

Ad Astra 8.7 Training Manual

Glossary

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Introduction

Astra Schedule is a Web-based, enterprise-class scheduling and calendaring system that coordinates rooms, resources, invoicing, notifications, timetables and exams. Excelling in both academics and events, Astra Schedule can help your institution reach its goals—from growing enrollments by maximizing classroom space to scheduling catering services for an event, and everything in between.

Astra Schedule provides academic scheduling, SIS integration, event management, enterprise calendaring, and a customizable web homepage for easy access.

To begin:

Click on the Ad Astra main link https://www.aaiscloud.com/MonroeCC

When first logging in you will be directed to the MCC Network Login page. Once you've signed in with your credentials you will be navigated to the Ad Astra home page.

CC Empil Address	
MCC Email Address	
acustodio@monroecc.edu	
MCC Network Password	
Password	
1 455WOIG	
Sign-In Forgot Your Password?	
Sign-In	

Home Page

The Homepage is the default landing place upon login. Astra Schedule provides a guest homepage and a user-specific homepage as access points to the system for both the casual and advanced user. The guest homepage acts as the central access point to the application for all guests and users alike. This initial view of the application can be customized to include content and shortcuts to various pieces of information and application features.

From the guest homepage, application users can provide login credentials to gain access to a personal homepage and additional application functionality as defined by their security settings. The homepage initially defaults to settings based on the user's Primary Responsibility - an attribute of their personal record in Astra Schedule. Primary Responsibility options for people include User, Customer Contact, Institution Contact, Instructor, and Student. A default personal homepage experience can be defined for each. Once a user is logged in, they may be able to customize their homepage if allowed by their default homepage configuration.

This is the home page. Home pages can be designed with your preferences in mind. For the purposes of this first manual we will be focusing on getting you familiar with the calendar grid and requesting events. Please note your view of this page may be different from what you see on your home page. There are different tabs for different users based on privileges.

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8:00 AM - 10:20 AM MW May TS 502/C/C/ - Basic Math FLEX (Non-Credit)* May				May 🗸		

You should see a home tab, a calendar tab, academics tab, events tab, and settings tab as seen below.

Toolbar & Navigation

A user may choose to view either the Day or Week grid format, and navigate through a list of either rooms or resources. The list of rooms or resources is presented on the left, and activities using the applicable room or resource will appear as shaded cells in the grid to the right.

The grid toolbar, shown below, can be used to edit the date, filters, format, and settings of the grids.



Paging controls, provided at the bottom of the screen, can be used to navigate pages, set page size, and export results.



Calendar Grid

Click on the calendar tab and select scheduling grid. For most when opening up the scheduling grid your campus preference will populate. If it does not populate go to the **Choose Calendar** drop down menu and select the campus you would like to view. Please note some users may have more than one campus to choose from others have only the campus they currently reside in.

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Q Date: Today	× 🖄	2 <	May 6, 2019 👻 🔆																		
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DC 200A - Student Club R	DC	DCC	Student Club Room	6																	
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DC 338 - Lab-CRJ Crime	DC	DCC	Lab-CRJ Crime	24																	
DC 344 - Lab-CRJ Loss Pr	DC	DCC	Lab-CRJ Loss Prevention	10																	
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DC 354 - Classroom	DC	DCC	Classroom	34		HSM	103/CC1 -		ENG 1	01/C5A - 1	Student Sup	port S									

After clicking on your calendar selection go to the **Filter** drop down menu and select your view preference to see only events and/or events and classes. This allows you to view events and classes throughout the course of the day for the perspective campus.

You can select a specific date by clicking on the date icon in blue or using the arrows to move the calendar to a future date by using the right arrow or look at previous date by using the left arrow.

🗼 Home i 🛗 Calendars			ivents 🖹 Reporting 🖋 Se																		
Rooms Resources Day	Week							Choose C	Calendar: D	owntown	Campus Cal	endar			X	Filt	er: Downto	wn Campus	т X	+ Add Ev	ent 🔒
Q Date: Today	× 🗎	0	May 6, 2019 👻 💙																		
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DC 338 - Lab-CRJ Crime	DC	DCC	Lab-CRJ Crime	24																	
OC 344 - Lab-CRJ Loss Pr	DC	DCC	Lab-CRJ Loss Prevention	10																	
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OC 354 - Classroom	DC	DCC	Classroom	34		HSM	103/CC1 -		ENG 10	01/C5A - S	tudent Sup	port S									

Day & Week Format

The Day view of the Grid displays each item's schedule on a single row. This view provides immediate feedback on availability and usage for a single day, across a page full of rooms at a time.

The Week view requires that you select the room or resource you would like to view from the list on the left. This view provides immediate feedback on availability and usage for a full week (or date range - see below) at once.

Rooms Resources Day	Week					Choose	Calendar: Do	owntown Campus Calendar		- X	Filter: Select	- X
Q Date: Today	× 🗎	C	End Date 💌	🔨 May 5 - 11, 2019 🔻 🕻								
oom *1	Buildin	Can		Sun 05/05	Mon 05/06	Tue 05/0	7	Wed 05/08	Thu	05/09	Fri 05/10	
DC 291A - Corridor	DC	1										
DC 291B - Corridor	DC	[06:00 AM									
DC 291C - Corridor	DC	[07:00									
DC 300 - Student Engage	DC	[AM									
DC 310-A - 310-A Outside	DC	(08:00 AM			08:00 AM - 09:20 AM CRJ 103/CL2 - Constit Lat	ut Diebre I C		08:00 AM - 09:20 /	M stit Law&Rights-LC-		
DC 311D - Student Engag	DC	(09:00		09:00 AM - 10:20 AM	WR	warkights-cc-	09:00 AM - 10:20 AM	WR	sur cowarrights-cc-		
DC 320A - High Falls A (b	DC	1	AM		COS 133/CL1 - College Orient &	09:30 AM - 10:50 A 09:3	0 AM - 10:50	COS 133/CL1 - College Orient &	09:30 AM - 10:50			
DC 320AB - High Falls A &			10:00 AM		Success-LC	CRJ 101/CL1 - Intro AM LC CRJ 1	101/CL1 -	Success-LC	CRJ 101/CL1 - Intr LC	CRJ 101/CL1 -		
DC 320B - High Falls B(b			11:00			11:00 AM - 12:20 PM			11:00 AM - 12:201			
DC 338 - Lab-CRI Crime	DC		AM			LAW 101/CL1 - Fundame	entals of the		LAW 101/CL1 - Fu			
			12:00		12:00 PM Kennedy-review session	Law-LC			Law-LC			
DC 344 - Lab-CRJ Loss Pre		1	PM			12:30 PM - 02:50 P 12:3 TRS 092/CC8 - Basi PM	0 PM - 02:50		12:30 PM - 02:50 F TRS 092/CC8 - Bas			
DC 350 - Classroom	DC	[01:00 PM		01:30 PM Greece Speech Class		092/CC8 -		Credit)*	TRS 092/CC8 -		
DC 352 - Classroom	DC	I	02:00		UTDUPW dreete speech class	Basi	c Math (Non-			Basic Math (Non- Credit)*		
DC 354 - Classroom	DC	[PM			Cred	nt)"			creaty.		
DC 356 - Classroom	DC	[03:00 PM									
DC 391 - Facilities Confer	DC	[04:00									
DC 391A - Corridor	DC	[PM									
DC 391B - Corridor	DC	[05:00 PM									
 DC 391C - Lobby 	DC		06:00									
DC 391D - Window Corrid			PM									
DC 400 - Board Room	DC		07:00									
		1	PM									
DC 402A - College Presid	DC	1	08:00 PM									
DC 404 - TCC/FIC	DC	1	09:00									
DC 406 - Lab-Computer	DC	[PM									
DC 408 - Classroom	DC	1	10:00 PM									

The calendar format will be displayed as shown in the examples below.

Event Request Forms

When you are ready to request an event go to the upper right hand side of the screen and select request event (please disregard add event in this example as this view is from my calendar).

Choos Calenda		wnto	wn Campus Caler	ndar					*	×	Filt	ter: s	elect			•	×	F] Rec	quest E	ent	0
A Home 🚔 Celenders		nics 🧳 E	vents 🖺 Reporting 🌶 Se	ttings				Choose	Calendar: Do	wntown	Campus Cal	endar			- J	¢ Filt	er: Downto	wn Campus	~ X	ai	custodio ent 🖨
Q Date: Today	× 🗎	2 <	May 6, 2019 👻 🖒																		
Room ^1	Buildin	Campus	Туре	Capacity	06:00 AM	07:00 AM 0	8:00 AM	09:00 AM	10:00 AM 1	1:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM	06:00 PM	07:00 PM	08:00 PM	09:00 PM	10:00 P
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O DC 200A - Student Club R	DC	DCC	Student Club Room	6																	
DC 200B - Student Club R	DC	DCC	Student Club Room	12							Disability										
DC 200C - Multi-Purpose	DC	DCC	Multi-Purpose Room	20							Campus Li										
⊙ DC 226D - Wellness Prom	DC	DCC	Office	1																	
DC 226E - Interfaith Room	DC	DCC	Other	5																	
⊙ DC 226F - Resting Room	DC	DCC	Other	2																	
⊙ DC 236 - Fitness Center	DC	DCC	Lab-Human Performance	30		RECIHS	Spring	PEC 148/CC	1-I RECI	HS Spring	g	PEJ 101/C	C3 - P								
O DC 240 - Phys Ed Activity	DC	DCC	Phys Ed Activity Center	30																	
O DC 250 - Dance/Multi-Pur	DC	DCC	Dance/Multi-Purpose Room	20				PEC 253/			Meditation										
⊙ DC 291A - Corridor	DC	DCC	Corridor	2																	
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OC 300 - Student Engage	DC	DCC	Student Engagement Resou	27																	
⊙ DC 310-A - 310-A Outside	DC	DCC	Lobby	1																	
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⊙ DC 320A - High Falls A (b	DC	DCC	Event Space	100																	
DC 320AB - High Falls A &	DC	DCC	Event Space	226																	
DC 320B - High Falls B(b	DC	DCC	Event Space	100																	
DC 338 - Lab-CRJ Crime	DC	DCC	Lab-CRJ Crime	24																	
DC 344 - Lab-CRJ Loss Pr	DC	DCC	Lab-CRJ Loss Prevention	10																	
OC 350 - Classroom	DC	DCC	Classroom	29				TRS 200/CL	2 - I CRJ 103	/CL1 - (Housing Ir	1						
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O DC 354 - Classroom	DC	DCC	Classroom	34		HSM 10	3/CC1 -		ENG 10	1/C5A - S	tudent Sup	port S									

Once clicked you will see the Event Request Wizard displayed. Here you can select a form. Use the arrow button to choose a form for one of the campuses.

Event Request Wizar	d		
Welcome to the Event R	equest Wizard. Please sele	ect an Event Request Form to	begin.
*Event Request Form:	Select		- X
		Next	Cancel

Event Request Form – Brighton Campus

When selecting Brighton it will open up the Brighton Form: For meeting rooms, classrooms, lecture halls and computer labs in Building 9 and 11 only. Please note if you require some type of set up or AV support for the Brighton Room an application will need to be submitted directly to the Campus Events Office. This electronic form is only for non-set up regular usage rooms.

Fill out all required fields in the form. For the Brighton Campus there is a lead time of three business days from the day of submissions. If under the three days the system will not allow you submit an electronic request.



Type in your last name and it should populate your full name. If your email does not show type it in as well. Type in your **ext. or contact phone number** in case the approver needs to call for further clarification on your event submission. Fill in the **Event Title**, enter the number of internal guest. Once completed click **Add Meeting**.

ара	city	08.00 AM	07.00 AM	08.00 AM	09.00 AM	10.00 AM	11.00 AM	12.00 PW	01.00 PM	02.00 PM	05.0		
0	Eve	ent Request	(Brighton	Form: For	meeting	rooms, cla	ssroom, le	cture halls	and comp	outer labs			
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20		Type Last nam											
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2	Е	ventinfo											
1	*	Event Title:											
27 1		Test											
24		Enter the num	ber of interr	nal guests									
100		5											
226	_	Add a Meeting	5								_ 1		
24		Add Meeting							Re	quest Room	5		
10													
29					No meeting	gs created. Ac	dd Meeting					ng Ir	n :
60 34													
34									Subr	mit C	ancel		
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2													

After selecting **Add Meeting** a **Create Meeting** form will pop up. On this form you have a choice to schedule a single event, multiple, or recurring. If selecting single event, fill in the start and end time. Fill in your start and end date. Meeting Name must be typed if not already populated. Select a meeting type by clicking the arrow to view options. Once selected go directly to Add Meeting (blue box at the bottom right). If creating multiple meetings go to the section Multiple Date Request on page (15).

Create Meeting	(s)						×	
⊙ Single O N	Aultiple O Recurring							
Start Time: Start Date:	12:00 PM 05/06/2019 🗱	-	End Time: End Date:	12:30) PM 5/2019	×	▼	03:00 F
* Meeting Name: Meeting Type:	Test		~	×				. ×
T Max Attendance				\$				
c	 Private Requires Room 							
					Add Meeting	Car	ncel	
Event Title:								

Now you will see the information at the bottom of the Event Request form. At this time you can click on Request Rooms (blue box above submit).

apad	ity	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00	РМ
0	Even	nt Request	(Brighton	Form: For	meeting r	ooms, clas	sroom, le	cture halls	and comp	outer labs	(🗙	
6	- P	lease fill out	the followi	ng form as a	applicable.	For all fields	with an (*)	information	n is required	1	-	
12	- F	or "Event M	eetings" se	ction, please	e disregard	the Feature	d and Privat	te boxes as t	hey are not	active.		
1				-					-			
5	Co	ntactInf	0									
2	*Ту	/pe Last nam	e:									
30	Re	ed, Kaylon										
20	*Er	mail Address:										
2	kr	eed34@mon	roecc.edu									
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1	71	55										
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24	* Ev	vent Title:										
100	Te	est										-
226 100	*Er	nter the num	ber of intern	al guests								-
24	5											
10	Ad	dd a Meeting	:									
29	Ac	dd Meeting							Re	quest Rooms		ng In:
60 34	×	Test - M	on, 05/13/20	19, 12:00 PN	1 to 12:30 PN	1						
34											-	
20									Subi	mit Ca	ncel	
2												

Next the assign room form will populate. Here you can choose a room and it will show if it is available. If your selection is available select it and click ok.

	 Event Request (Brighton 	Form	For meeting rooms, classroom	n lecture halls a	nd computer labs (🛛 😫 👘 👘
	Assign Room				e
	Filter 📢			Test 5/13/2019	
	Show Current Filter Q Search		Room 1	Mon	
	Custom 👻	_		12:00-12:30pm	
	Room Options	۲	01 108	Avail (Request)	Â
ma	Show Only Available Rooms	۲	01 108B	Avail (Request)	
nte	Show Shared Rooms	۲	01 211 Hall	Avail (Request)	
	Show Alt Room Configs	۲	01 320	Avail (Request)	
	Capacity:	۲	01 BL	Avail (Request)	
	Between 🔶	• •	01 BL Pit	Avail (Request)	
nt	and 🔶	•	01 BL Table 1	Avail (Request)	
		۲	01 BL Table 2	Avail (Request)	
	Campus 1 Clear 🕇 🖉	۲	03 108B	Avail (Request)	
	SC X	۲	03 113	Avail (Request)	
	Building 🕂 ⊘	۲	03 121	Avail (Request)	
	Room + Ø	۲	03 136	Avail (Request)	
nti	Room Type 🛛 🕂 🖉	۲	03 138B	Avail (Request)	
					· · · ·
	Facility Layout + 🖉 📮	~	< Page 1 of 49 > >	>	
					OK Cancel
	20				Submit Cancer

Once you've clicked it will bring you back to this form and you will notice at the bottom the day and time and room number. If all information is correct click the submit button (blue button at the bottom).

	Event Request (Brighton Form: For meeting rooms, classroom, lecture halls and computer labs (×	
	- Please fill out the following form as applicable. For all fields with an (*) information is required	-	
12 20	- For "Event Meetings" section, please disregard the Featured and Private boxes as they are not active.		
1			
	ContactInfo		
	*Type Last name:		
30	Reed, Kaylon		
30 20	* Email Address:		
	kreed34@monroecc.edu		
	* Contact Phone:		
1	7155		
	EventInfo		
1 24			
100	* Event Title:		
	* Enter the number of internal guests		
100	5		
24	Add a Meeting:		
10 29			
	Add Meeting Request Rooms		
34	X Test - Mon, 05/13/2019, 12:00 PM to 12:30 PM, 01 108		
34	Submit Cancel		
	Submit Cancer		

Once submitted you will receive this notice thanking your for your request. You will also receive an email with a notification of submission with all the details of your request.



This is an example of the information you receive in your inbox.

ASTRA SCHEDULE	$\forall v = \geq x \div + \sqrt{v} = \geq x \div + \sqrt{v} = 2$	≥x÷
Event Request Received		5/6/2019 1:24PM
	cessfully received and is being reviewed. You will receive is taken, or if more information is required.	
Event Name	Description	
Testing		
Request Summary:		
Contact Information		
Contact: Custodio, Antonia		
Email: acustodio@monroecc.edu		
Phone: () - 6106		
Event Name: Testing		
Enter the number of internal guests 2		
Meeting		
Name: Testing		
Description:		
Event Meeting Type: Testing		
Start Date: 5/9/2019 End Date: 5/9/2019		
Start Time: 2:30 PM		
End Time: 3:00 PM		
Is Room Required: True		
Max Attendance:		
Room Configuration: 03 115 - Standard		
Resource(s):		

Event Request Form – Downtown Campus

When selecting the Downtown Campus it will open up the DC Form: For meeting rooms, classrooms, conference rooms and corridor spaces. Fill out all required fields in the form. For the Downtown Campus there is a lead time of two business days from the day of submissions. If under the days days the system will not allow you submit an electronic request.

RECIHS Spr	ing :	RECI	IS Spring			
Event Request Wiza	ard					
Welcome to the Event R	equest Wizard. Ple	ase select an Ev	ent Request Fori	m to begin.		
* Event Request Form:	DC Form: For me	eting rooms, cla	ssrooms, and co	llaboratory	*	×
			_			_
				Next	Canc	el

Type in your last name and it should populate your full name. If your email does not show type it in as well. Type in your **ext. or contact phone number** in case the approver needs to call for further clarification on your event submission. Fill in the **Event Title**, enter the number of internal guest. Once completed click **Add Meeting**.

Event Request (DC Form: For meeting rooms, classrooms, and collaboratory spaces only.)	×
DC Form: For meeting rooms, classrooms, and collaboratory spaces only.	Î
Please fill out the following form checking all boxes that apply to your event. For all fields with an (*) information is required.	
Important: For "Event Meetings" section, please disregard the Featured and Private boxes as they are not active.	
Event Information	
*Today's Date	
*Name of Department	
*Name of Contact Person:	
Select 👻 🗶	-
Submit Can	ncel

Fill in all the required fields in the entire form. Please note for the Downtown Campus all request are to be submitted through Ad Astra. We do not use any hard copy applications for internal events except for High Falls A & B which need to be submitted directly to the Campus Events Office for processing. For the Downtown Campus form please scroll down to the bottom to ensure all information is completely filled. Be as specific with set up needs and AV Support.

		ooms, classrooms, and co		
* Account Number				
Will there be an Admissio	ns charge for this			
Event?				
Select	- ×			
Will you require food serv contact Sodexo at 292-2578				
Select	- ×			
Visit Sodexo Dining				
* Add a Meeting:				
Add Meeting			Request Rooms R	equest Resource
	Non	neetings created. Add Meeting		
	Non	neetings created. Add Meeting		
	No n	neetings created. Add Meeting		
Audio Visual Fauin		neetings created. Add Meeting		

After filling in the information click on Add Meeting. After selecting **Add Meeting** a **Create Meeting** form will pop up. On this form you have a choice to schedule a single event, multiple, or recurring. If selecting single event, fill in the start and end time. Fill in your start and end date. Meeting Name must be typed if not already populated. Select a meeting type by clicking the arrow to view options. Once selected go directly to Add Meeting (blue box at the bottom right).

	Create Meeting(s)						×	
	⊙ Single ○ M	ultiple O Recurring							
	Start Time:	12:30 PM	-	End Time:	1:00	PM		-	
acity Eve	Start Date:	05/06/2019 🗶		End Date:	05/06	6/2019	×		03:
	* Meeting Name:				×				
	Meeting Type:	Select		-	×				
* A	Max Attendance:				\$				
t fi		Featured							
		Private							
		🕑 Requires Room							
Eve						Add Meeting	Car	ncel	

Once you've clicked it will bring you back to this form and you will notice at the bottom the day and time. Now click on the Request Rooms (blue box next to request resources).

* Account Number Will there be an Admissions charge for this Event? Select Select Will you require food service? If YES, contact Sodexo at 292-2578 Select Visit Sodexo Dining * Add a Meeting: Add Meeting Kequest Rooms Request Resources Ket - Wed, 05/08/2019, 12:30 PM to 01:00 PM	vent Request (DC For	n: For meeting rooms,	classrooms, and collaboratory spaces only.)
Will there be an Admissions charge for this Event? Select			
Will there be an Admissions charge for this Event? Select			
Will there be an Admissions charge for this Event? Select	* * * * * * * * * * * * * * * * *		
Event? Select * ¥ Will you require food service? If YES, contact Sodexo at 292-2578 Select * ¥ Visit Sodexo Dining *Add a Meeting: Add Meeting Request Rooms	^ Account Number		
Event? Select * ¥ Will you require food service? If YES, contact Sodexo at 292-2578 Select * ¥ Visit Sodexo Dining *Add a Meeting: Add Meeting Request Rooms			
Event? Select * * Will you require food service? If YES, contact Sodexo at 292-2578 Select * * Visit Sodexo Dining * Add a Meeting: Add Meeting Request Rooms			
Select Will you require food service? If YES, contact Sodexo at 292-2578 Select Select Visit Sodexo Dining * Add a Meeting: Add Meeting Request Resources		ons charge for this	
Will you require food service? If YES, contact Sodexo at 292-2578 Select Visit Sodexo Dining * Add a Meeting: Add Meeting Request Resources			
contact Sodexo at 292-2578 Select × X Visit Sodexo Dining *Add a Meeting: Add Meeting Request Rooms			
Visit Sodexo Dining * Add a Meeting: Add Meeting Request Rooms Request Resources			
*Add a Meeting: Add Meeting Request Rooms Request Resources	Select	- ×	
Add Meeting Request Rooms Request Resources	Visit Sodexo Dining		
	0		
test - Wed, 05/08/2019, 12:30 PM to 01:00 PM	Add Meeting		Request Rooms Request Resources
	× test - Wed, 05/08/2	019, 12:30 PM to 01:00 PM	
Audio Visual Equipment:			
* Do you need Audio Visual Assistance?			
* Do you need Audio Visual Assistance? Select			Submit Cancel

A listing of rooms will populate in the Assign Room pop up. Here the rooms are not in order. In order to show the rooms in chorological order move your curser inside the open white area of where it indicates Room.

		 Event Request (DC For 	m [.] For meeting	rooms, classrooms, and collaboratory spaces only.)	· · · · · · · · · · · · · · · · · · ·
	Assi	gn Room			2
		Room	test 5/8/2019 Wed 12:30-1:00pm		
	۲	DC 626	Avail (Request)		^
na	۲	DC 614	Avail (Request)		
nte	۲	DC 606	Avail (Request)		
se	۲	DC 535	Unavailable		
	۲	DC 300	Avail (Request)		
	۲	DC 502	Avail (Request)		
nt i	۲	DC 538	Avail (Request)		
	۲	DC 612	Unavailable		
11	Θ	DC 652	Avail (Request)		
	۲	DC 550	Avail (Request)		
	۲	DC 454	Avail (Request)		
	۲	DC 456	Avail (Request)		
ntic	۲	DC 602	Avail (Request)		-
	~	< Page 1 of 4 > >>			
				0	K Cancel
		20		Submit	

If you click once the rooms should automatically align in chorological order. Sometimes it takes a try or two to get them in sequence. See below. Rooms that are in red and indicate unavailable you will not be able to override it so you will need to select an alternative room. Once selected click ok.

	 Event Request (DC For 	m: For meeting rooms, classrooms, and collaboratory spaces only.)	
Assig	gn Room		<u> </u>
	Room *1	test 5/8/2019 Wed 12:30-1:00pm	
۲	DC 200	Avail (Request)	^
•	DC 200A	Avail (Request)	
۲	DC 200B	Unavailable	
۲	DC 200C	Unavailable	
۲	DC 236	Avail (Request)	
۲	DC 240	Selected	
۲	DC 250	Avail (Request)	
۲	DC 291A	Avail (Request)	
۲	DC 291B	Unavailable	
۲	DC 291C	Avail (Request)	
۲	DC 300	Avail (Request)	
۲	DC 311D	Avail (Request)	
۲	DC 338	Avail (Request)	-
~	< Page 1 of 4 > >>		
		ОК	Cancel
		Submit Cancel	

Once you've clicked it will bring you back to this form and you will notice at the bottom the day and time and room number. If all information is correct click the Submit button (blue box at the bottom).

Event Request (DC Form: Fo	r meetir	ıg ı	ooms, classrooms, and collaboratory spaces only.)	×
				1
* Account Number				
Will there be an Admissions ch	arge for th	nis		
Event?	_			
Select		ĸ		
Will you require food service? Is contact Sodexo at 292-2578	f YES,			
Select		к		
Visit Sodexo Dining				
* Add a Meeting:				
Add Meeting			Request Rooms Request Resources	
× test - Wed, 05/08/2019, 1	2:30 PM t	0 0	I:00 PM, Downtown Campus 240	
Audio Visual Equipme	nt:			
* Do you need Audio Visual Assis	tance?			
Select		ю		-
			Submit Cancel	

Once submitted you will receive this notice thanking your for your request. You will also receive an email with a notification of submission with all the details of your request.



This is an example of the information you receive in your inbox.

vent Request Received		5/7/2019 2:56PM
	s successfully received and is being reviewed. You will receive tion is taken, or if more information is required.	
Event Name esting	Description	
Request Summary:		
Event Information Foday's Date May 7, 2019 Name of Department Executive Dean's Suite Dontact: Anderson-Evans, Christy Email: candersonevans003@monroecc.edu None: 6139 Dustomer: Downtown Campus - Executive Dear Svent Name: testing Enter the number of internal guest 0 Sinter the number of external guest 0 Org, Number 1012 Account Number xxxx Will there be an Admissions charge for this Eve Will you require food service? If YES, contact Si Do you need Audio Visual Assistance? No Are you bringing your own AV Tech or equipment Will there be press/media at your event? No Do you require an AV Tech support on hand for Standard room configuration Yes	= n int? No odexo at 292-2578 No nt? If YES, please indicate what you are bringing below No	
Meeting Vame: testing Description: Event Meeting Type: Address Start Date: 5/13/2019 Start Time: 4:30 PM Start Time: 4:30 PM is Room Required: True Max Attendance: Soom Configuration: Secure (2):		

Multiple Date Request

Select Multiple and a calendar will open up as seen below. Select your Start and End Time, go to the calendar and select all the dates. Once selected click on the arrow indicating to add the information into the meetings section. Once there a window will pop up.

_	Create	Meeti	ng(s)										×
_	O Sing	gle 🧿	Multi	ple 🕻) Recu	urring							
city	Start 1	Time:	1:00	D PM			-		End Time:	1:30	PM	-	03:0
Eve	Today						Clear		Meetings				
	~		Ma	y 2019) ~		\gg						
Vis	S	м	т	w	т	F	S						
* A	28	29	30	1	2	3	4						
ΙĤ	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						
A t * D	2	3	4	5	6	7	8						
S	* Meeti	ng Nam	ne: te	est						×			
P 9:3		ng Type		elect					-	×			
		ttendar								\$			
) Featu	red								
) Privat	e								
				Requi	res Roc	m							
											Add Meeting	g Cancel	

Name the meeting group and click ok.

30	Meeting Group Name							
	Please enter a meeting group name:							
	test							
	OK Cancel	\$						
	· · · · ·	\$						

Once you've click ok it will bring you back to the Event Request form. As you will see in the Add Meeting section the dates and times you selected have populated. Now you can request rooms by clicking on the Request Rooms (blue box).

acity	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00
Ever		(DC Form	: For meeti	ng rooms,	classroon	ns, a <mark>nd c</mark> o	llaborator	y spaces or	nly.)	×
N		00202 2070	-	×						1
Visi	it Sodexo Dir	ning								
*A	dd a Meeting	5:								
A	dd Meeting						Request Roo	oms Reque	est Resources	
×	😑 test									
×	Tue, 0	5/21/2019, 0	1:00 PM to 01	1:30 PM						
×	Wed, 0	05/22/2019, 0	01:00 PM to 0	1:30 PM						
×	Mon, (05/20/2019, 0	01:00 PM to 0	1:30 PM						
	-	Audio Visual A	Assistance?	~ 0						
Se	elect		-	×						
	Please indicate the time you would like to meet the AV Tech (please make it on the quarter hour, ie., 9, 9:15, 9:30)									
PI	ease indicat	e what you w	ould like ass	istance with						
										-
								Subr	nit Car	ncel

Select your rooms and click ok.

		m [.] For meeting	rooms classrooms and collaboratory spaces only) 🛛 😽	
Assi	gn Room			
	Room	test 5/8/2019 Wed 12:30-1:00pm		
۲	DC 626	Avail (Request)		
۲	DC 614	Avail (Request)		
•	DC 606	Avail (Request)		
۲	DC 535	Unavailable		
۲	DC 300	Avail (Request)		
۲	DC 502	Avail (Request)		
۲	DC 538	Avail (Request)		
۲	DC 612	Unavailable		
Θ	DC 652	Avail (Request)		
۲	DC 550	Avail (Request)		
۲	DC 454	Avail (Request)		
۲	DC 456	Avail (Request)		
•	DC 602	Avail (Request)		
~	< Page 1 of 4 > >>			
			ок	Cancel
	20		Submit	

After clicking ok you will be navigated back to the Event Request form and you will see all the dates with the times and rooms numbers you selected. Ensure the entire has been completed and click on the Submit.

Event Request (DC Form: For me	eting	rooms, classrooms, and collaboratory spaces only.)	×			
			^			
* Account Number						
Will there be an Admissions charge	for this					
Event?						
Select	× ×					
Will you require food service? If YES, contact Sodexo at 292-2578						
Select	×					
Visit Sodexo Dining						
* Add a Meeting:						
Add Meeting		Request Rooms Request Resource	s			
K test - Wed, 05/08/2019, 12:30 PM to 01:00 PM, Downtown Campus 240						
Audio Visual Equipment:						
* Do you need Audio Visual Assistance	≥?					
Select	×		-			
		Submit Ca	ancel			

Event Request (DC Form: For meeting rooms, classrooms, and collaboratory spaces only.)	×
No 👻 🗶	*
Please indicate the time you would like to meet the AV Tech (please make it on the quarter hour, ie., 9, 9:15, 9:30)	
<u>10:00am</u>	
Please indicate what you would like assistance with	
test	
*Are you bringing your own AV Tech or equipment? If YES, please indicate what you are bringing below	
No 👻 🗶	
Be specific in your description	
test	
Will there be press/media at your event?	
Select 💌 🗶	
Do you require an AV Toch support on	
Submit	Cancel

Event Request (DC Form: For meet	ing rooms, classrooms, and collaboratory spaces only.)	×
test		-
Will there be press/media at your even	t?	1
No	36	
Do you require an AV Tech support on hand for the entire event?		
Yes 💌	×	
Add additional information if needed		
test		
Facilities Services		
* Standard room configuration		
No	×	
If No, indicate required set up (be speci	ific)	
test		
		.
	Submit	Cancel

Event Request (DC Form: For meeting rooms, classrooms, and collaboratory spaces only.)

Thank you for your request. Please allow a minimum of 48 hours for us to process your request. If you have any questions or concerns, please contact the Downtown Campus Operations Office at 685-6106.

(May 2019)