# Astra Training Manual

2014

In this manual, you will find instructions to key functions of Astra Scheduler that will assist in day-to-day scheduling needs.

# Some Key Changes to Astra Schedule

1. Astra Schedule is now a web-based system, easily accessible from anywhere with an internet connection.
2. **Astra does not work optimally in Internet Explorer. You should use an alternate Internet Browser (i.e. Firefox, Chrome, etc.)**
3. Your log-in to the new Astra Schedule is your network log-in, the same as you would use to log-in to any on campus computer; NOT the old Astra log-in.
4. Confirmations, rejections and requests for additional information will come directly from the Ad Astra system. You will **NO LONGER** receive a paper confirmation through inter-office mail.
5. Requests must be completed thoroughly, please remember to request all resources required such as catering services, IT equipment, etc.

# How to log in to Astra Schedule

*Note: Astra Schedule may not work at optimum performance while using Internet Explorer software. Please open the website using Firefox or Google Chrome web browsing software.

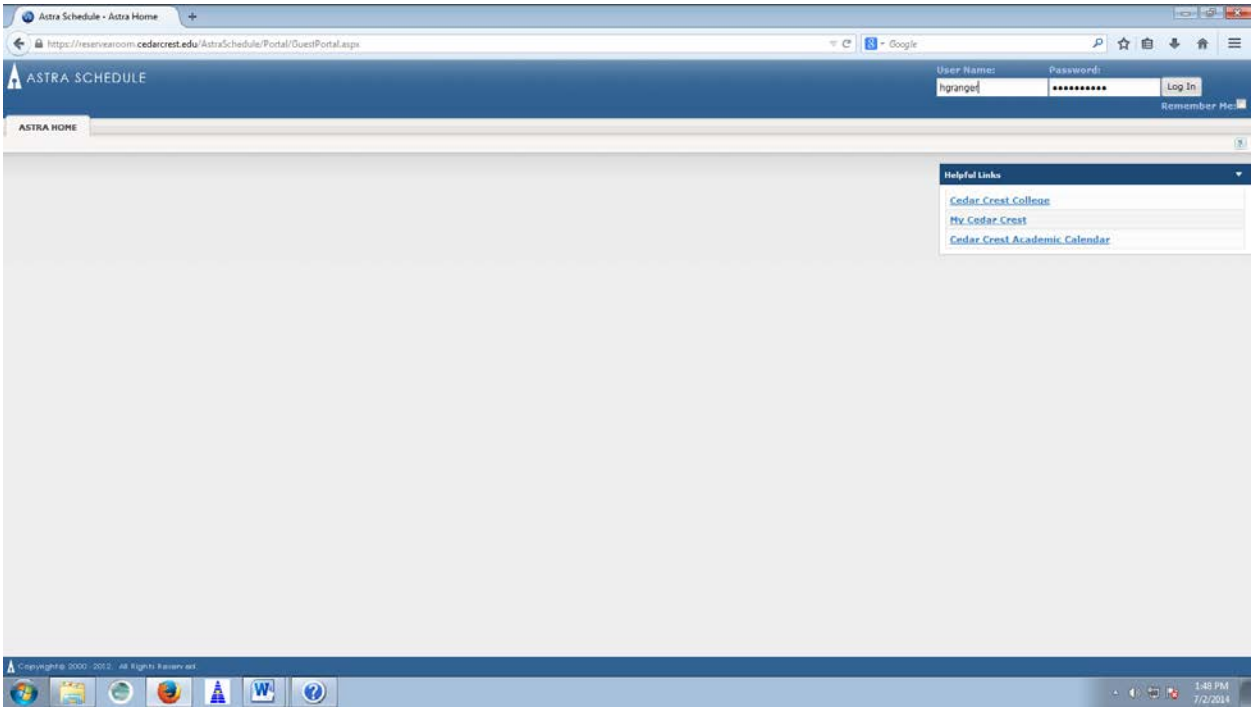
1. Open your web browser (i.e. Firefox, Chrome, etc.)

2. In the address bar, type in https://reservearoom.cedarcrest.edu

3. Log in with your network login credentials; this is the username and password that you use to log in to any campus computer.

4. There is also a link on My Cedar Crest. It is located under the Employee Tab, three-quarters of the way down the page. It is labeled: Astra Schedule: Classroom and Event Requests

**Figure A.** shows Astra opened with Firefox.



# Astra: Enterprise Calendar

1. Once you are logged in to Astra* https://reservearoom.cedarcrest.edu, select the “Calendars” tab.

2. Select “Scheduling Calendar” from the main menu. *You may also find a quick link to the Enterprise Calendar on your home portal (**Figure A.)**

3. From the top left drop down menu, select the Calendar you would like to view.

4. You should see all events in every building for the day. To change the date, select the calendar icon and select the date you would like to view.

5. To view additional event details, hover over the event with your mouse, select the event by clicking on it on the calendar. (**Figure B.)**

6. You may change the filters for the calendar to only show specific buildings by selecting the “Edit Search Filter” button.

7. You may also use this calendar to view available rooms before requesting an event. To be redirected to an Event Request Template, click the “Event Request” button.

**Figure A.** shows a staff member’s home portal. To navigate to the Enterprise Calendar, select from the left menu

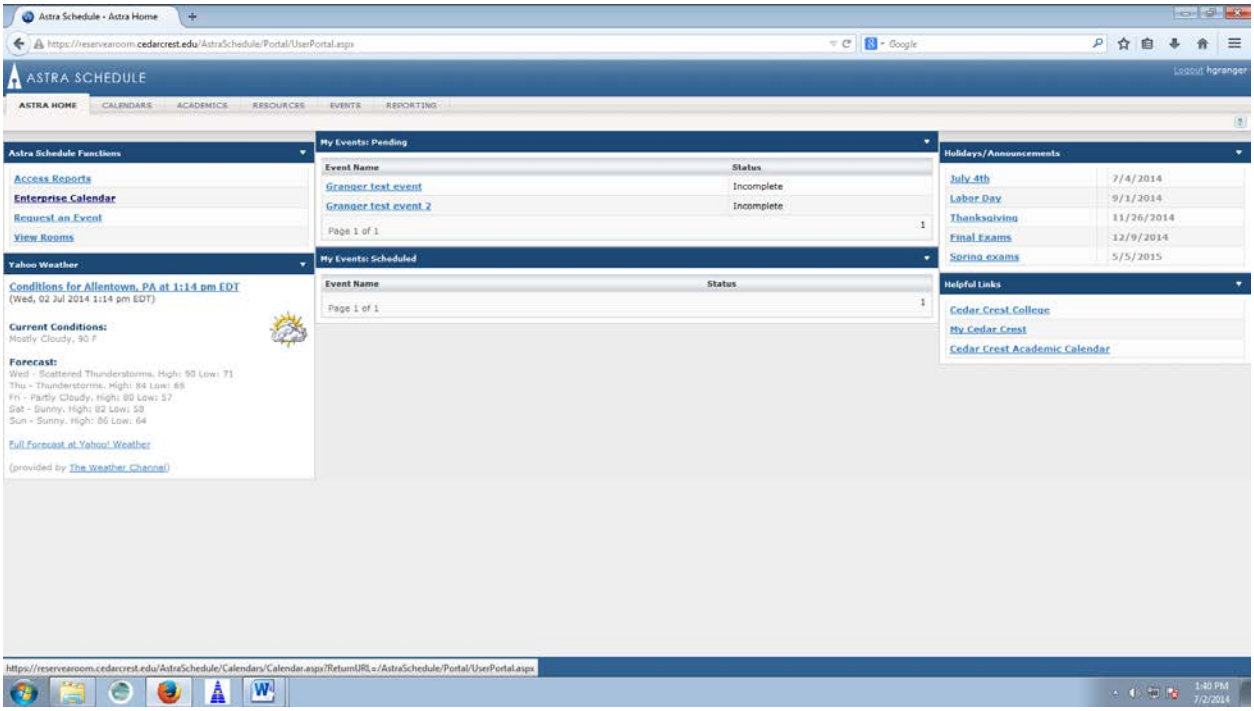
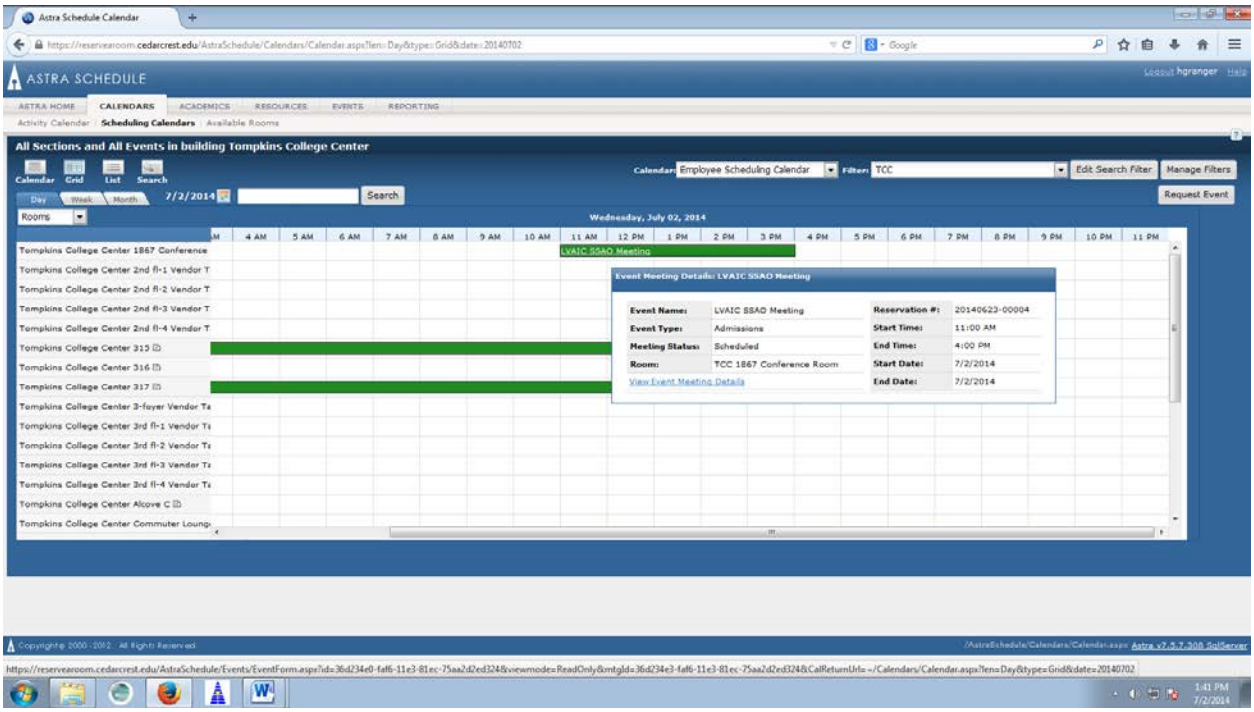


**Figure B.** Shows event details by hovering your mouse over an event.




# Astra: How to Request a Room, Van or Academic Space through Astra Schedule

1. Once you are logged in to Astra* https://reservearoom.cedarcrest.edu, from the Astra Schedule Functions menu on the left of the screen select “Request an Event”.

2. Select the proper template from the drop down menu; ie: Academic Space Request, Employee Event Request or Van Request. (Figure A.) ***Please note that if you are using the Employee Event Request template you will NOT be able to choose Academic space and visa versa***.

3. Please fill in all appropriate details. All items marked with an asterisk are required before moving on to the next section. **Please pay special attention to the Room Set-Up Section. If you require a specific room set-up it NEEDS to be explained in this section.**

4. In the “Notes” section please include any details regarding room configuration. If you are unsure about the setup of your event or if you would like to discuss details further, select the checkbox to request a meeting with Conference Services.

5. Fill in the maximum number of guests that you expect to attend the event. As Always, this number should be confirmed with Conference Services and Dining Services a week before your event. This will also help to define your match with a space called your Score.

6. Utilizing the calendar, choose the date of your meeting and beginning and end times. If your meeting occurs more than one date or spans dates, please choose the appropriate tab under "Meeting Recurrence". If your event will be held past midnight of the same day, select the "Spanning" tab. If your meeting is held on a weekly, monthly, etc. basis, select the "Recurring" tab. (**Figure B.)** Click the green "Create" button.

7. Under the section "Meetings," select the checkbox at the top to select all.

8. Click the button "Request Rooms."

9. The filter on the left will allow you to sort by Building, Feature or actual room to confirm availability. If these filters are not determined, by default, the software sorts by "score" which is the most appropriate space for your event based on size. ***Be sure to click on the small plus sign in the boxes to the right which will show you additional details regarding the rooms/vans such as maximum capacity.***

10. Select a Room by clicking the "Available" button and it will become green. Unavailable rooms will show as red "Unavailable" buttons. Click the "OK" button in the bottom left corner once all rooms have been assigned.

(**Figure C.**)

11. Room Resources: Select your particular or every meeting by clicking the selection box and click on "Request Resources". This section allows you to choose any room resources that you may need for your event (i.e. catering, linens, data projector/laptop cart, podium, high top tables, etc.). Please only request resources that are not already a feature of a room. For instance, do not select a data projector/laptop cart for an event in a classroom because most classrooms already are equipped with the technology needed.

**PLEASE NOTE: If you do not request resources through this tab, we will not know you require them and they may not be available for your event.**

13. Click the "Submit" button.

14. Closing the loop: You should receive an email that your request has been submitted. Once the approver has received your request, you will find your event in the area of your home portal, "My Events: Pending." Once your event has been confirmed and all details scheduled, you will find your event in the area of the home portal, "My Events: Scheduled". This means that your event will appear on the Enterprise and Activity calendars. Your event will not be scheduled until approved by Conference Services, the Registrar's Office Office or General Services. Again, please note that confirmations will be sent through the Ad Astra system and NOT through interoffice mail.

**Figure A.** Shows how to select the appropriate template for your reservation needs. Event Space, Academic Space or Van Requests. Please remember to use the Academic Space template if your event will be held in a classroom.

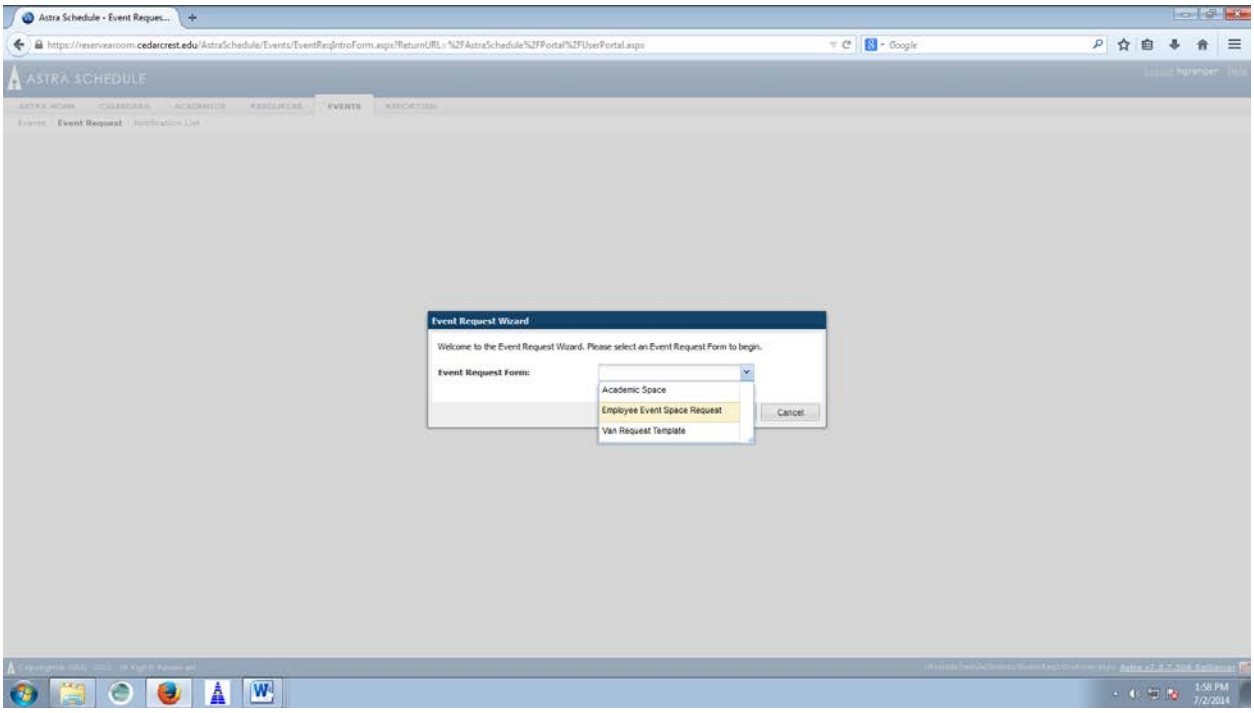



**Figure B.** shows how to select the date/time for any single event meetings, multiple event meetings, recurring, or spanning meetings.

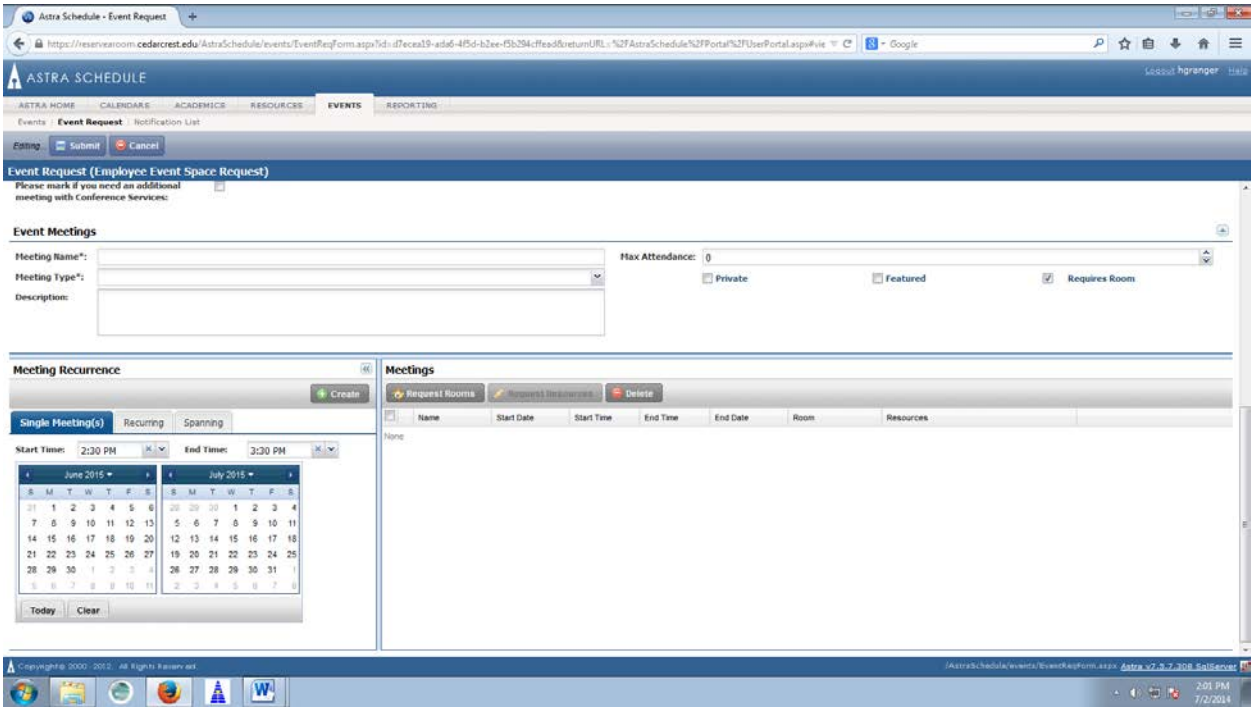
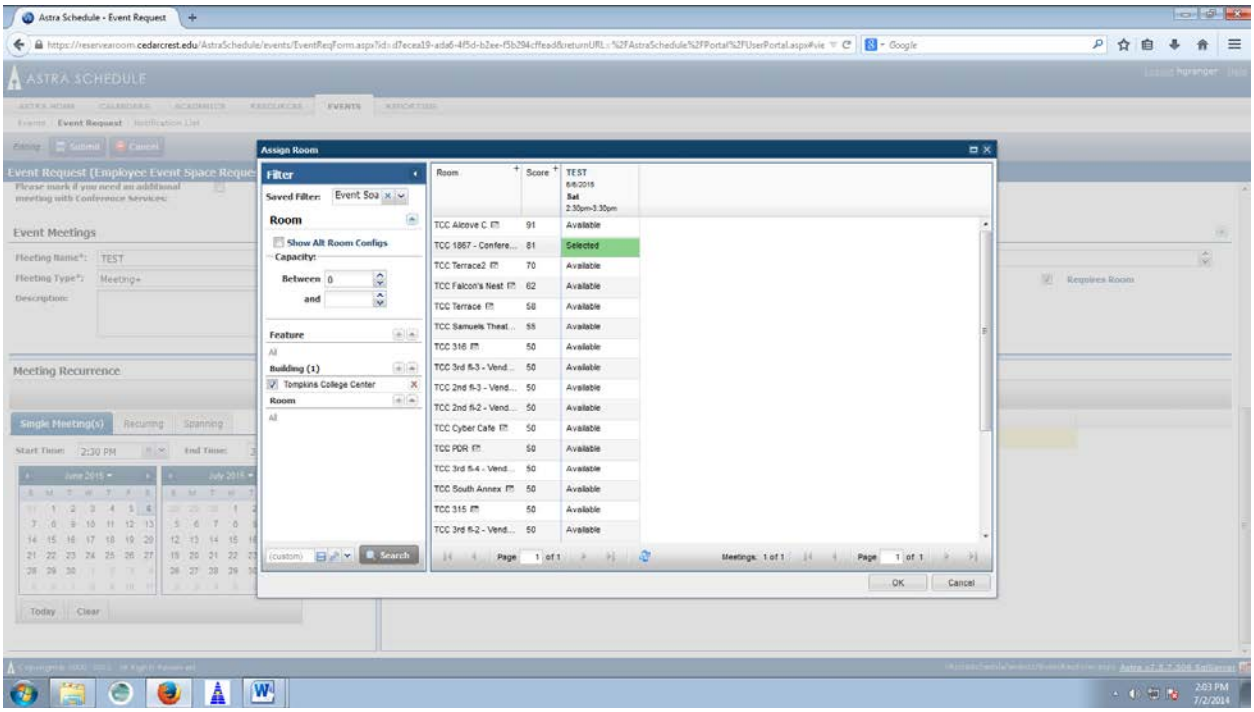


**Figure C**. shows how to view rooms that are available and to select a room.




# Astra: How to Request a Campus Vehicle

1. Once you are logged in to Astra* https://reservearoom.cedarcrest.edu, from the Astra Functions menu select "Request an Event".

2. Select "Van Request Template" from the drop down menu. (**Figure A.)**

3. Please fill in all appropriate details. All items marked with an asterisk are required before moving on to the next section. (**Figure B.)**

4. Be sure to include a Driver* who has completed the proper paperwork to be a campus driver. Drivers must complete a training course to become Van Certified if they are driving a vehicle larger than 7 passengers. ALL drivers must submit the proper paperwork or this request will NOT be approved.

*If you are unsure of who your driver will be, fill this area TBD. You will then be notified of a list of current college approved drivers. It is your responsibility to contact and confirm your drivers. Outside drivers will incur an additional charge to your department/organization for driver's compensation.

5. If Cedar Crest College students will be passengers/drivers on this trip, check the box under "Details". You should then notify campus police of the list of passengers using the appropriate paperwork found on MyCedarCrest under General Services. Also familiarize yourself with the Vehicle Transportation Policy to see if you require more forms I.e. Waiver Liability, etc. all found at MyCedarCrest under General Services.

6 **Meeting Name, please include the Driver name after the Meeting Name. If you do not add this step there may be a delay in processing your request.**

7. Fill in the Meeting Type as “vehicle reservation”

8. Fill in the maximum number of attendants as the number of passengers including the driver that you expect to attend the trip.

9. Under the section “Meeting Recurrence,” select the date and time of your trip and click the green Create button. If your trip will require that you keep a vehicle off campus past midnight of the same day, select the “Spanning” tab and fill out the date/time that you will departing and returning to campus.

10. Under the section “Meetings,” select the checkbox at the top to select all.

11. Click the button “Request Rooms.” Only the College vehicles will appear as a choice

12. “Score” denotes the van appropriate for your group. Please do not select a vehicle with a low score unless all other vehicles are unavailable. You may require two smaller vehicles and an extra driver if a vehicle is not available for the whole group. If you request to remove the back seat of a vehicle, you will need to deduct three passengers from your attendance; you will also need to submit a work order for maintenance to remove/replace that seat. Please plan accordingly.

13. Select a van by clicking the “Available” button and it will become green. Unavailable vans will show as red “Unavailable” buttons. Click the “OK” button in the bottom left corner once all trips have been assigned. (**Figure C.)**

14. Click the “Submit” button.

**Figure A**. shows how to select the Van Request template.

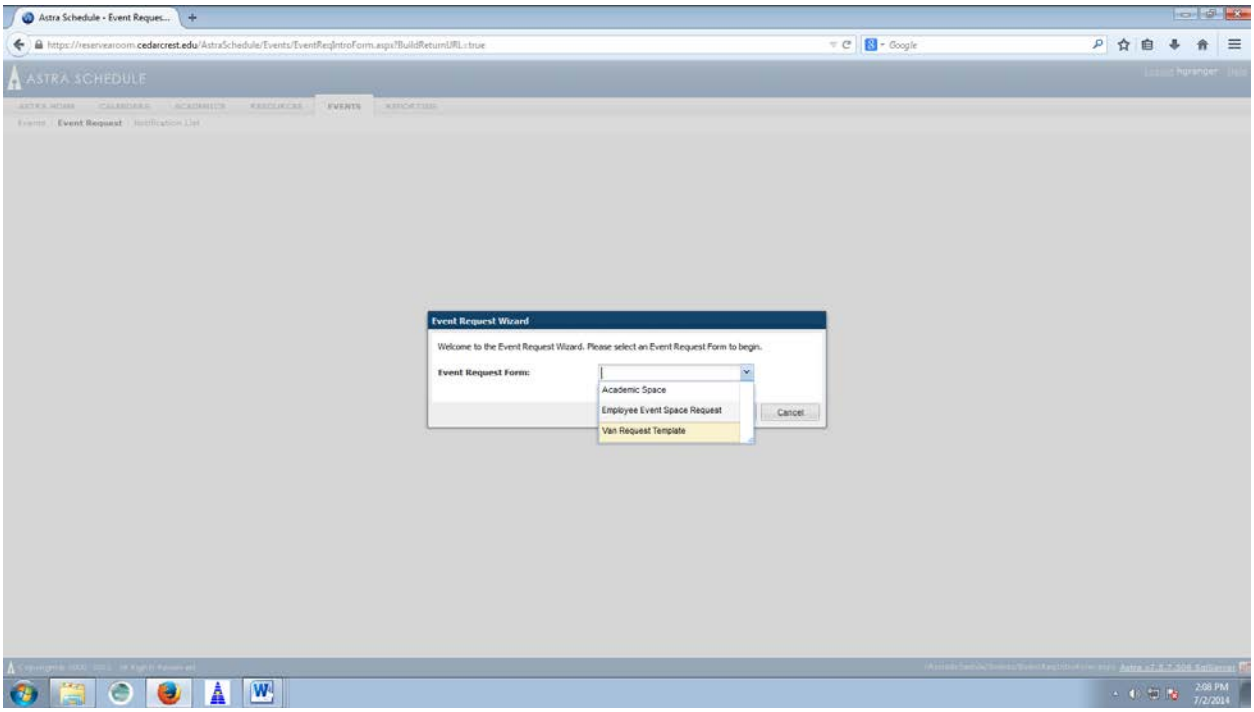


**Figure B.** shows the first part of the template where you should submit trip details.

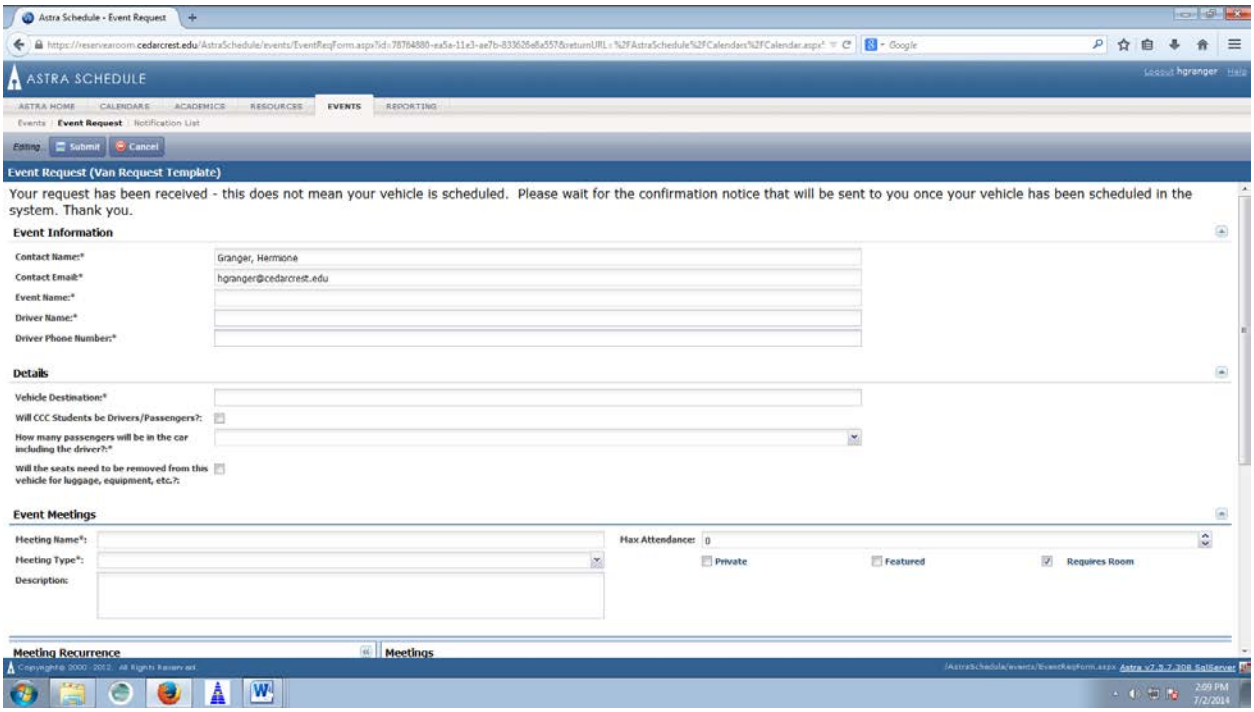
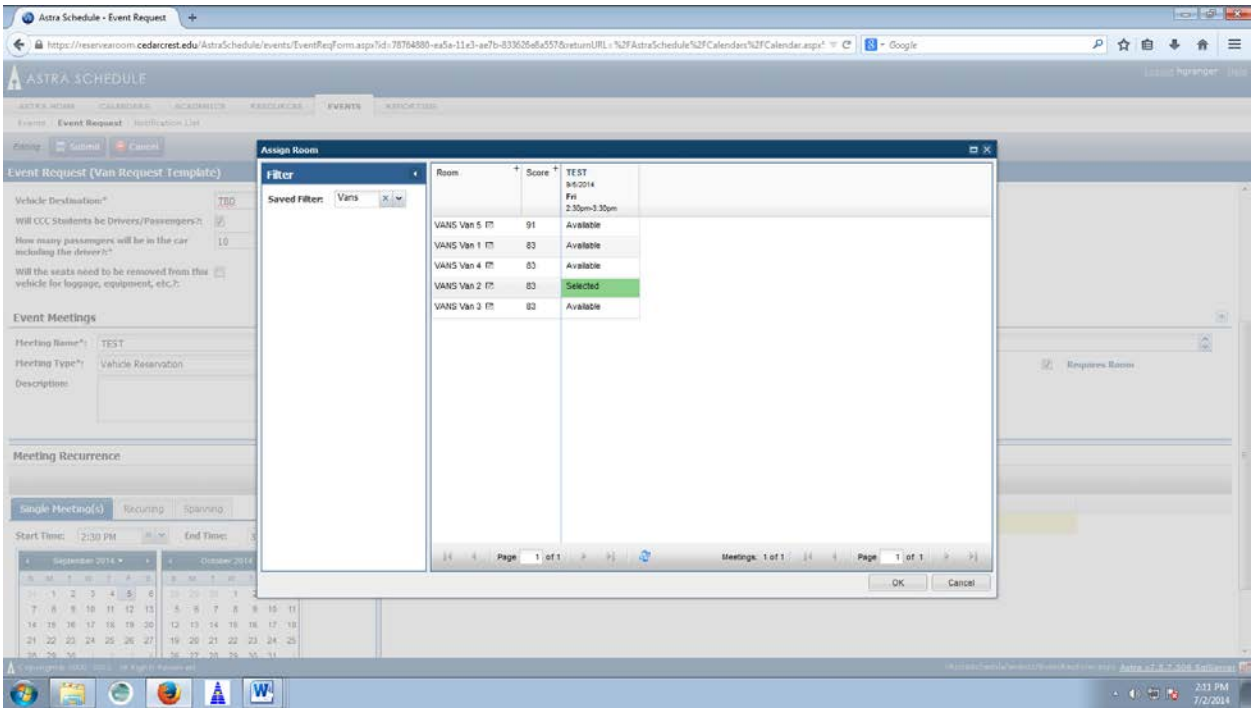



**Figure C.** shows how to view which vans are available based on the number of passengers and how to select a van.



# Astra: Van Calendar

1. Once you are logged in to Astra* https://reservearoom.cedarcrest.edu, select the “Calendars” tab.

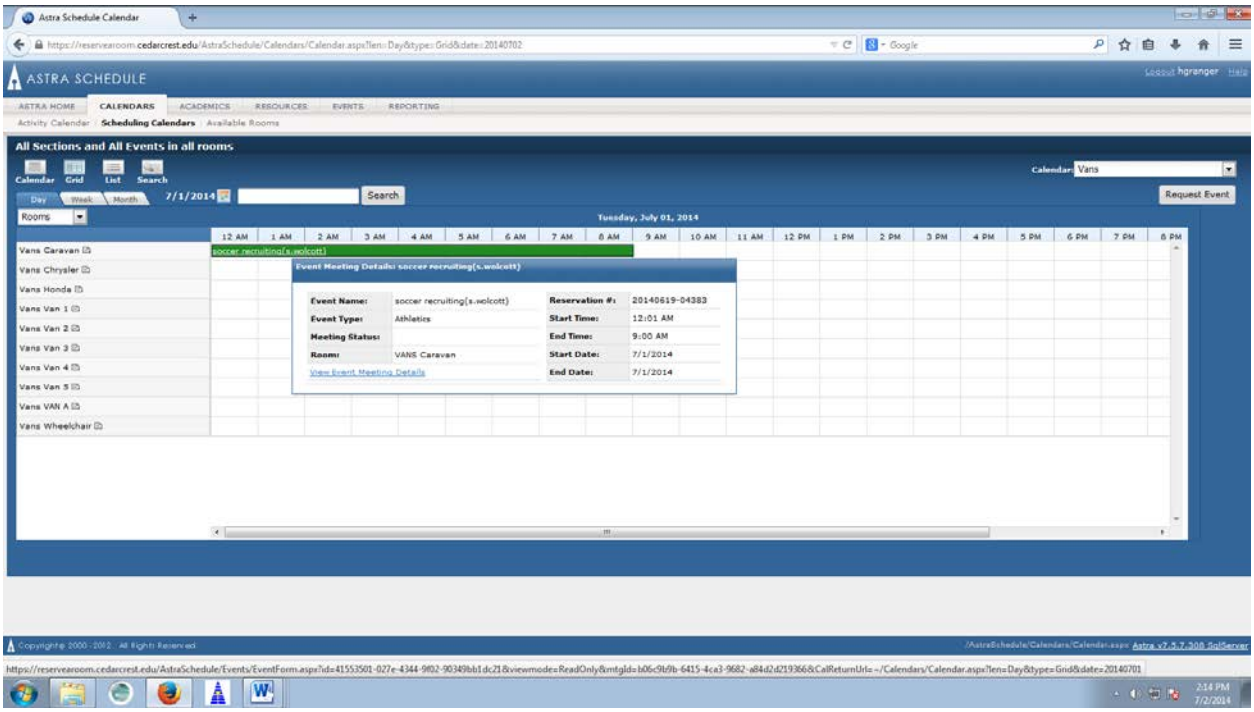
2. Select “Scheduling Calendar” from the main menu.

3. From the top left drop down menu, select “Vans”.

4. You should see all vehicle reservations for the day. To change the date, select the calendar icon and select the date you would like to view.

5. To view additional trip details, select the event by clicking on it on the calendar. (**Figure A.)**

**Figure A.** shows how to view event details on the Van Calendar.



# Astra: Helpful Links

On the Astra Schedule home page you will find helpful links to the following:

- Cedar Crest Academic Calendar
- My Cedar Crest
- Cedar Crest College Website

You will also see a listing of Campus holidays and announcements as well as the local weather.

In the top right hand corner you will see a small "?" which directs you to Astra Schedule Help.

# Astra Schedule: My Pending & Scheduled Events

In the center section of your homepage you will see a section for requests that you have submitted that are pending and scheduled. These notifications will include event space, academic space and vans.