

# 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)

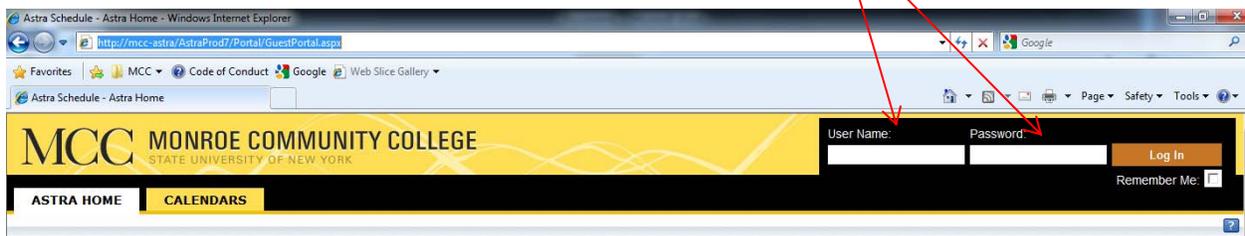
<http://astra.monroecc.edu/AstraProd7>

## Log in

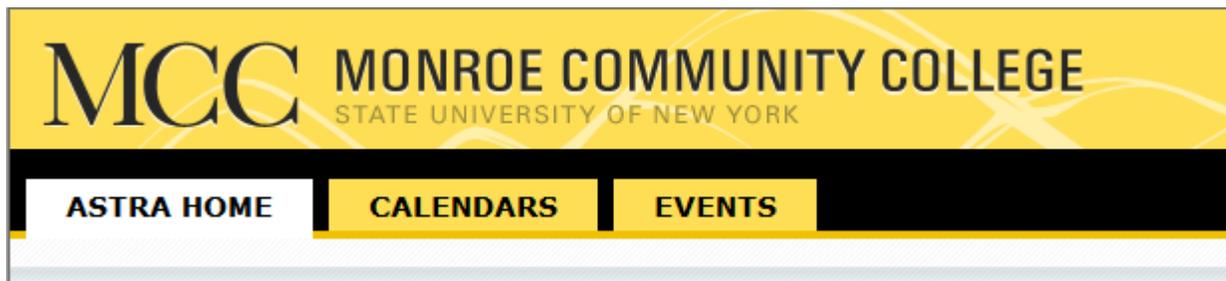
Enter your MCC user name into the username text box

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



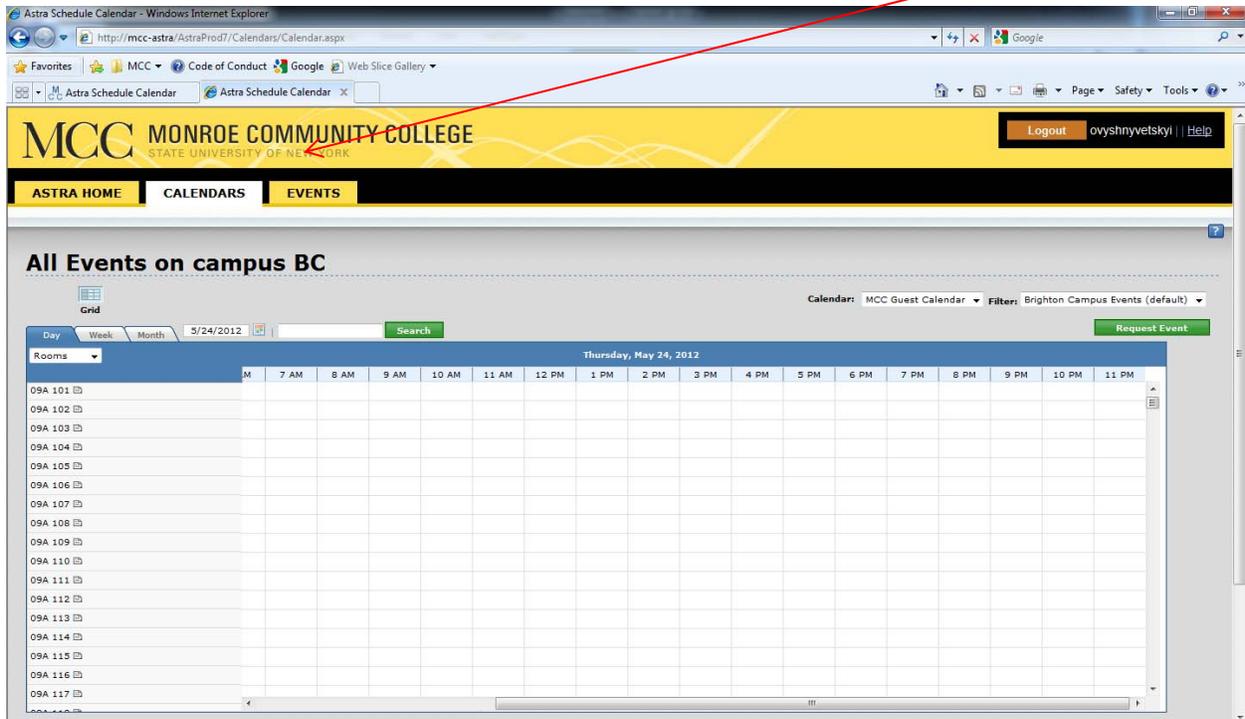
- Astra Home
  - Is where you will find the most up to date information about Ad Astra Scheduling Software (currently under construction)
- Calendars
  - Is where you will view the calendar of events and classes for the Applied Technologies Center, Brighton Campus, and Damon City Center
- Events
  - 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



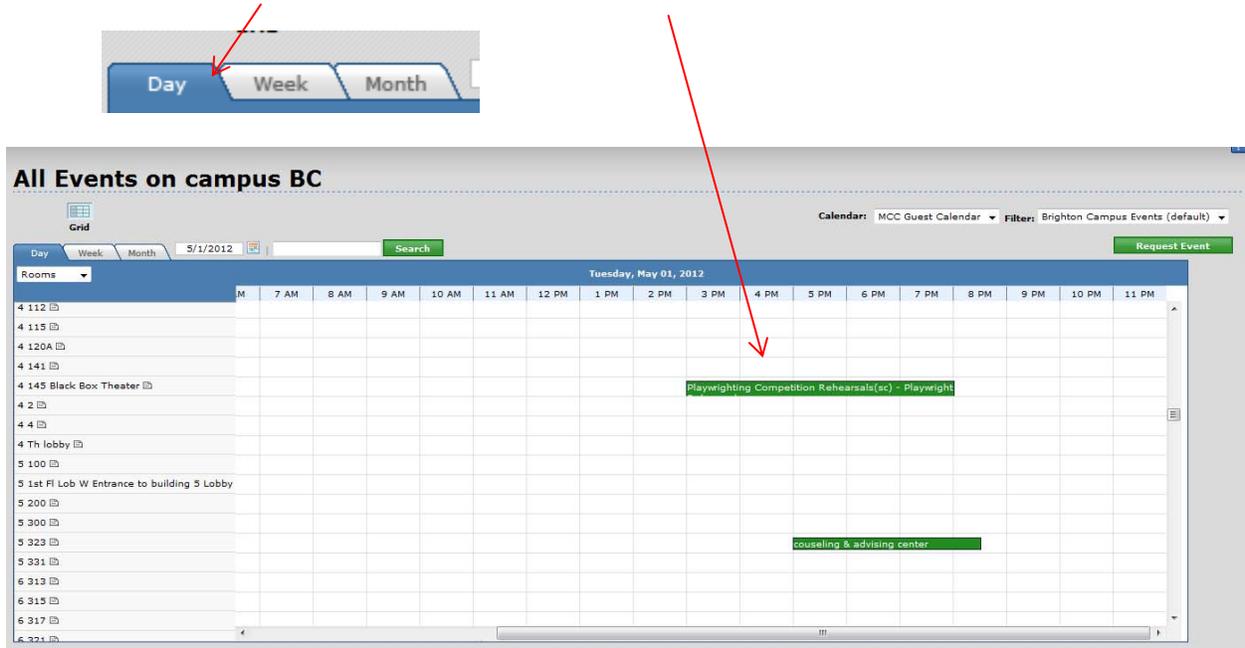
The screenshot shows a web browser window displaying the Astra Schedule Calendar for Monroe Community College. The page title is "All Events on campus BC". The interface includes a navigation bar with "ASTRA HOME", "CALENDARS", and "EVENTS" tabs. Below the navigation bar, there are options for "Calendar: MCC Guest Calendar" and "Filter: Brighton Campus Events (default)". The main content area is a grid view for Thursday, May 24, 2012, showing a list of rooms (09A 101 to 09A 117) on the left and time slots (7 AM to 11 PM) on the top. A red arrow points from the text above to the "CALENDARS" tab in the navigation bar.

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

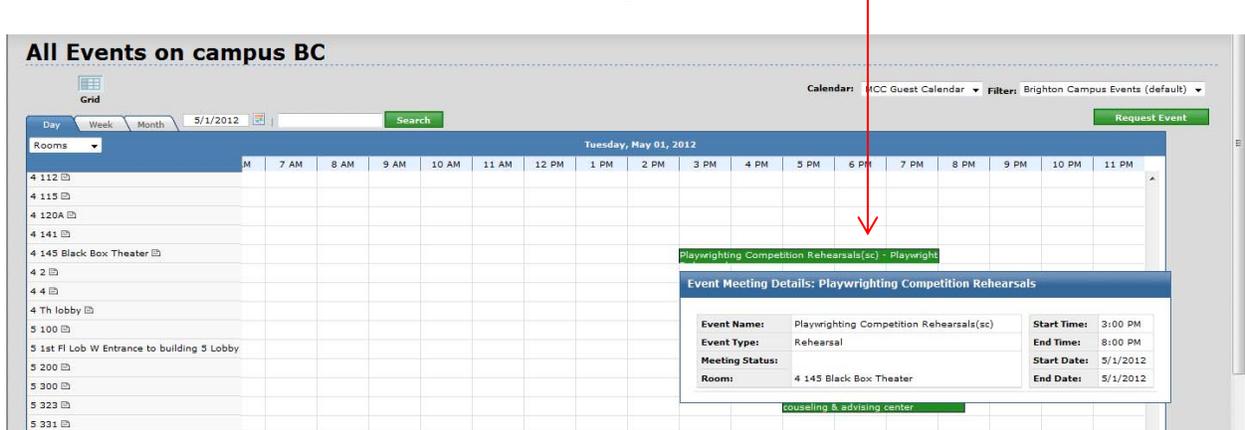


This close-up screenshot shows the "Grid" view of the Astra Schedule Calendar. The "Calendar" dropdown is set to "Community Guest Calendar" and the "Filter" dropdown is set to "Brighton Campus Events ONLY (default)". The view is set to "Day" for Tuesday, May 29, 2012. A red arrow points from the text above to the "Filter" dropdown menu.

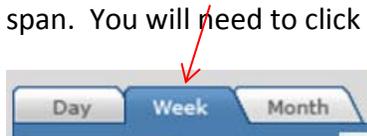
Under the “Day” view you will see events in the grid:



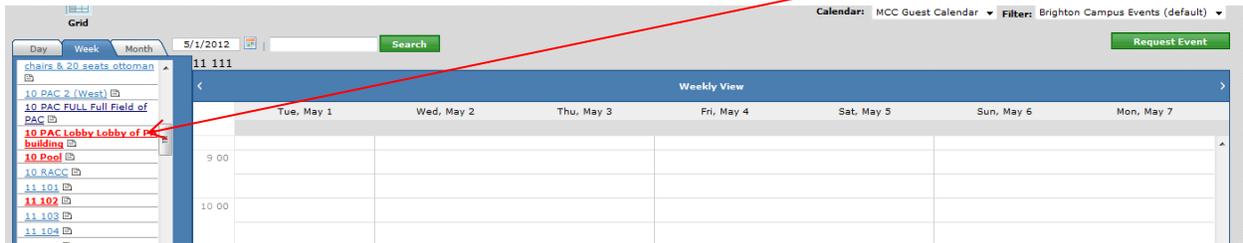
If you mouse over the event you will be given more details.



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.

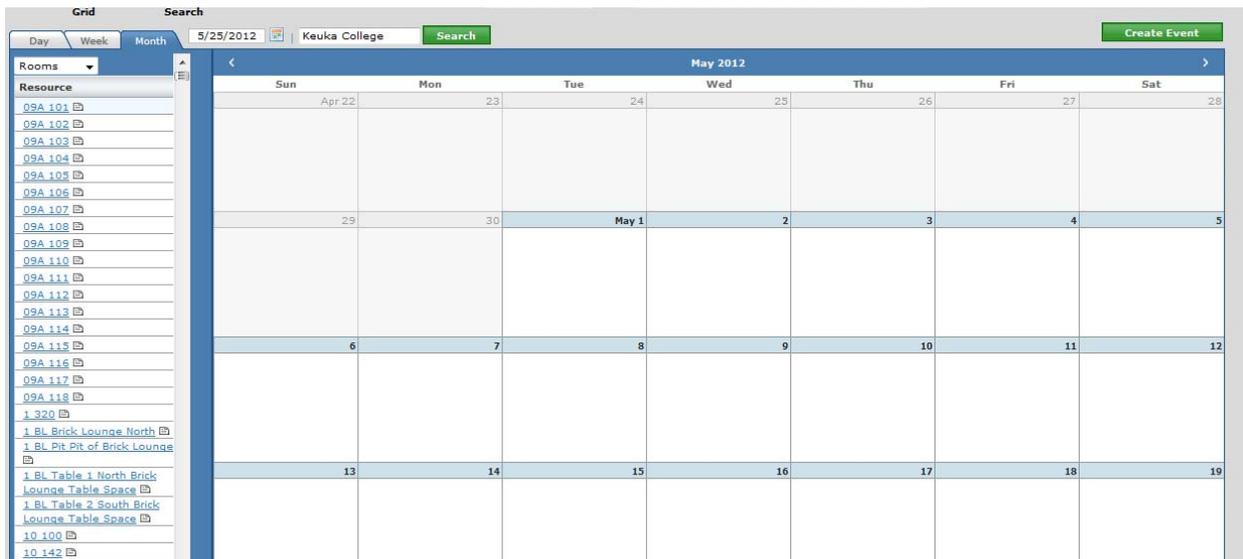
In the “**Month**” view you will see events within a month span.



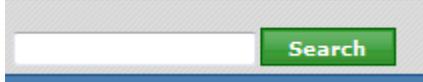
The “**Month**” view will give you information for a specific room within a month’s time span. You will need to click on a specific room on the left column to see the room’s information

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.

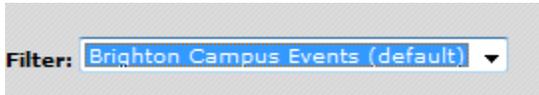


To search for an event

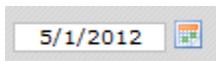
A search interface consisting of a white text input field on the left and a green button with the word "Search" in white text on the right. The entire search bar is set against a light gray background.

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.

A filter dropdown menu with the label "Filter:" on the left. The dropdown menu is currently open, showing the selected option "Brighton Campus Events (default)" in blue text. A small downward-pointing arrow is visible on the right side of the dropdown box.

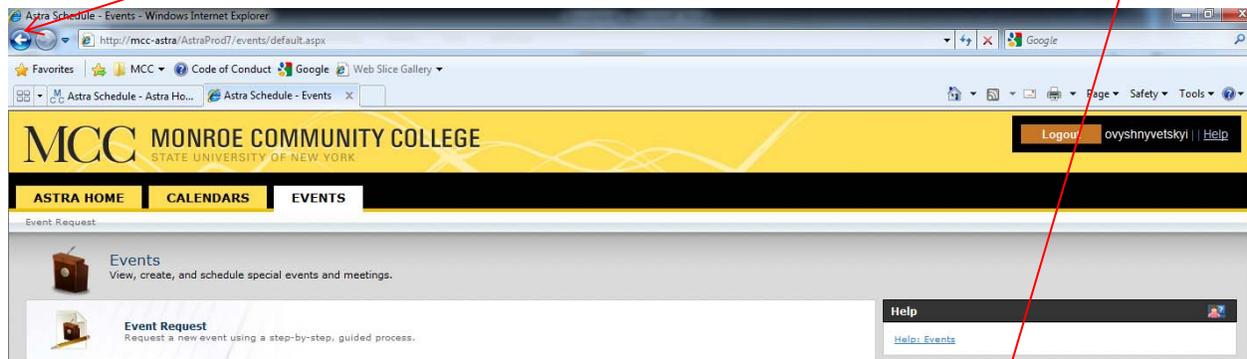
To amend the date of the events that you are searching for click on the calendar icon and select the new date or you may type the date in the text box and hit enter.

A date input field containing the text "5/1/2012" next to a small calendar icon. The input field has a light gray border and a white background.

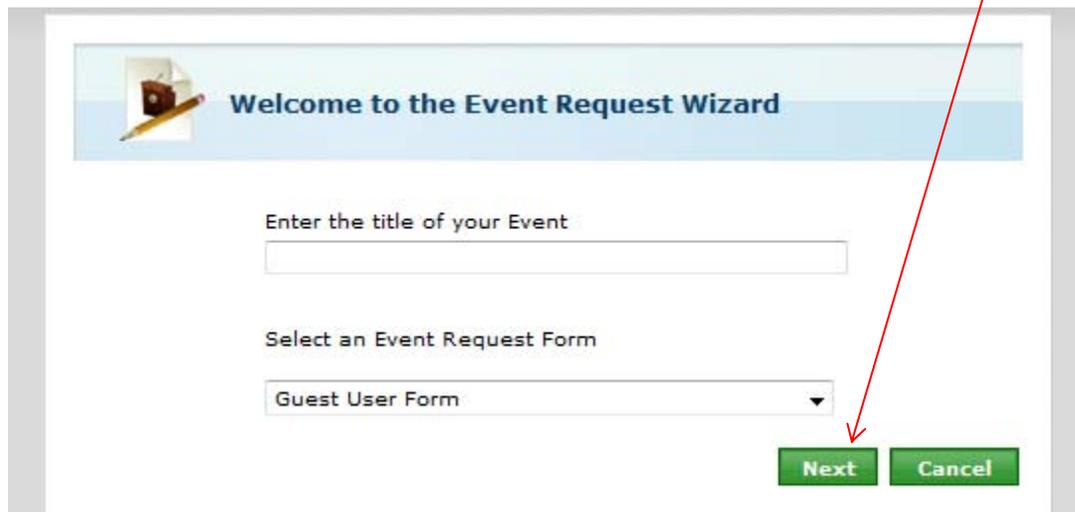
## **Events Tab:**

**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



Welcome to the Event Request Wizard

Enter the title of your Event

Select an Event Request Form

Click next

Enter your name and phone number.

Contact Information ▾

Your name:

Email Address:

Phone Number:

Enter your event details

Event Details ▾

Event Title:

Event Description:

Meeting Generator:

Enter the number of external guests:

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.

Create Meetings for - cb test (Edit) cb test

**Save and Update Request** **Back**

**Create Meetings** ?

<p><b>Meeting Name:</b> cb test</p> <p><b>Description:</b> <input style="width: 100%; height: 20px;" type="text"/></p> <p><b>Meeting Type:</b> Breakfast+ <span style="float: right;">▼</span></p> <p><b>Max Attendance:</b> <input style="width: 50px;" type="text" value="0"/></p> <p style="text-align: right;"><input checked="" type="checkbox"/> <b>Requires Room</b></p> <p><b>Meeting Times:</b></p> <p><b>Start On:</b> 5/29/2012 <span style="float: right;">08:00 AM</span></p> <p><b>Ends On:</b> 5/29/2012 <span style="float: right;">09:00 AM</span></p> <p style="text-align: center;"><b>Add Meeting</b> <b>Add Recurring Meetings</b></p>	<p><b>Meetings</b> <span style="float: right;">?</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Meeting Name</th> <th style="text-align: left;">Start Date</th> <th style="text-align: left;">Start Time</th> <th style="text-align: left;">End Time</th> <th style="text-align: left;">End Date</th> <th style="text-align: left;">Location</th> <th style="text-align: left;">Delete</th> </tr> </thead> <tbody> <tr> <td colspan="7" style="height: 100px;"> </td> </tr> </tbody> </table>	Meeting Name	Start Date	Start Time	End Time	End Date	Location	Delete							
Meeting Name	Start Date	Start Time	End Time	End Date	Location	Delete									

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.

**Recurrence Pattern** x

**Start:** 08:00 AM End: 09:00 AM

**Day Pattern** ?

**Daily**       Every  day(s)  
 **Weekly**       Every weekday  
 **Monthly**  
 **Yearly**

**Date Range** ?

**Start Date:** 6/9/2012

**End After:**  occurrences  
 **End Date:** 6/9/2012

**OK** **Cancel** **Remove Recurrence**

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”.

The screenshot shows the 'Create Meetings' interface. At the top, there is a breadcrumb trail: 'Create Meetings for - cb test (Edit)'. Below this, there are two green buttons: 'Save and Update Request' and 'Clear Meetings'. The main content area is titled 'Create Meetings' and contains a form on the left and a table on the right. The form has fields for 'Meeting Name' (containing 'cb test') and 'Description'. The table, titled 'Meetings', has the following columns: Meeting Name, Start Date, Start Time, End Time, End Date, Location, and Delete. There is one row in the table with the following values: Meeting Name: cb test, Start Date: 6/9/2012, Start Time: 8:00 AM, End Time: 9:00 AM, End Date: 6/9/2012, Location: Unassigned, and a delete icon in the Delete column. Two red arrows point from the text above to the 'Save and Update Request' and 'Clear Meetings' buttons.

Meeting Name	Start Date	Start Time	End Time	End Date	Location	Delete
cb test	6/9/2012	8:00 AM	9:00 AM	6/9/2012	Unassigned	

You will then be taken back to the “Event Details” box

The screenshot shows the 'Event Details' form. It has a blue header with the text 'Event Details' and a dropdown arrow. The form contains the following fields and buttons:

- Event Title:** A text input field containing 'CB Training Manual'.
- Event Description:** A large text area with a scrollbar.
- Meeting Generator:** A button labeled 'Add/Remove Meetings'.
- Enter the number of external guests:** A text input field.

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

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

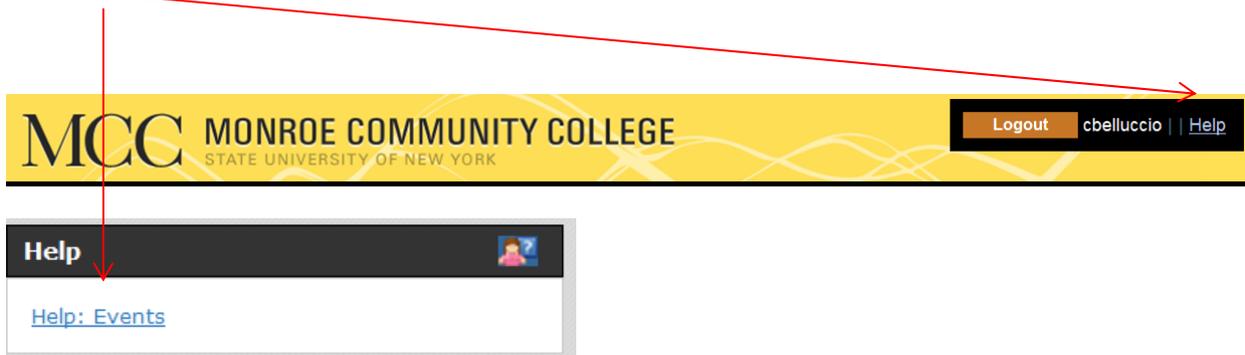
To Log out:

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](mailto:cbelluccio@monroecc.edu) or 585-292-2175

Antonia Custodio for Damon at [acustodio@monroecc.edu](mailto:acustodio@monroecc.edu) or 585-262-1611