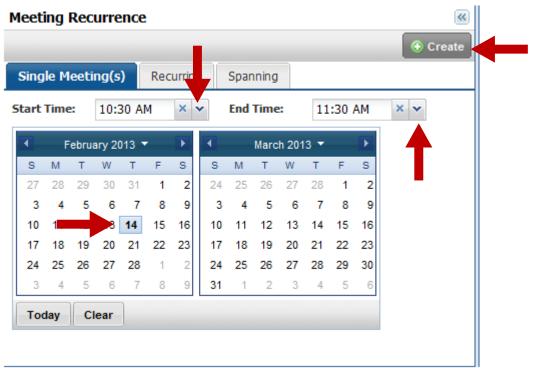
# **Vehicle Request**

### **Creating Request**

- Login to the Ad Astra software with a KCTCS user ID and PW at the link below. https://kctcsasapp01.kctcs.edu/sysoff Schedule
- 2. Click on the **Events** tab and go to the **Event Request** link.
- 3. Select the Fleet Request Form.
- 4. All of the fields under the Contact Information section are required, so fill out the form completely.
- 5. You must include a valid **Chart Field String** to process your request. An example of a valid chart field string would be: 12345-67-890123-45678-90123-4567890. These numbers represent the Budget Unit, Fund, Department, Program, Class and Project codes.
- 6. In the **Event Meetings** section leave the **Meeting Name** as the destination and select **Vehicle** as the **Meeting Type**.

### **Adding Meetings**

1. To create a single meeting click on the day of the meeting, select the start and end times and then click the **Create** button.



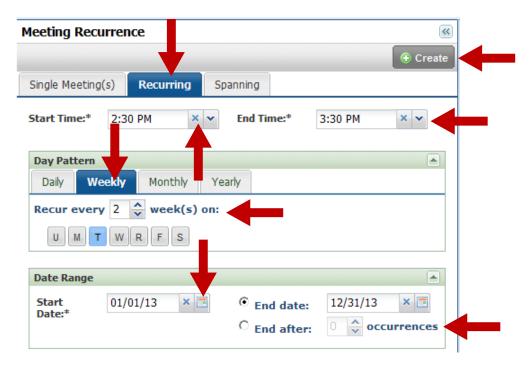
2. After you've entered all of the information and selected your travel dates click **Save** at the top left corner.

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# **Recurring Meetings**

To set up recurring meetings follow the same directions until it is time to create the meeting dates for the meeting or event. Meetings can be created on Daily, Weekly, Monthly or Yearly patterns. The example below is for a meeting that occurs every other Tuesday from 2:30-3:30 for the entire year.

- 1. Click on the Recurring tab.
- 2. Select the start and end times for the meeting.
- 3. Select the day pattern by clicking on one of the Daily, Weekly, Monthly or Yearly tabs.
- 4. Select how often the meeting will occur.
- 5. Select the day(s) of the week that the meeting be held.
- 6. Enter the start and end dates for the recurring meetings or select to end after a given number of meetings.
- 7. After all selections have been made click the **Create** button.



All of the meetings will appear under the meetings section on the right side. Review the dates and times and then click **Save** in the top left corner.

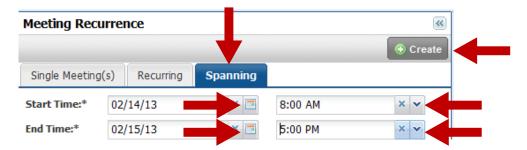
## **Conflicts**

If the office is closed or scheduling is unavailable for one of the selected meeting dates/times a box will appear to display the dates that are unavailable for scheduling.



## **Spanning Meetings**

Spanning meetings are set up by selecting the start and end date and time. These meetings "span" a two or more day window.



- 1. Click on the **Spanning** tab.
- 2. Select the start and end dates and times for the meeting.
- 3. Click the **Create** button.
- 4. If all of the information has been completed click the **Save** button in the top left corner.