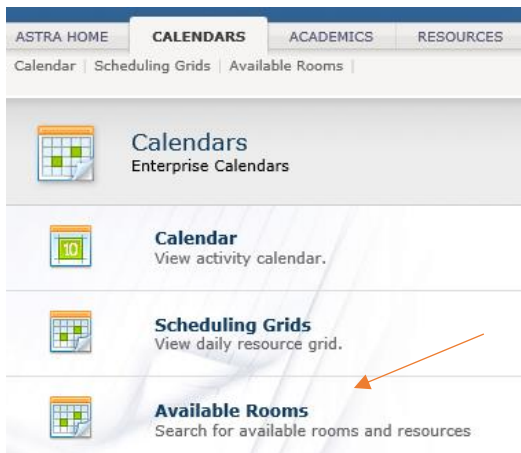


Available Rooms

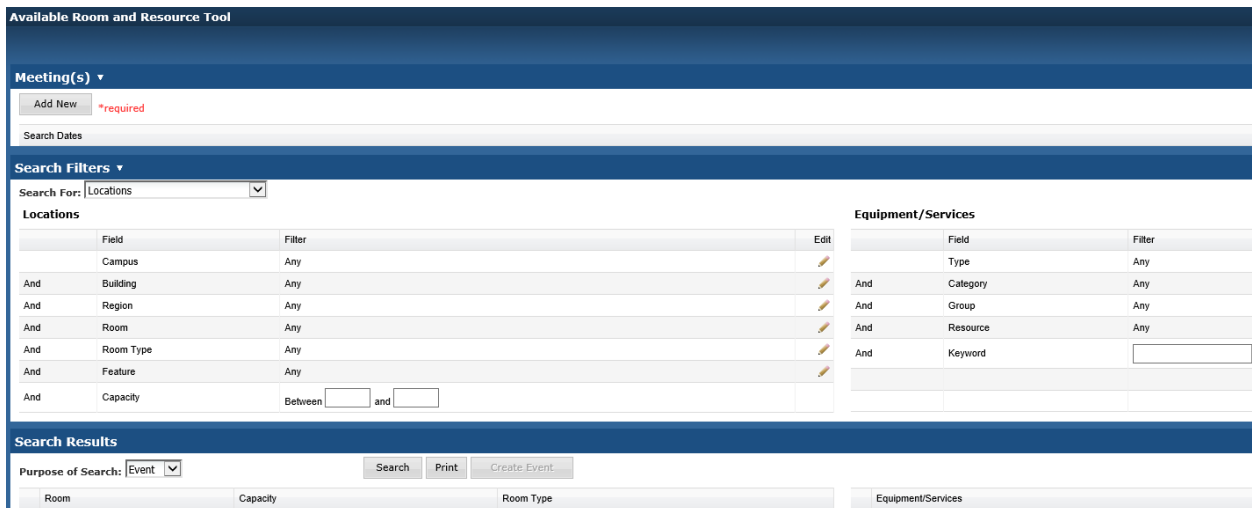
In ASTRA click on the Calendars tab.



In the Calendars tab click on Available Rooms.



The following screen will appear:



Under Meeting(s) click on "Add New".

Meeting(s) ▾

Add New *required

Search Dates

The following screen occurs:

Add Meeting

Single Meeting

Start Time: [] End Time: []

Start Date: 8/16/2016 End Date: 8/16/2016

Recurring Meeting

Start: 12:00 AM End: 12:00 AM

Day Pattern

Daily Every 1 day(s)

Weekly Every weekday

Monthly

Yearly

Date Range

Start Date: 8/16/2016

End After: 1 occurrences

End Date: 8/16/2016

OK Cancel

To look for space to add a class for the semester you will select recurring meeting and insert the start and end time of the class meeting. Under Day Pattern you will check weekly.

Add Meeting

Single Meeting

Start Time: [] End Time: []

Start Date: 8/16/2016 End Date: 8/16/2016

Recurring Meeting

Start: 02:00 PM End: 03:15 PM

Day Pattern

Daily Recur every 1 week(s) on:

Weekly Days Met: U M T W R F S

Monthly

Yearly

Date Range

Start Date: 8/16/2016

End After: 1 occurrences

End Date: 12/9/2016

OK Cancel

After entering "weekly" the following screen will pop up.

Day Pattern ?

Daily
 Weekly
 Monthly
 Yearly

Recur every week(s) on:

Days Met: U M T W R F S

Click on the days the class is to meet

Under Date Range select "End Date" and insert the date of the end of the session. Finish by clicking OK.

Date Range ?

Start Date:

End After: occurrences
 End Date:

Now you're ready to enter the search filters. The default is locations (which is what you want).

Search Filters ▾

Search For: ▾

Locations

Locations

	Field	Filter	Edit
	Campus	Any	
And	Building	Any	
And	Region	Any	
And	Room	Any	
And	Room Type	Any	
And	Feature	Any	
And	Capacity	Between <input type="text"/> and <input type="text"/>	

Equipment/Services

	Field	Filter
	Type	Any
And	Category	Any
And	Group	Any
And	Resource	Any
And	Keyword	<input type="text"/>

Use the edit pencils to enter specific campus(s), rooms, room type etc.

Select the Campus:

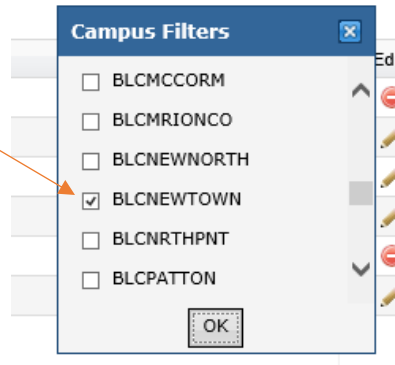
Locations

	Field	Filter	Edit
	Campus	Any	
And	Building	Any	
And	Region	Any	
And	Room	Any	
And	Room Type	Any	
And	Feature	Any	
And	Capacity	Between <input type="text"/> and <input type="text"/>	

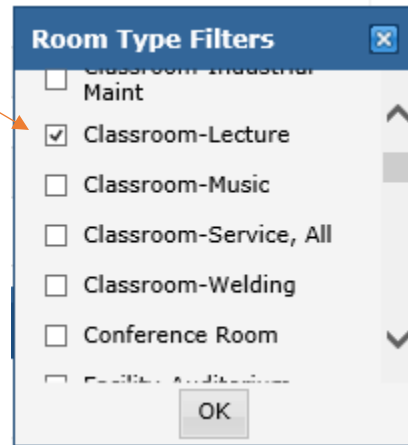
Equipment/Services

	Field	Filter
	Type	Any
And	Category	Any
And	Group	Any
And	Resource	Any
And	Keyword	<input type="text"/>

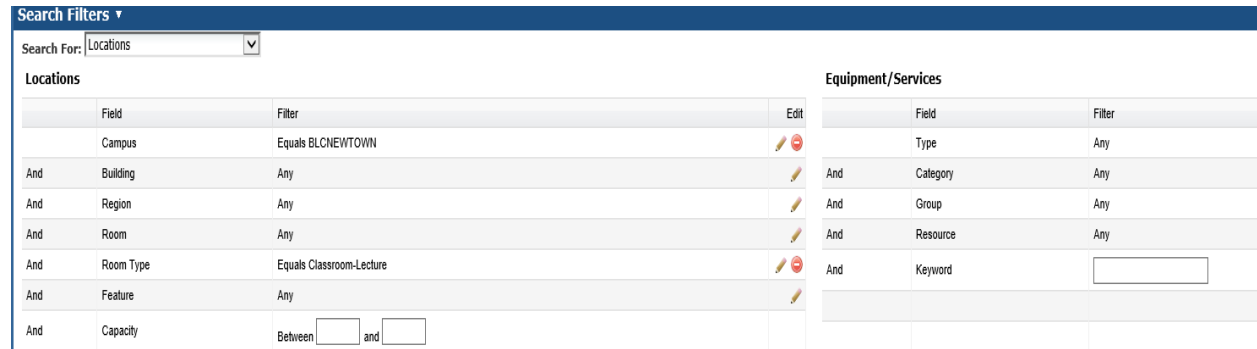
The campus filter will occur. Select any/all campuses. Click OK.



Enter Room Type(s). Click OK.



Continue to select all filters desired. Your screen will look as follows:



Search Results



Under Search Results change purpose of search from event to "Section" and then click Search.



A list of rooms that meet your specifications will be listed under Search Results.

Meeting(s) ▾

*required

Search Dates

Every 1 week(s) on MW from 2:00 PM - 3:15 PM, 8/18/2016 - 12/9/2016

Search Filters ▾

Search For: ▾

Locations

	Field	Filter	Edit
	Campus	Equals BLCNEWTOWN	
And	Building	Any	
And	Region	Any	
And	Room	Any	
And	Room Type	Equals Classroom-Lecture	
And	Feature	Any	
And	Capacity	Between <input type="text"/> and <input type="text"/>	

Equipment/Services

	Field	Filter
	Type	Any
And	Category	Any
And	Group	Any
And	Resource	Any
And	Keyword	<input type="text"/>

Search Results

Purpose of Search: ▾

Room	Capacity	Room Type	Equipment/Services
JINCB 003 Gen Ed Classroom	32	Classroom-Lecture	
JINCB 019 classroom lecture	32	Classroom-Lecture	
JINCB 113 Gen Ed Classroom	32	Classroom-Lecture	
JINCB 120 Learning Commons	65	Classroom-Lecture	
JINCB 212 Gen Ed Classroom	32	Classroom-Lecture	
JINCB 222 Security Lab	22	Classroom-Lecture	
JINME 103 Classroom	79	Classroom-Lecture	
JINME 114 classroom	51	Classroom-Lecture	