on your screen, click on the field in the **Fields Displayed** box and drag it to a new place in the list. (You can drag and drop by clicking on the columns themselves, as well).
- To change a field's display width, double-click on the field and enter the new width.

Since these fields are not used by the Library, we recommend you remove from your layout as a minimum: **Reservation #, Pricing Group, and Total Cost**.

Click **OK** to save all changes you have made to your database layout.

Back at your database view of the **Events** tab, we recommend the following column order from left to right as a minimum:

Start Date, End Date (optional), Start Time, End Time, Event Name, Customer, Contact, Event Type, Event Status, Attendance, Created by, Scheduler, Security Level, ID#

NOTE: Why keep End Date on the layout? Because AdAstra sees Events as different from meetings, the database view is only Events. Events can have one or many meetings. On a recurring Event, the database view will show the Start Date as the

date of the first meeting and the End Date as the date of the last meeting. End Date would be the indication that the Event is not a single meeting.

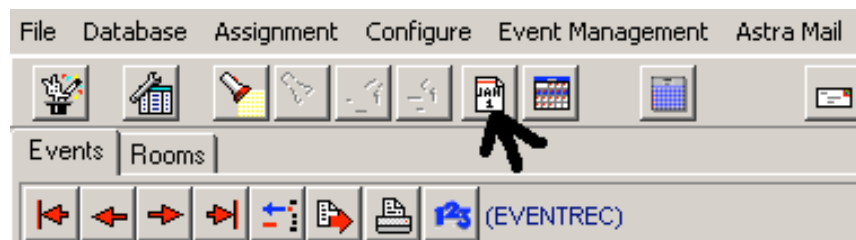
To move the columns to the order you wish, click and drag a column title to a new location in the header row and release. Continue through all columns until you have the column order you prefer. **NOTE:** *If you drag your columns around first and then use the Database Layout option to remove another column field, the **ID** column will move back to the far left position automatically. Manually dragging back again to where you want it is then required, if you want that column elsewhere in the database view.*

Other View Options

Event schedules can also be viewed in grids. Under the **Assignment** menu, you can find the following options:

| | |
|-------------------------|---|
| Weekly Room Grid | Provides room scheduling information for a week at a time and is used for Events. You can also activate this from the Icon Toolbar. This one may prove to be the most useful tool for most users. |
| Daily Room Grid | Provides room scheduling information for a day at a time and is used for Events. You can also activate this from the Icon Toolbar. This one is visually harder to use, since your eye has further to track between the room number and the corresponding event for a specific time; too much scrolling back and forth. |
| Instructor Grid | <i>This is used only for sections (Class Scheduling) and can be ignored for Events.</i> |

The Weekly and Daily Room Grids can also be selected from the upper Toolbar. Select the *Daily Room Grid* icon, as shown below.



The *Weekly Room Grid* icon is the next one on the right. The *Events by the Month* icon is the all blue calendar icon a little further to the right and may prove to be the least useful for your needs.

Two items that will affect all grids are your **Filters** and your **Hint Information**.

To set your primary **Filter**:

1. Launch either the **Weekly** or **Daily Room** grid and select *Create Filter* from the displayed window's **Filter** menu.
2. In the top **Room Field**, select *Building* from the drop down menu.
3. In the top **Operation**, select *Equals* from the drop down menu.
4. In the top **Value**, select *LA* from the drop down menu.
5. Under these, click in the radio button for **OR**.
6. In the middle **Room Field**, select *Building* from the drop down menu.
7. In the middle **Operation**, select *Equals* from the drop down menu.
8. In the middle **Value**, select *LL* from the drop down menu.
9. Click on the **Set Filter** button in lower right corner.
10. This will now display all of the room in those buildings in whichever grid you started from. Now select *Save Filter* from the displayed window's **Filter** menu and type in a name for the filter when prompted. Click **OK**.
11. The next time you use a grid, go to the displayed window's **Filter** menu and select the filter as needed.

To set your **Hint Information**:

1. Launch either the **Weekly** or **Daily Room** grid and select *Hint Information* from the displayed window's **Options** menu.
2. Uncheck all of the boxes in the Sections field, as the Library won't be using those.
3. Check all of the boxes you want in the Events field. Minimum recommendations are **Event Name**, **Contact**, **Start & End Time**, and **Room**. The **Hint Information** applies to all calendar grids and really helps when in the Daily one.

NOTE: *You need to be careful when using the Event calendar to find the starting/ending times of an event. When you view the Event calendar via the Daily or Weekly Grid, the set-up and tear-down times are clearly designated by color. However, it's important to remember that the Hint Information on the calendar's Event flag gives time information, but those times include setup/teardown. We don't view the actual Event's start or end time in the Hint Information. You can determine those times by the hour blocks in the Daily or Weekly grid.*

Requesting/Scheduling Events

NOTE: *A requested event will show up on the daily and weekly room grids as "Requested." However, they do not block the room. Until the event is "Scheduled" by a user with appropriate access, another user with "Scheduling" access may schedule another event in that room, or another user with "Request Only" access may request the same room at the same time.*

Once an event has been requested, it can be scheduled in two different ways.

1. It can be scheduled by going into the event record, and changing the status in the "Status" dialog box. This requires you to have appropriate scheduling access to the requested room; see the AdAstra Cheat Sheet.
2. The confirmation person of the requested room can schedule it from scratch. The **default** confirmation person for all rooms is Sandy Neer.

To request/schedule an event from scratch in the AdAstra Windows Client, click on the Wizard icon located at the far left of the toolbar.



The Create Event Meetings window will be displayed. Enter your information for *Meeting Name*, *Attendance* (number of people of attending), *Start* and *End Time*.

Recommended method to select a time:

1. Click on one of the clock icons.
2. With the radio button darkened for the Start Time, select the appropriate hour and minutes from the columned field in the dialog box.
3. Select the radio button for the End Time and select the appropriate hour and minutes from the columned field in the dialog box.
4. Click **OK**.

This is the safest method, as AdAstra will give an error when time is entered incorrectly (missing a preceding zero, missing AM or PM notation, etc.).

Now, select the **Single/Multiple**, **Recurring**, or **Spanning** tab as appropriate.

- Single/Multiple – one meeting, or many meetings with the same start and end times occurring on random dates.
- Recurring – many meetings with the same start and end time following a given pattern of dates.
- Spanning – one meeting that spans continuously over one or more midnights.

Single/Multiple Tab

The following illustration depicts a single/multiple event choice. Select the desired date from the calendar and press the **Create Meeting** button. The meeting will be displayed in the Meetings window at the bottom of the screen. Press the **Next** button. Skip to the handout section labeled **Room Choice** to continue with this example.

Create Event Meetings

Meeting Name: Start Time: 10:00 AM End Time: 11:00 AM Attendance: 1

Single/Multiple | Recurring | Spanning

Single/Multiple Meetings

February, 2004

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 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 | | | | | | |

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Filter Search:

Building:

Room Type:

Region:

Capacity:

Meetings

| Meeting Name | Date | Start Time | End Time | Weekday | Group By | Attendance |
|--------------|------|------------|----------|---------|----------|------------|
| | | | | | | |

Recurring Tab

The following illustration depicts the recurring event choice. Select the desired *Start* and *End Dates* as well as *Day(s) of Week* and occurrence. Press the **Create Meeting** button. The meetings will be displayed in the Meetings window at the bottom of the screen. Press the **Next** button. Skip to the handout section labeled **Room Choice** to continue with this example.

Create Event Meetings

Meeting Name: Start Time: 02:00 PM End Time: 03:00 PM Attendance: 1

Single/Multiple | **Recurring** | Spanning

Recurring Days and Time

Start Date: 02/18/2004 End Date: 02/25/2004

Day(s) of Week:

☐ Sun ☐ Mon ☒ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

Which occurrence(s):

☐ First Occurrence ☐ Second Occurrence ☐ Third Occurrence ☐ Fourth Occurrence ☒ Every Occurrence ☐ Every Other Occurrence

Filter Search:

Building:

Room Type:

Region:

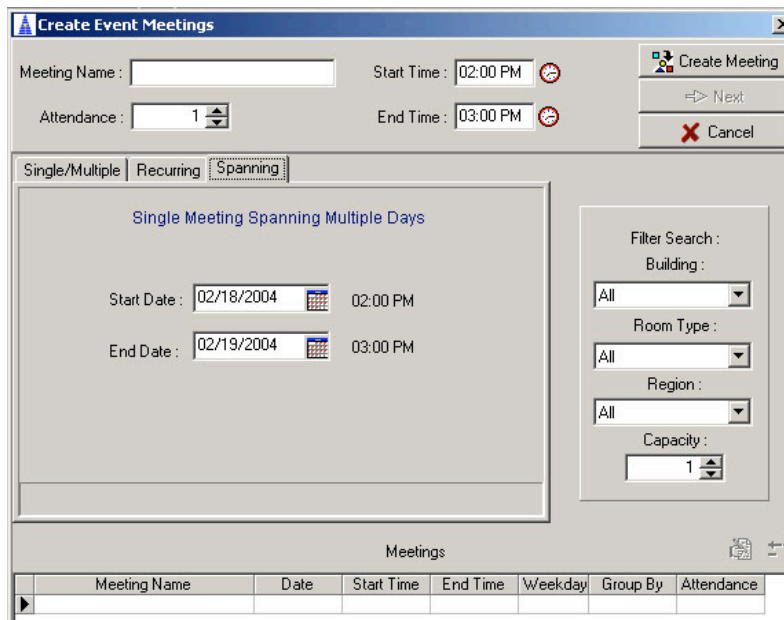
Capacity:

Meetings


| Meeting Name | Date | Start Time | End Time | Weekday | Group By | Attendance |
|--------------|------|------------|----------|---------|----------|------------|
| | | | | | | |


Spanning Tab

The following illustration depicts the spanning event choice. Select the desired start and end date. Press the **Create Meeting** button. The meeting will be displayed in the Meetings window at the bottom of the screen. Press the **Next** button. Skip to the handout section labeled **Room Choice** to continue with this example.




Create Event Meetings


Meeting Name : Start Time : 02:00 PM 

Attendance : End Time : 03:00 PM 

Single/Multiple

Single Meeting Spanning Multiple Days

Start Date : 02/18/2004  02:00 PM

End Date : 02/19/2004  03:00 PM

Filter Search :

Building :

Room Type :

Region :

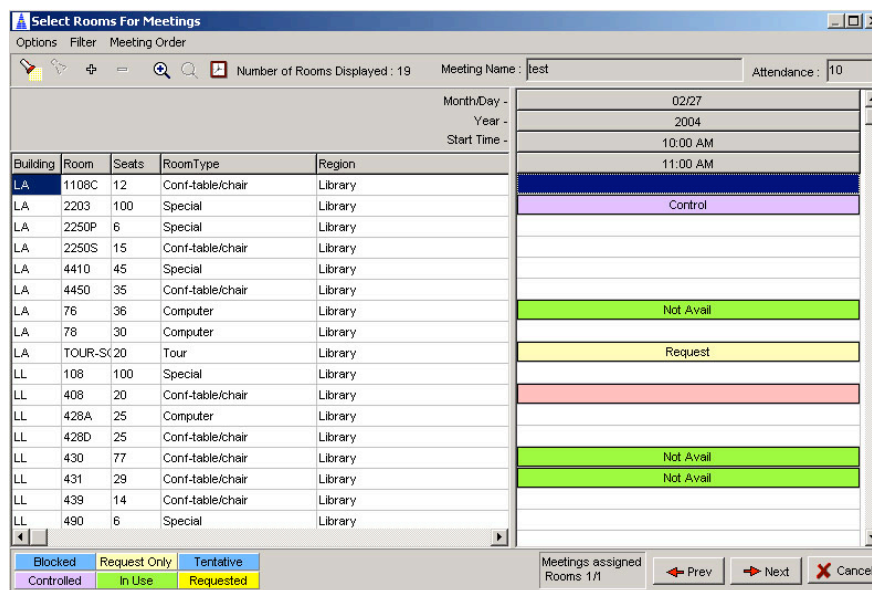
Capacity :

Meetings

| Meeting Name | Date | Start Time | End Time | Weekday | Group By | Attendance |
|--------------|------|------------|----------|---------|----------|------------|
| | | | | | | |

Room Choice

Select the desired room choice in the right column next to the appropriate room number and press the **Next** button to move to the Event Information window.



Select Rooms For Meetings

Options Filter Meeting Order

Number of Rooms Displayed : 19 Meeting Name : test Attendance : 10

Month/Day - 02/27

Year - 2004

Start Time - 10:00 AM

11:00 AM

| Building | Room | Seats | RoomType | Region |
|----------|-----------|-------|------------------|---------|
| LA | 1108C | 12 | Conf-table/chair | Library |
| LA | 2203 | 100 | Special | Library |
| LA | 2250P | 6 | Special | Library |
| LA | 2250S | 15 | Conf-table/chair | Library |
| LA | 4410 | 45 | Special | Library |
| LA | 4450 | 35 | Conf-table/chair | Library |
| LA | 76 | 36 | Computer | Library |
| LA | 78 | 30 | Computer | Library |
| LA | TOUR-S(20 | | Tour | Library |
| LL | 108 | 100 | Special | Library |
| LL | 408 | 20 | Conf-table/chair | Library |
| LL | 428A | 25 | Computer | Library |
| LL | 428D | 25 | Conf-table/chair | Library |
| LL | 430 | 77 | Conf-table/chair | Library |
| LL | 431 | 29 | Conf-table/chair | Library |
| LL | 439 | 14 | Conf-table/chair | Library |
| LL | 490 | 6 | Special | Library |

Control

Not Avail

Request

Not Avail

Not Avail

Blocked Request Only Tentative

Controlled In Use Requested

Meetings assigned Rooms 1/1

Event Information

At the Event Information window, enter the appropriate information for your event. Drop down menus are available. If the desired Customer or Contact is not listed in the drop down menu, click on the **New** button and add their information. After entering all of the required information for your event, click on the **Finished** button.

The meeting has now been scheduled. OR - If you do not have rights to schedule in a particular room, the meeting has been requested and the room's scheduler will receive an email stating that a room request has been made. The room's scheduler will confirm via email when the room has been scheduled or the request has been denied.

Double/Over Booking

The Library defines Double Booking as booking 2 rooms together, as in LL-430 and LL-431 to be used as 1 room. Because AdAstra wants to book both LL-430 and 431 every time as one room, it doesn't do well with the Library's occasional double booking of this type of room. So the work-around will be –

- ❖ If you need both rooms for an event, you will need to schedule each room separately. I.E. Matching events would need to be booked in both the LL-430 and LL-431, so the event would appear in both schedules.

Event Over Booking involving attendances that are greater than the room's stated capacity. Rooms are allowed to be overbooked with conflict warnings.

- ❖ If you find that the attendance will be greater than the room's stated capacity and you know that the room can handle it, please call the InfoSys Service Desk for an adjustment to the room. This will make our statistics more meaningful.

AdAstra's ability to over book for a time slot is only available to Sectioned Classes and not available for Events. Therefore, you cannot book 2 TOUR-LIB events at the same time. So the work-around will be ---

- ❖ We will have 5 rooms for touring the Library (TUR1-LIB, TUR2-LIB, TUR3-LIB, TUR4-LIB, & TUR5-LIB). I.E. Librarian 1 schedules TUR1-LIB at 1:00 PM. Then Librarian 2 can schedule TUR2-LIB at 1:00 PM on the same day, etc.

So the work-around will be the same for multiple OFF-LIB events at the same time --

- ❖ We will have 5 rooms for outside the Library (OFF1-LIB, OFF2-LIB, OFF3-LIB, OFF4-LIB, & OFF5-LIB) activities. I.E. Librarian 1 schedules OFF1-LIB at 1:00 PM. Then Librarian 2 can schedule OFF2-LIB at 1:00 PM on the same day, etc.

Editing an Event

To edit an event, double-click the event record in the **Events** tab. The following Event Information window will appear.

The screenshot shows the 'Event Information' window with the following details:

- Event name: IACC Meeting
- Reservation Number: 20040126-212
- Event Type: Committee Meeting
- Scheduled By: Data Monitor
- Customer: Academic Affairs
- Contact: John Ross
- Pricing Group:
- Est. Attendance: 30
- Number of Meetings: 1
- Total Cost: \$0.00
- Bill Sent:
- Security Level: Public
- Status: Scheduled

| Alarm | Start Date | End Date | Start Time | End Time | DaysMet | Building | Room | Meeting Name | Status |
|-------|------------|------------|------------|----------|---------|----------|------|--------------|-----------|
| | 04/05/2004 | 04/05/2004 | 01:00 PM | 02:30 PM | M | LL | 430 | IACC Meeting | Scheduled |

Buttons on the right: OK, Cancel, Next, Prev, Ledger, Mail, History, Details, Preview.

Buttons at the bottom: New, Edit, Delete, Alarms, Resources, Meeting Info.

Footer: No Insurance on File

You can edit information fields in the upper portion of the above window using their drop down menus. To edit the information in the lower portion of the window, select an entry and click the **Edit** button in the lower portion to change the event's times or room.

NOTE: If there are multiple dates showing in the Event Information window, clicking the **Edit** button will affect only the entry that has the black triangle at the beginning of the entry. Clicking anywhere on another entry's information will move the black triangle and then the **Edit** button will choose that entry to modify. This action will display the Select Rooms for Meetings window.

| Building | Room | Seats | RoomType | Region |
|----------|-----------|-------|------------------|---------|
| LA | 1108C | 12 | Conf-table/chair | Library |
| LA | 2203 | 100 | Special | Library |
| LA | 2250P | 6 | Special | Library |
| LA | 2250S | 15 | Conf-table/chair | Library |
| LA | 4410 | 45 | Special | Library |
| LA | 4450 | 35 | Conf-table/chair | Library |
| LA | 76 | 36 | Computer | Library |
| LA | 78 | 30 | Computer | Library |
| LA | TOUR-S/20 | | Tour | Library |
| LL | 108 | 100 | Special | Library |
| LL | 408 | 20 | Conf-table/chair | Library |
| LL | 428A | 25 | Computer | Library |
| LL | 428D | 25 | Conf-table/chair | Library |
| LL | 430 | 77 | Conf-table/chair | Library |
| LL | 431 | 29 | Conf-table/chair | Library |
| LL | 439 | 14 | Conf-table/chair | Library |
| LL | 490 | 6 | Special | Library |

Click on one of the events displayed information for Month/Day, Year, or Start Time to edit the information. A new Meeting Information window will be displayed.

Edit the necessary information and click **OK**. Click on the **Finish** button in the Select Rooms for Meetings window and click **OK** in the Event Information window to complete your edit.

NOTE: A record cannot be blocked while being edited by one person. However at the lowest level, the database is taking care of simultaneous editing of records. The user who makes the last modification to the event record will be the one whose changes will be recorded.

Deleting an Event

To delete a Single/Multiple Event, double-click the event record in the **Events** tab. The following Event Information window will appear.

Event Information

Event name : Student Information Meeting Reservation Number : 20040126-207
 Event Type : Staff Meeting Scheduled By : Data Monitor

Customer : JBEMP Total Cost : \$0.00
 Contact : Teresa Donahue Bill Sent :
 Pricing Group : Staff Security Level : Public
 Est. Attendance : 30 Number of Meetings : 1 Status : Canceled

| Alarm | Start Date | End Date | Start Time | End Time | DaysMet | Building | Room | Meeting Name | Status |
|-------|------------|------------|------------|----------|---------|----------|------|-----------------------------|----------|
| | 03/26/2004 | 03/26/2004 | 02:00 PM | 03:30 PM | F | LL | 430 | Student Information Meeting | Canceled |

Buttons: OK, Cancel, Next, Prev, Ledger, Mail, History, Details, Preview

Toolbar: New, Edit, Delete, Alarms, Resources, Meeting Info

Change the status of the meeting to *Canceled* in the **Status** drop down menu. Then click **OK**. The **Events** tab meeting information will once again be displayed, but the cancelled meeting will have changed color. Highlight the cancelled meeting and press the **Delete** icon in the toolbar.

File Database Assignment Configure Event Management As

Sections Events Rooms

Toolbar: (EVENTREC)

| ID | START DATE | START TIME | END TIME | EVENT NAME |
|-----|------------|------------|----------|---------------|
| 546 | 01/15/2004 | 10:00 AM | 11:30 AM | Outreach Libr |
| 561 | 01/23/2004 | 01:00 PM | 02:00 PM | Campus Webs |
| 563 | 01/27/2004 | 02:00 PM | 03:15 PM | Women Studie |

A dialog box will be displayed with: "Are you sure you want to delete Event – Meeting Name?" Click **Yes**. The cancelled meeting has now been deleted.

To delete one meeting of a Recurring Event, double-click the event record in the **Events** tab. The following Event Information window will appear.

Event Information

Event name : IST Staff Meeting Reservation Number : 20040421-001

Event Type : Staff Meeting Scheduled By : Sandy Neer

Customer : Library - IST Total Cost : \$0.00

Contact : Sandy Neer Bill Sent :

Pricing Group : Staff Security Level : Public

Est. Attendance : 1 Number of Meetings : 7 Status : Scheduled

| Alarm | Start Date | End Date | Start Time | End Time | DaysMet | Building | Room | Meeting Name | Status |
|-------|------------|------------|------------|----------|---------|----------|------|-------------------|-----------|
| | 04/21/2004 | 04/21/2004 | 01:00 PM | 02:00 PM | W | LL | 408 | IST Staff Meeting | Scheduled |
| | 05/05/2004 | 05/05/2004 | 01:00 PM | 02:00 PM | W | LL | 408 | IST Staff Meeting | Scheduled |
| ▶ | 05/19/2004 | 05/19/2004 | 01:00 PM | 02:00 PM | W | LL | 408 | IST Staff Meeting | Scheduled |
| | 06/02/2004 | 06/02/2004 | 01:00 PM | 02:00 PM | W | LL | 408 | IST Staff Meeting | Scheduled |
| | 06/16/2004 | 06/16/2004 | 01:00 PM | 02:00 PM | W | LL | 408 | IST Staff Meeting | Scheduled |
| | 07/07/2004 | 07/07/2004 | 01:00 PM | 02:00 PM | W | LL | 408 | IST Staff Meeting | Scheduled |
| | 07/21/2004 | 07/21/2004 | 01:00 PM | 02:00 PM | W | LL | 408 | IST Staff Meeting | Scheduled |

Select the specific date you wish to delete and then click the **Delete** button (next to the **Edit** button) at the bottom of the window. This will delete the occurrence selected without deleting all occurrences for the event.