

AdAstra Windows Client Extras

- **A New Password**
- **Customizing and Menu Options**
- **Event Statistics**
- **Customers**
- **Icons and Buttons**
- **Mail, AdAstra style**
- **Reports**
- **Servers & Assistance**

A New Password

To change your password, go to the **Configure** menu in your AdAstra Windows' Client and select *Change Password*.

At the prompts provided in the Change Password screen, enter your *Current Password*. Press **Tab** and enter your *New Password*. Press **Tab** and re-enter your *New Password*. Click the **OK** button to complete the change. The next time you login, you will be using the new password.

Customizing and Menu Options

Login preferences are tied to your account and your computer. Once you are logged in, you can customize your preferences. Then each time you login using the same computer, you will see the same customization that you had the last time you logged in. These are the ways the database view is displayed, color choices for items, filters available to you, etc. However if you have to login using a different computer, those customizations will not be there. To have the same customizations, you would need to reset them at the new computer on your first login. Then every time after that, those customizations would return.

These customizations are sprinkled throughout AdAstra's menus. Following are those customizations and other menu options not specifically covered previously.

Under the **File** menu, you can find the following option:

View Holidays

Informational only. This will show past holidays with start and end dates, and whether or not sections or events were scheduled on the holiday.

Under the **Database** menu, you can find the following options:

Edit Record

Informational only. If you have highlighted an Event record below, you can select this menu option to reach the Event Information window. Double clicking on the Event record below will do the same action.

Search File

Handy tool. I.E. If you want to just see the records for a particular date, select this option. Select your search criteria (START_DATE equals 04/08/2007) and click the **Search** button. This will display only those events for that date in the database view, and if the view is grouped by Building/Room, the search will be reflected in each room

tab you click on. If there are no matching records available for that date, then the room tab will not show any records.

Search Off

Handy tool. I.E. If you have just done the search described above, selecting this option will return all records to the displayed database view.

Color Options

Customization. Color choices are tied to your login. If you make a choice to use Silver for rooms availability, it will be Silver for just your login. Other accounts could have another color and their choice would only affect their login. There are choices for parts that the Library will NOT be using (i.e. Sections), so set your choices for **Rooms and Events only**. This will help you tell at a quick glance by color what the screen is displaying. Recommended choices should be dissimilar colors; don't use colors that are close to each other (i.e. shades of blue).

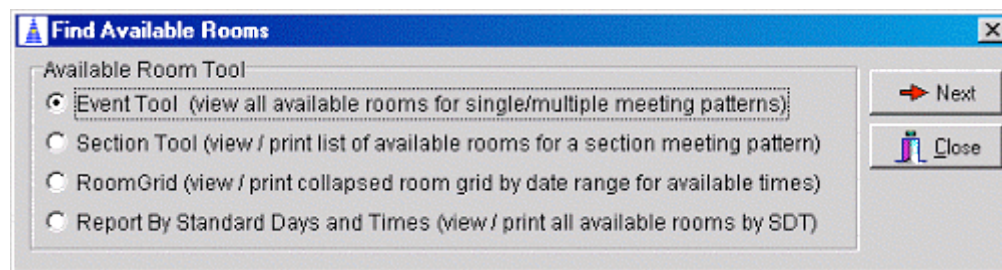
Log Options

As a precaution: This one should be set by each scheduler to log all data for their login. This has the potential to help with troubleshooting problems.

Under the **Assignment** menu, you can find the following options:

Search for Available Room

Handy tool. Allows you to view reports and grids that show room availability for events during specific times and meeting patterns. *Selecting this will display the **Find Available Rooms** window*



1. Select the radio button next to **Event Tool** and click the **Next** button. This will display the **Search for Available Rooms** window.
2. Select the start time and end time you wish to check for room availability.

3. Select the dates you check for room availability. You may select your date range in three different formats using the tabs in the middle of the dialog box

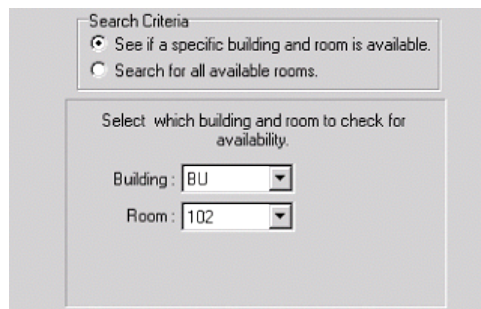


To select a Single/Multiple date range, click on each day to highlight it. Click the month buttons to switch months, and the arrows to switch years.

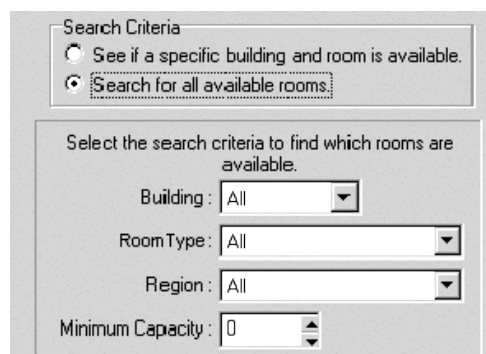
To select Recurring days, enter the start and end dates of your date range. Then click on the days of the week, and select the frequency of occurrence. Example: To check for room availability for every other Wednesday in December, you would select Dec. 1 as a start date and Dec. 31 for an end date. Then you would check the box next to Wednesday, and then check the box next to Every Other Occurrence.

To select a Spanning date range, enter the start date and end date.

4. After you have selected your date range, you may check availability for an individual room or a group of rooms.
5. To select an individual room, select the radio button next to "See if a specific building and room is available" and select a building and room.



6. To select all rooms, or a group of rooms, select the radio button next to "Search for all available rooms". You may then search for all available rooms for your date range, or you may filter down to Building, Room Type, Region or Minimum Capacity.




- Click the **Search** button. This will display the **Available Rooms** grid. This grid shows the availability of your selected rooms during your selected date range.

Select Rooms For Meetings

Options

Number of Rooms Displayed : 23 Meeting Name : Find Available Room Attendance : 1

Month/Day - Year - Start Time -	05/03	05/04	05/05	05/06	05/07	05/10	05/11	05/12	05/13	05/14	05/17	05/18	05/19
Building Room	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM
LA 2250P													
LL 490	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block
LA 1108C	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block
LL 439	Block	Block	Block	Not Avail	Block	Block	Block	Not Avail	Not Avail	Block	Block	Block	Block
LA 2250S	Not Avail		Not Avail					Not Avail			Not Avail		Not Avail
LL 408	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block
LA TOUR-SCI													
LL 428D													
LL 428A													
LL 431	Block	Not Avail	Block	Block	Block	Block	Not Avail	Block	Block	Not Avail	Block	Not Avail	Block
LA 78													
LA 4450							Not Avail						Not Avail
LA 76	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block
LA 4410													
LL 430	Block	Block	Block	Block	Block	Block	Block	Block	Block	Not Avail	Block	Block	Block
LL 108	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block	Block
LA 2203													
LL TUR3-LIB													
LL TUR4-LIB													
LL TUR5-LIB													

- The rooms are listed down the left hand side of the window, and the days and times are listed across the top. If the room is not available for the specific day, that cell in the room row will be highlighted as **Not Available**.
- If you have too many dates selected to fit in the window view, you may scroll horizontally, or you may click the **Zoom Out** icon . This will shrink the Month/Day, Year, and time headings to allow more columns to fit on your screen.

Select Rooms For Meetings

Options

Number of Rooms Displayed : 23 Meeting Name : Find Available Room Attendance : 1

Month - Day - Start Hour -	05 03	05 04	05 05	05 06	05 07	05 10	05 11	05 12	05 13	05 14	05 17	05 18	05 19	05 20	05 21
Building Room	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
LA 2250P	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI
LL 490	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI
LA 1108C	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI
LL 439	BI	BI	BI	No	BI	BI	No	No	BI	BI	BI	BI	No	BI	BI
LA 2250S	No		No				No			No		No			
LL 408	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI
LA TOUR-SCI															
LL 428D															
LL 428A															
LL 431	BI	No	BI	BI	BI	BI	No	BI	BI	No	BI	No	BI	BI	BI
LA 78															
LA 4450							No					No			
LA 76	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI
LA 4410															
LL 430	BI	BI	BI	BI	BI	BI	BI	BI	BI	No	BI	BI	BI	BI	BI
LL 108	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI	BI
LA 2203															
LL TUR3-LIB															
LL TUR4-LIB															
LL TUR5-LIB															

10. Click the **Close** button to close the window.

You may also find the **RoomGrid** tool useful in the **Find Available Rooms** window, but the *Section Tool* and the *Report By Standard Days and Times* can be ignored.

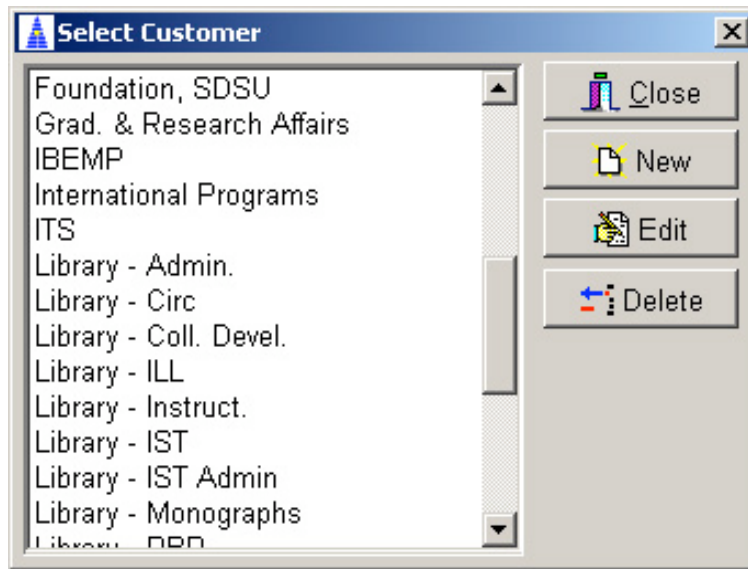
Event Statistics

AdAstra is a database rather than a text file like Meeting Maker. As such, AdAstra can produce Event Statistics. In order to have meaningful statistics, like items must be named the same. Hence, the use of drop down menus and cheat sheets to assist us. Following suggestions provide additional help:

1. Check the AdAstra Cheat Sheet to see if the Event Contact has already been entered with their corresponding Customer Information. If not there and you must add new information, please email the name of the Contact/Customer to IDT@library.sdsu.edu. This will ensure the update is included on the Cheat Sheet for the other schedulers. The AdAstra Cheat Sheet will be posted on the Ifolks' web site from the <http://ifolks.sdsu.edu/ist/resources.shtml> under Information Guides and User Manuals. **NOTE:** *Since other departments will also be using AdAstra to schedule their events and will add to the Customer Information, our cheat sheet will only reflect our regular customers.*
2. Sort the Event Titles in the room you want to book and check to see how the same event title was typed the last time. For example, if it was typed "Mark's Division Meeting" the last time, then DON'T change it to "Mark's Staff Meeting" the next time the same event is booked.
3. If you are using the fields in the Details window to communicate additional information, please abbreviate as follows: SB (scheduled by), CB (changed by), CR (changed room), CT (changed time) and use initials, instead of personal names (ML for Mark Lester, etc.). This will allow more room for the non-standard information in the limited space.

Customers

If you just want to review existing Customers and Contacts, go to the **Event Management** menu of your AdAstra Windows' Client and select *Customer Information*. The Select Customer window displays the list of customers (Colleges, Departments, Divisions, Units, etc.). Buttons on the right provide the ability to create a new customer, and edit or delete an existing customer. The **Edit** or **Delete** buttons require you to select a customer first.



Clicking the **New** button provides you with a Customer Information screen to add the appropriate information for the new customer. The minimum fields that you should complete for the **Customer** tab are:

Organization	The Name of the College, Department, Division, Unit or etc.
Address	If the Org. is SDSU affiliated, then just enter SDSU. If not, then enter their street address.
City	If the Org. is SDSU affiliated, then just enter San Diego. If not, then enter their city.
State	If the Org. is SDSU affiliated, then just enter CA. If not, then enter their state.
Zip Code	If the Org. is SDSU affiliated, then just enter 92182. If not, then enter their zip code.
Phone	This requires an area code (i.e. 619)
Fax	This requires an area code (i.e. 619)
Customer Type	This requires a choice be made from the drop down menu. The existing customers have been done on the theory of "majority rules". If a customer is predominately populated by Faculty, then their Customer Type was set to Faculty. If a customer is predominately populated by Staff, then their Customer Type was set to Staff.

To add a Contact for the new customer, click on the **Contact** tab at the bottom of the screen. This will display a second Customer Information screen with buttons on the right to create a new contact, and edit or delete an existing contact. The **Edit** or **Delete** buttons require you to select a contact first. Clicking the **New** button will display the Contact Information screen and allow you to add the appropriate information for the new contact. The minimum fields that you should complete are:

Name	First Name Last Name
-------------	----------------------

Title As appropriate. All outside faculty were given the title of Faculty, while all librarians were given the title of Librarian. Staff who do not have a specific title were left blank.

NOTE: All existing Customer Contacts were given a check in the "Use Customer Address". Clicking in that box will populate the address, city, state, and zip code fields with the same information you entered for the Customer. Proceed to:

Phone This requires an area code (i.e. 619) and is generally different from the Customer phone.

Fax This requires an area code (i.e. 619) and is usually the same, as the one used by the Customer.

Email Enter a complete address (i.e. user@mail.sdsu.edu).

Notes This is an optional informational field for the Contact and will be seen by every scheduler.

The **History** button here (and seen elsewhere in the AdAstra Windows' Client) provides snapshot information on current/previous changes to the immediate fields. Here it would be referring to changes in the Contact information.

Clicking the **OK** button will return you to the previous Customer Information screen.

Other tabs at the bottom of the Customer Information screen are:





Notes This is an optional informational field for the Customer and will be seen by every scheduler, so "play nice".






Insurance This is an area the Library will not be using.

Contracts This is an area the Library will not be using.

Clicking the **OK** button will return you to the Select Customer screen. Here you can either click the **Close** button or the red **X** button to exit.

Icons and Buttons

What it looks like	What it does
 OK	Saves the event with the changes you have made.
 Cancel	Cancels without saving the changes you have made.
Next 	Moves to next event record.
 Prev	Moves to previous event record.

 Ledger	Accesses the accounting ledger. This can be ignored as the Library is not using the accounting portion of AdAstra.
 Mail	Accesses the Event Mail window.
 History	Displays a history of edits made to the event record.
 Details	Displays the user fields.
 Preview	Provides a printable list of event details.

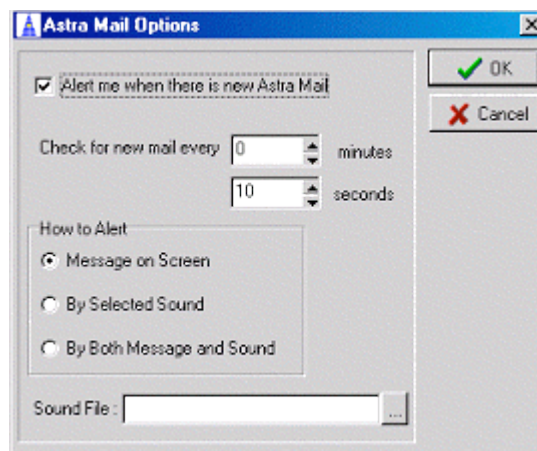
Mail, AdAstra style

Astra Mail allows users to send messages (via Astra Mail or to other Email packages), read messages, and configure options.

Mail Options

Prior to using Astra Mail, you must configure the following options. Each user can configure his/her own options for sending and receiving mail. Follow the steps below to set up your Astra Mail options:

1. From the AdAstra Windows Client's **Astra Mail** menu, select *Mail Options*. The **Astra Mail Options** dialog box will appear.

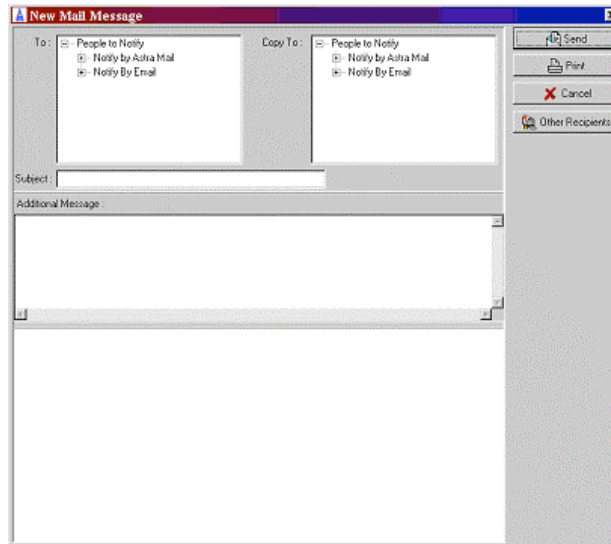


2. Check the box if you want new Astra mail alerts.
3. Select how often Astra Schedule should check for your new Astra mail, choose how you want to be alerted (including optionally choosing a customized sound file).
4. Click the **OK** button.

Send a Message

Follow the steps below to send a message from Astra Mail:

1. From the AdAstra Windows Client's **Astra Mail** menu, select *Send Message*. The **New Mail Message** dialog box will appear.



2. Select to whom to send and to whom to copy the message in the notification lists provided in the "To" and "Copy To" windows.

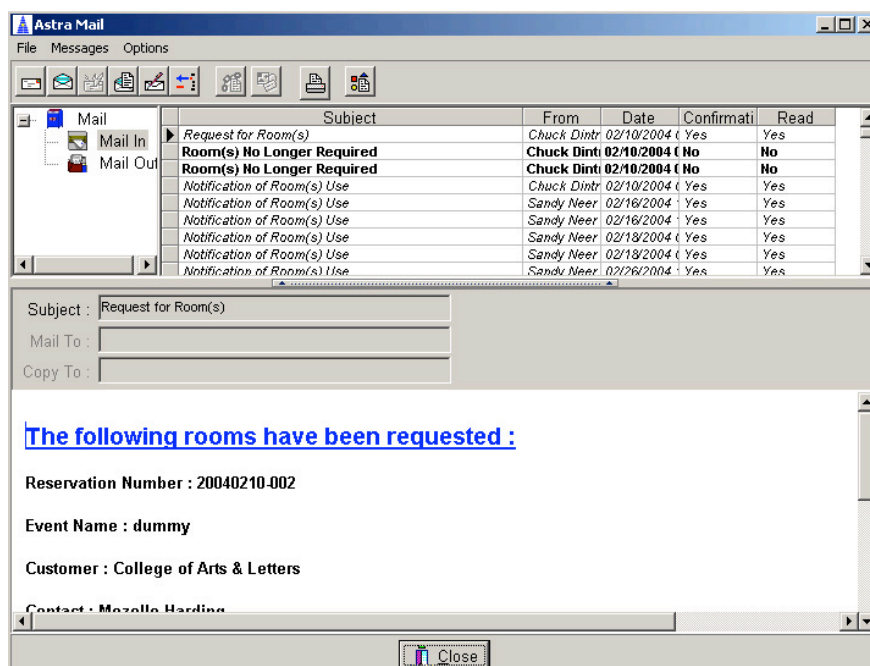
Note: Please use the "Notify by Astra Mail" notification list. It is populated with Astra Schedule users in your system. For the Library schedulers, the "Notify by Email" list can be ignored. It is populated with special contacts that are set up from the **Event Management** menu's *Notification List* drop down menu.


3. Enter your subject and message in the appropriate boxes.
4. Click **Send**.

Read Mail

Follow the steps below to read Astra Mail:

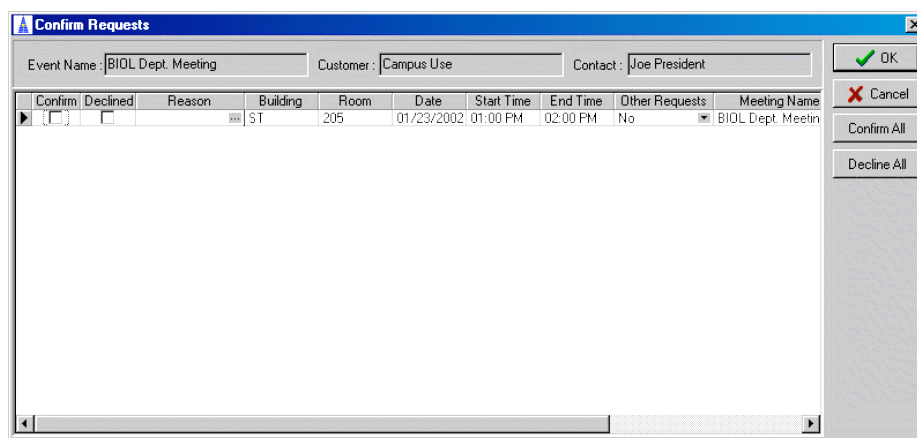
1. From the AdAstra Windows Client's **Astra Mail** menu, select *Read Mail*. The **Astra Mail** window will appear.





2. Select a message in the upper portion of the window to read it in the lower portion.
3. To mark a message as "read," highlight the message in the upper portion of the window and click the **Mark as Read** button . This option can also be reached from the **Messages** menu above the Icon Toolbar in **Astra Mail**.

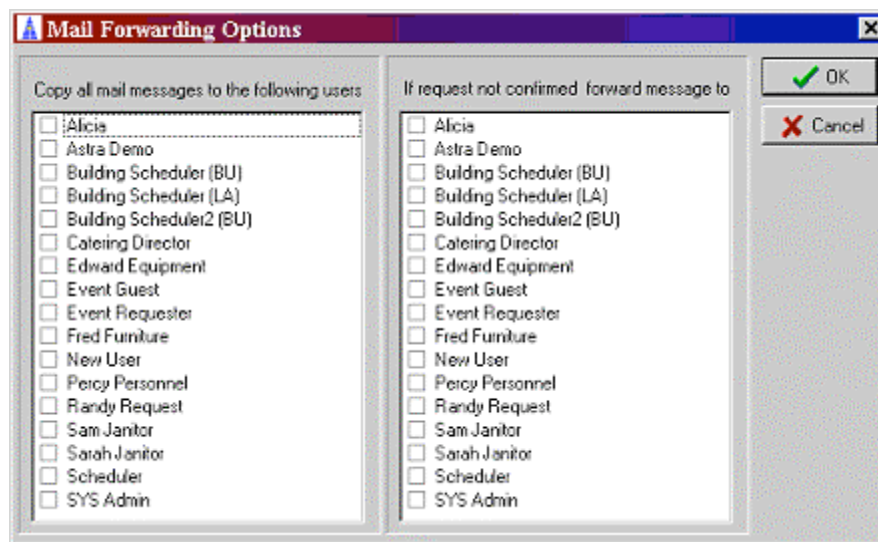
Other Options

- ❖ To send a new message from the **Astra Mail** window, click the **New Message** button . This will display the **New Mail Message** dialog box. This option can also be reached from the **Messages** menu above the Icon Toolbar in **Astra Mail**. Refer to the **Send a Message** section for further assistance.
- ❖ To respond to a room request, click the **Send Confirmation** button . This will display the **Confirm Room Request** window. This option can also be reached from the **Messages** menu above the Icon Toolbar in **Astra Mail**.






Check the appropriate box(es) to confirm or decline the request. If the request is declined, a reason may be given in the **Reason** field. Click the **Send** button.

- ❖ To reply to a message, highlight it and click the **Reply to Author** button . This option can also be reached from the **Messages** menu above the Icon Toolbar in **Astra Mail**.
- ❖ To forward a message, highlight it and click the **Forward Message** button . To set up auto forwarding, go to the **Options** menu above the Icon Toolbar in **Astra Mail** and select *Forwarding Options*. This will display the **Mail Forwarding Options** window.



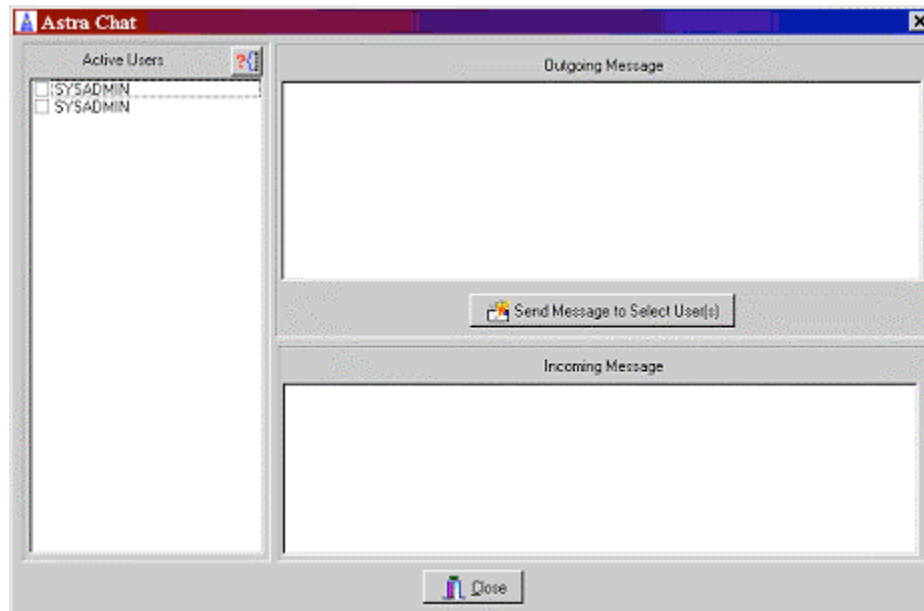
From this window you may choose to copy all messages or forward all non-confirmed messages to certain users.


- ❖ To delete a message, highlight it and click the **Delete** button . This option can also be reached from the **Messages** menu above the Icon Toolbar in **Astra Mail**.
- ❖ To print a message, highlight it and click the **Print** button . This option can also be reached from the **Messages** menu above the Icon Toolbar in **Astra Mail**.
- ❖ To refresh your mail data, click the **Refresh** button .
- ❖ The **File** menu in the **Astra Mail** window can be used to create and delete mail folders, as well as exit Astra Mail.

Chat

Chat allows you to send instant messages to other users currently using the AdAstra Windows Client. Follow the steps below to use the Chat feature:

1. From the AdAstra Windows Client's **Astra Mail** menu, select *Chat*. The **Astra Chat** dialog box will appear.



2. To send a message, select the user you wish to send the message to on the left click a checkmark in their adjacent box. To refresh the user list, click the **Refresh User List** button .
3. Type your message in the Outgoing Message box, and click the **Send Message to Select User(s)** button.
4. Incoming messages are displayed in the lower portion of the screen.

Reports

In this section, we describe reports and printing. **NOTE:** *During testing, problems occurred with our HP8000 printer (fields were missing) that did not occur when the print job was sent to a Lexmark printer. Please report any problems with printing to the InfoSys Service Desk at 46753).*

Under the **File** menu, you can find the following options:

View Holidays

This will show past holidays with start and end dates, and whether or not sections or events were scheduled on the holiday. **Interesting, but not very useful.**

Combo Reports	Ignore this option; It is designed primarily for sectioned classes.
Standard Reports	Here you can select a standard report layout from the Select Standard Report dialog box by clicking the hierarchical + box for Report Groups. Clicking the + box for Events will show report choices. For example: <ul style="list-style-type: none"> ❖ Events by Building, Room and Date Range will report on all events by Building, Room and Date Range. With this report you get everything. ❖ Events by Selected Building, Room and Date Range will report on all events for a <i>selected Building, Room and Date Range</i>. <i>With this report, you could just pick LA-2250S's events.</i>
Custom Reports	Ignore this option; It is designed primarily for sectioned classes.

Servers & Assistance

Please note that the AdAstra server is located in the EBA main campus computer room and is maintained/controlled by Enrollment Services. This is similar to Meeting Maker - the Library's IDT division does not control the server.

Server

- ❖ **Pluto** is the AdAstra Production Server. This is the home of the Library "LIVE" Event data.

There is a web site that non-schedulers can use to view the Event Schedules and request rooms be scheduled. The URLs are:

<http://pluto.sdsu.edu/astraweb/>

Assistance

If the training handouts do not provide you with an answer on a "how to" question for AdAstra, please use the AdAstra Windows Client's **Help** menu. Its *Contents* option will invoke your web browser and display an online user manual. This is a hyperlinked document that has a search feature. **NOTE:** *This is written for all AdAstra customers and is not specific to how the Library is using the program. Please bring to IDT attention anything you find that does NOT work the way they describe it.*

If you need further assistance with your question, are having difficulties logging into the AdAstra system, or the system is not responding, please call the InfoSys Service Desk at 46753 to report your needs. IDT staff, Carol Phillips and Sandy Neer, will work with you and Enrollment Services to resolve the issue.