Ad Astra 7.0

Training Manual

For MCC Guest

Created May 2012

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Load Webpage

Open Internet Explorer and type in the webpage (link live 12pm on 6-7-12)

http://astra.monroecc.edu/AstraProd7

Log in

Enter your MCC user name into the username text box

Enter your MCC password into the password text box

Click log in
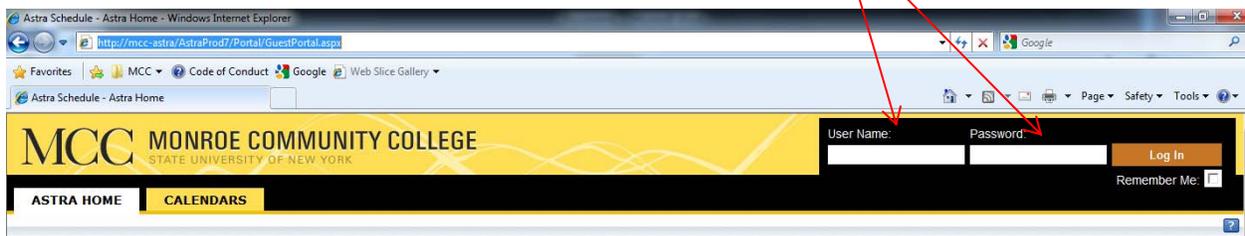
When you log in you will see 3 tabs: Astra Home, Calendars, and Events
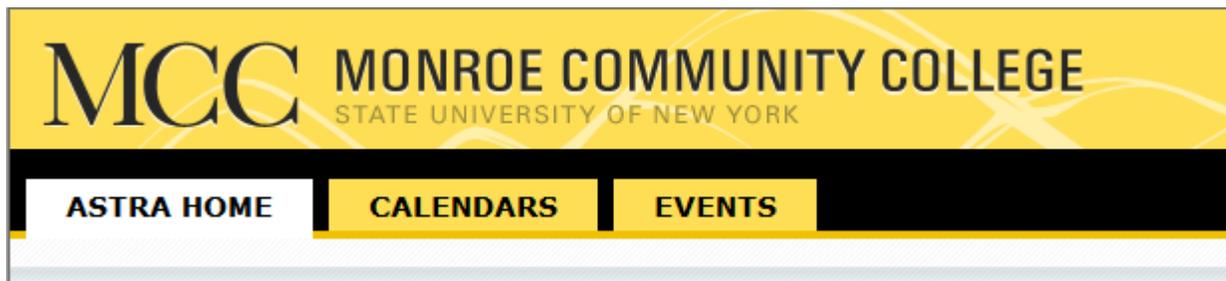
- o Astra Home
    - Is where you will find the most up to date information about Ad Astra Scheduling Software (currently under construction)
- o Calendars
    - Is where you will view the calendar of events and classes for the Applied Technologies Center, Brighton Campus, and Damon City Center
- o Events
    - This is the section to request events by filling out a request form.

Astra Home Tab:

- **Currently under construction**

Calendars Tab:

This tab is where you will see what events and classes are taking place

The default for the Grid View will be the "**Day**" view for the Brighton Campus.

Under the "**Day**" view you will see events in the grid:
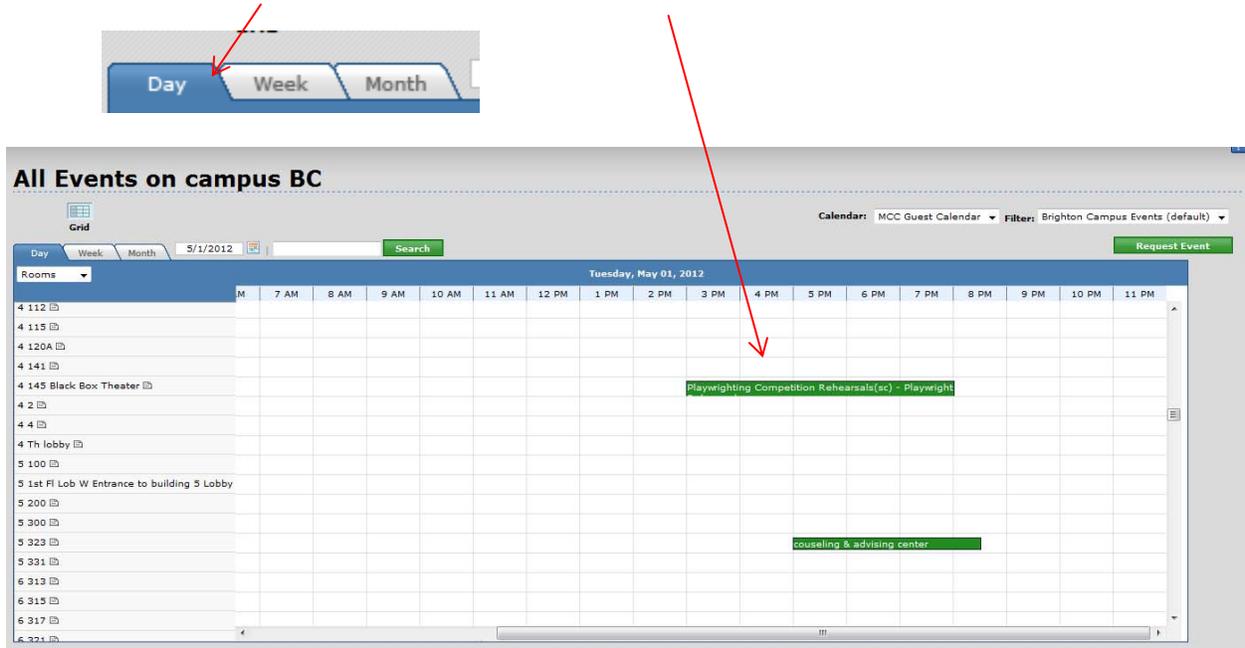
If you mouse over the event you will be given more details.
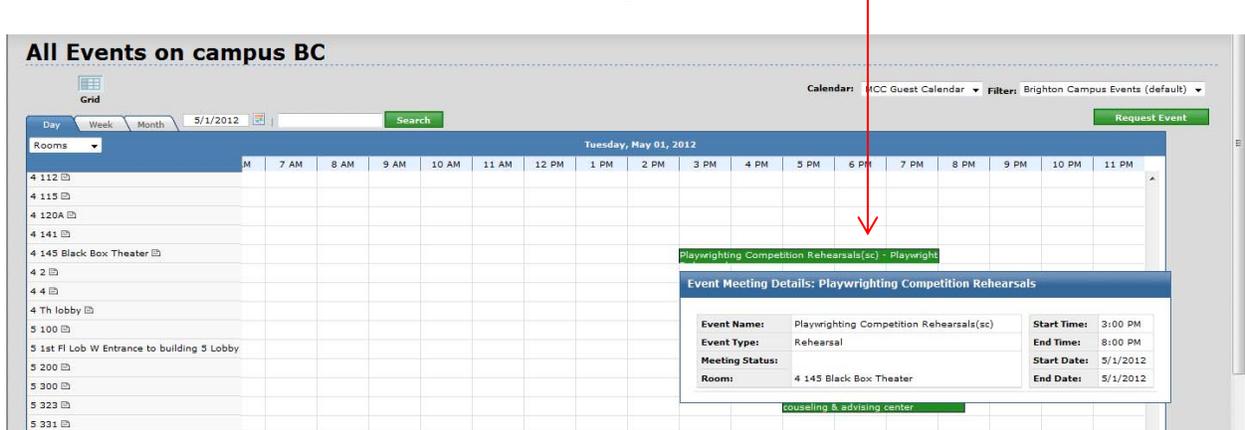
The "**Week**" view will give you information for a specific room within a week's time span. You will need to click on a specific room on the left column to see the room's information
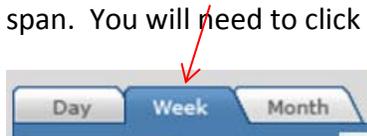
You will notice that rooms with events booked will be highlighted red in the left column:
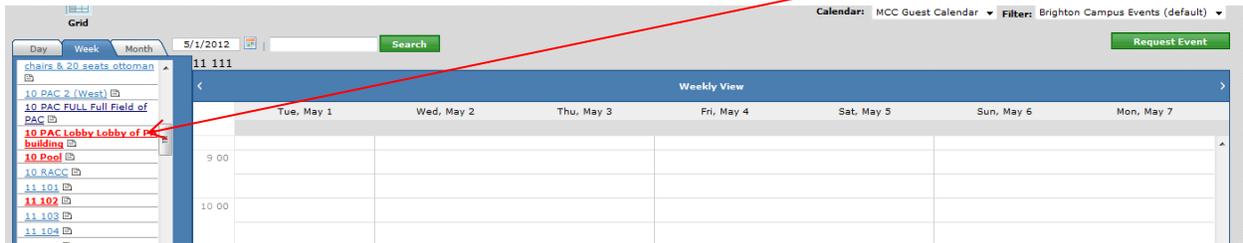
To view events by the week click on the "Week" tab.

In the "**Month**" view you will see events within a month span.

The "**Month**" view will give you information for a specific room within a month's time span. You will need to click on a specific room on the left column to see the room's information

You will notice that when the room on the left column is red there are events in that space.

To view events by the month, click the "Month" tab.
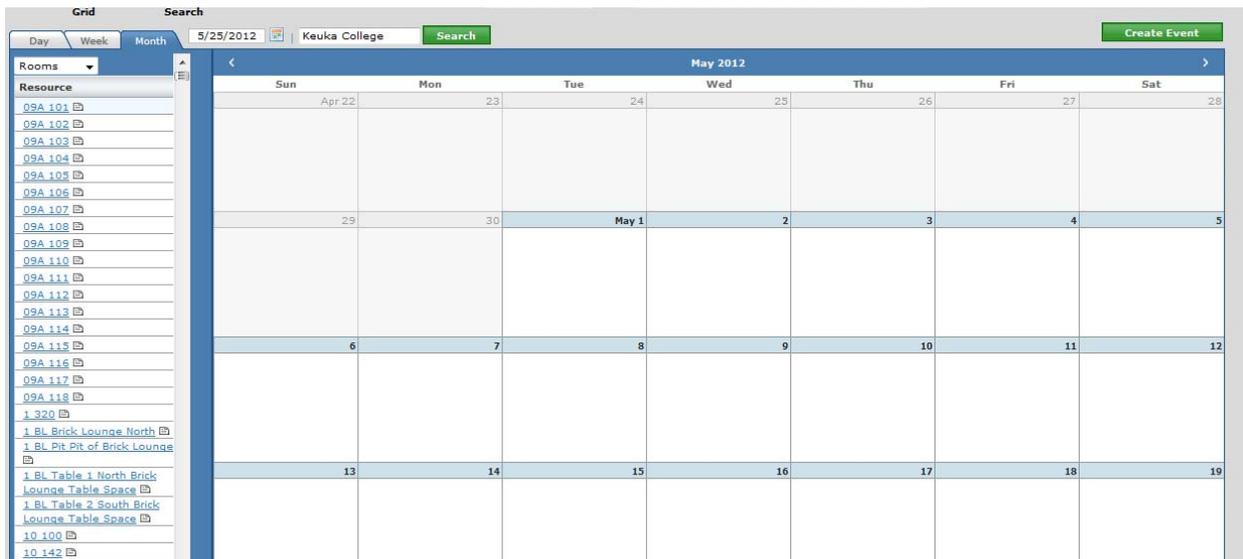
To search for an event
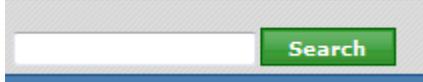
Search

In the box type in the event title or keys words and click the search button.

To view the ATC, Brighton or Damon calendars click the drop down menu on the top right. You have the options for each campus for events and each campus for events and classes.
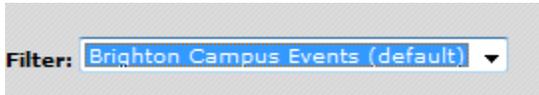
Filter: Brighton Campus Events (default)

To amend the date of the events that you are searching for click on the calendar icon and select the new date or you may type the date in the text box and hit enter.
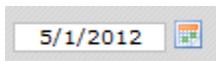
5/1/2012

Events Tab:

PLEASE NOTE: NEVER CLICK THE BACK BUTTON IN YOUR BROWSER. Always use the "Next", "Cancel" or "Back" buttons in the program.

Click on the "Events" tab
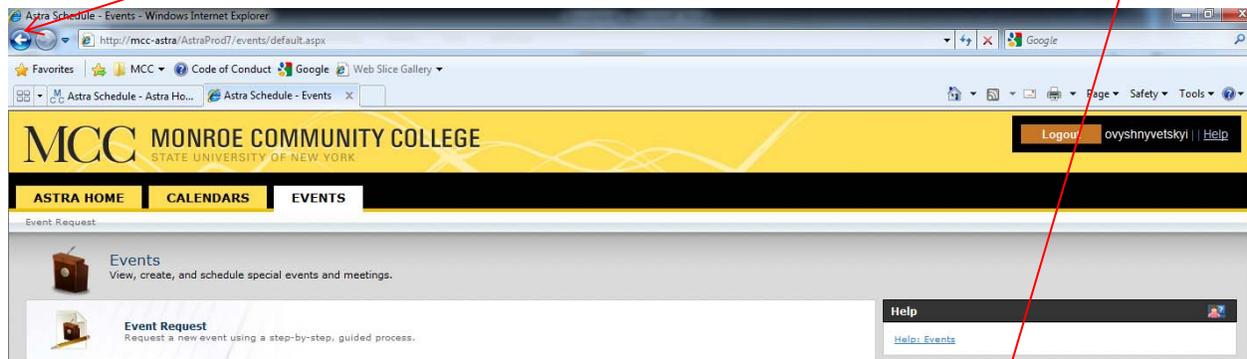
Click "Event Request"
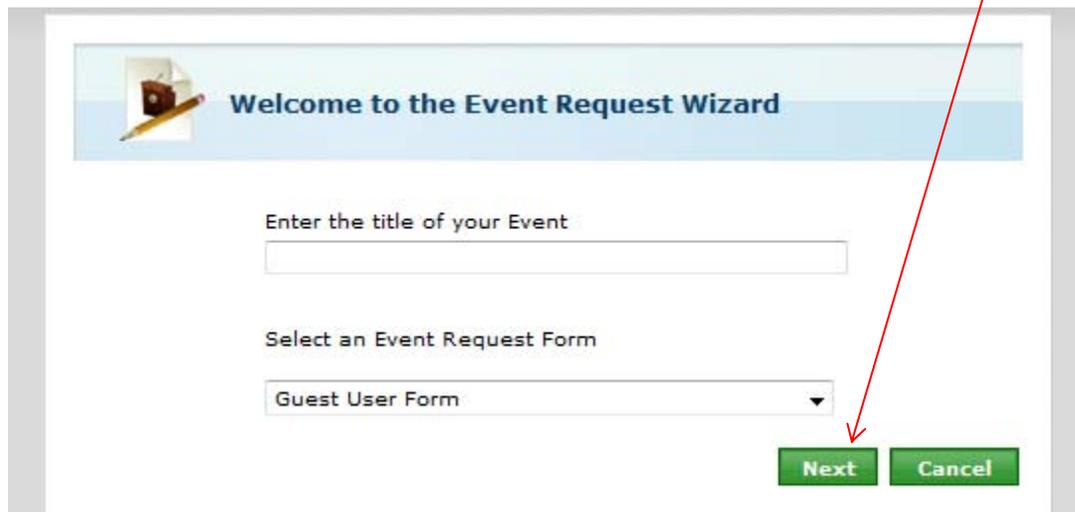
Enter the title of your event – this is how other people will search for and find your event

Note: Try to be as specific as possible when creating the event title

Click the drop down to define the request form

These will correlate with the campus that you are requesting facility in

Brighton, ATC or Damon

Click next

Enter your name and phone number.

Enter your event details

For event description please enter any pertinent information about your event. For example, "faculty and staff meeting to plan Homecoming 5K prefer meeting room style".

For the Meeting Generator please click on "Add/Remove Meetings". A create meetings screen will pop up.

Enter the "Meeting Type" and "Max Attendance".

Select the "Start On" date and "End On" date and appropriate times.

Click "Add Meeting" if the meeting is just once or "Add Recurring Meetings" if there are multiple.

If there are Recurring Meetings a "Recurrence Pattern screen will pop up.

Enter the "Start" and "End" dates

Choose your Day Pattern

Choose your Date Range

Click ok

Then you will need to click "Save and Update Request" unless you need to update any dates / times then you will need to click "Clear Meetings".

You will then be taken back to the "Event Details" box

Enter the number of external guests.

Enter your room and resource needs

Room and Resource Needs ▼

Please describe your room and configuration needs, or suggest a specific room if known:

Please describe your catering, service, A/V, furniture, or other equipment needs:

Add any other information that you feel is relevant to your event or click "Visit Campus Events" to go directly to the Campus Events Webpage

Other Information ▼

Please provide any additional comments or questions regarding your event:

Visit Campus Events

Click Back, Submit Request, or Cancel

Back   **Submit Request**   **Cancel**

Your ATC request will go to Yolanda Johnson.

Your Damon request will go to Antonia Custodio

Your Brighton request will go to Julianna Frisch, Courtney Belluccio, or Yolanda Johnson

To Log out:

Click log out in the top right

Help

The "Help" options that you see in Astra comes standard from Ad Astra.
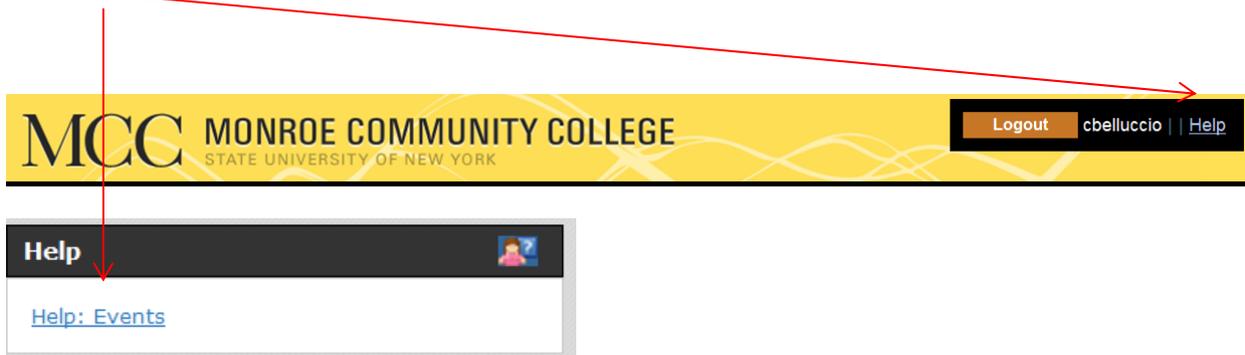
It is a very detailed account of help for the system at large. It is recommended that you contact Courtney Belluccio or Antonia Custodio if you have any questions (please see below).

For any questions please contact:

Courtney Belluccio for Brighton or ATC at cbelluccio@monroecc.edu or 585-292-2175

Antonia Custodio for Damon at acustodio@monroecc.edu or 585-262-1611