AdASTRA – Reserving Labs

1. Go to: http://astra7.alamo.edu/AstraProd/Portal/GuestPortal.aspx
2. Log in to AdAstra (using AD credentials)
3. Select the EVENTS tab
4. Click Event Wizard
5. Provide the Event Information i.e. via the computer lab reservation form
   a. <u>Event Name</u>: Use the Course Title
   b. <u>Event Type</u>: i.e. Academic, Training, Workshop (select from dropdown list)
   c. <u>Description</u>: i.e. Use the Course Description
   d. <u>Est. Attendance</u>: Number of Audience
   e. <u>Customer</u>: i.e. SPC and/or Department Name (select from dropdown list)
   f. <u>Customer Contact</u>: Name of the person requesting the lab (select from dropdown list)

6. Select NEXT

7. Meeting Information
   a. Meeting Name: Transfers over from the previous screen (Event Name)
   b. Meeting Type: Meeting OR Meeting+ (select from dropdown list)
   c. Description: if one is provided on the Event Information, it can be copied over using the button underneath the box "Copy from Event"
   d. Max Attendance: Transfers over from the previous screen (Est. Attendance)

8. Provide Meeting Recurrence
   a. Select either Single Meeting(s), Recurring or Spanning according to what the customer is requesting
   b. Start Time, End Time and Dates are all provided on the reservation form

9. Select <u>CREATE</u>

   The information will now appear on the right side under MEETINGS

   This is where you can verify if the dates and times are correct.

   -If more than one "instances", the + sign on the left side will expand and allow view of all meetings occurring

10. Select NEXT

11. Rooms
    a. The FILTER on the left hand side of the screen can be used to set up filters so that only the allowed labs be viewed (IT is only responsible for the following labs: NTB 201, NTB 203 and NTB 208)
    b. -Campus (Check SPC from the list provided)
    c. -Room Type (Check LAB-PC from the list provided)
    d. -Feature (ALL)
    e. -Region (ALL)
    f. -Building (Check NTB from the list provided)
    g. -Room (ALL)
    h. -Facility Layout (ALL)

12. Click the SEARCH button at the bottom of the column.

13. A list of rooms with their availability will appear. **Labs that are unavailable are in red**. **Select a lab and it will be highlighted in green.**

14. Select NEXT

15. Resources - This step will be skipped.

16. Select NEXT

17. Verify that all the information is correct and that a room has been assigned. This can be checked at the bottom of the screen under MEETINGS -the +sign can be expanded to view the information

18. Select FINISH

19. Verify with customer that the event has been scheduled and if door codes are needed. Faculty can contact the SPC Help Desk for the door code. Ensure scheduler advises Faculty and Staff of reservation as sometimes the scheduler is not the same as the person utilizing the room.