Jacobs School of Music Room Scheduling - Ad Astra

Navigating to Ad Astra: (Shortcut URL: <u>http://go.iu.edu/1cNK</u>)

- 1. Firefox and Chrome are the preferable browsers to use
- 2. Go to One.iu.edu
- 3. In the Search box, type Ad Astra
- 4. Under tasks, click on Ad Astra
- 5. Click Start

*It's important to understand the difference between <u>Event</u> and <u>Meetings</u>. There will be one Event (ex. staff meeting), however, you will enter multiple meetings for that event (ex. every Monday from 8am-9am). On the following screens, the top part is information about the event and the bottom part is information about meetings.

Scheduling a single event with a single meeting:



Scheduling a single event with a single meeting, cont'd:

	8:00 AM	9:00 AM	10:00 AN	11:00 AN	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 P
Click anywhere on the white space to bring up the Add Quick			>							
Event Form.										

Enter Event Name

Select Event Type from the dropdown list.

Select Event Meeting Type from the dropdown list. It's best to make the Event Type and Event Meeting Type the same.

Enter Start and End Time

Enter State and End Date

Select Customer from dropdown list. The list is ordered by person's last name

Select Customer Contact from dropdown list

Select Location from dropdown list. You should only see the room(s) you are allowed to schedule in.

Add a Quick Event		
Event Info		
Event Name:		×
Event Type:		~
Event Meeting Type:		~
Start Time:	8:45 AM × 🗸	
End Time:	9:45 AM × 🗸	
Start Date:	04/23/2016 × 🖪	
End Date:	04/23/2016 × 🖪	
Customer:		~
Customer Contact:		~
Location:		~
Save	and Notification Advanced Event Form C	ancel

Buttons:

Save - Save the event without notification being emailed to customer.

Send Notification - Will send a confirmation email to the customer.

Advanced Event Form - Will open a new window to enter more meetings for the same customer, add additional contacts, include internal descriptions or notes.

Cancel - Don't save your changes

Modifying an already scheduled event:

Room 🔺	Building Cod	campus	Туре	Capacity	6:00 AI	7:00 AM	8:00 AM	9:00 AM	10:00 AN	11:00 AN	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:0
🖾 BLM 285 - MITS	BLM	BL	CON	20														
🖾 BLM 361 - MITS	BLM	BL	Studio	4			_	test										
	Hover you	r mouse	over the event title you	1				Ev	ent Deta	ils: test	t							
	want to ch	ange. T	he Event Details box					Eve	ent Type:	Meeting	,							
	should an	hear						Cus	tomer:	BL Jaco	bs School	of Music F	aculty/Sta	ff (M-Q)				
		Jean.						Cor	itact:	Martin,	Neha							
								Sta	tus:	Schedu	led							
								Des	scription:									
								Res	servation	#: 201604	23-00001							
		0	Click "View Event Details	"				View	v Event Det	<u>ails</u>								
									Nam	e Statu	s Star	t Date I	End Date	Start Tin	ne End Ti	ime Roc	m	^
								-	😽 test	Schedu	iled 4/23/	/2016 4	4/23/2016	8:45 AM	9:45 A	M BLM	361 MITS	

When you click "View Event Details", the below box will open showing the details of the event you scheduled.

Click the **Edit** button to start making changes. Once you are finished making the edits, click the **Save** button to save your changes.

🧪 Edit				[sts	/ 📭 Clone Event	🖄 Notification History				
test (Reservati	on Number: 20160423-0000	1)										
Event Informa	ation							2 🔺				
Event Name:	test			Res. Number:	20160423-00001				Upper Box			
Event Type:	Meeting			Owner:	Martin, Neha				contains			
Event Status:	Scheduled by ncmartin		Ŵ	Customer*:	BL Jacobs School	of Music Faculty/Staff (M-Q)		🚑 Create	details about			
Internal			🥔 External Descriptio	Customer Contact*	*: Martin, Neha			Notify 🤐 Create	the event			
Description.				Est. Attend:	0 🗘	0 Private Featured						
- Attendee 0	Options			SISKey:								
Meetings A	Additional Contacts Attendees	Notes										
Add Meeting	g 🧪 Edit Selected 🔗 Assig	n Rooms 🧷 Request Resourc	es 😑 Drop Selected		_				Lower Box			
Name		Status	Start Date Start T	me End Time	End Date Ro	om			contains			
📃 🔍 test		Scheduled by ncmartin	04/23/2016 8:45 A	M 9:45 AM	04/23/2016	3 BLM 361 - MITS			details about			
									the meeting			
								I	the meeting			

Cancelling an already scheduled event:

Follow the same steps above to hover over the meeting and clicking on View Event Details. Then click the Edit button to edit the meeting.

Events Event	Wizard Notifications											
Editing 📙 Save	e 🤤 Cancel				[Check For Cor	nflicts	Summary Clone Event	🚊 Notification History			
test (Reservati	ion Number: 20160423-000	01)										
Event Inform	ation								?			
Event Name:*	test			F	Res. Number:	20160423-000	01					
Event Type:*	Meeting			× • 0	Owner:*	Martin, Neha			×v			
Event Status:	Scheduled by ncmartin	Hit the pencil icon and		Ø - C	Customer*:	BL Jacobs Scho	ool of Music Faculty/Staff (I	M-Q)	× 🕶 🚑 Create			
Internal Description:		select "Cancel" and the hit "Save" button	en ^P External Descr	i • Sche Tenta	edule [•] Contact ^a ative id:	Martin, Neha	Private Feature	× v	Notify 🌉 Create			
— Attendee O	Dptions			Cano	cel		×					
Meetings /	Additional Contacts Attendees	Notes										
🕀 Add Meeting	🟵 Add Meeting 🖉 Edit Selected 🛛 🏠 Assign Rooms 📝 🌮 Request Resources 🛛 😑 Drop Selected											
Name		Status	Start Date Star	rt Time	End Time	End Date	Room					
📄 🥔 test		Scheduled by ncmartin 🥜 (04/23/2016 8:45	5 AM	9:45 AM	04/23/2016	■ BLM 361 - MITS					

Scheduling an event with recurring meetings:



Scheduling an event with recurring meetings, cont'd:

Top part of the next screen. Enter Meeting Type.

ASTRA HOME CALENDARS RESOURCES EVENTS REPORTING Events Event Wizard Notifications		Click Next o	nce you hav	ve complete	ed both the top	and
Event Wizard		bottom box	es			
Please select dates and times and create meetings for your event		\varTheta Cancel 🛛 💠 P	revious Next	🗢 📑 Save a	nd Close 🛛 🔯 Send Ev	ent Summary
1. Event Information 2. Meetings 3. Rooms 4. Resources 5. Finish				•		
Meeting Name*: test	Max Attendance:					^
Meeting Type*: Meeting X V	Meeting Notes:					🥜 Edit
Description:						
Copy from Event						
	L C	opy from Event				
	Pri	vate	Featured		Requires Room	~
Click the Create button. That will	I show the meetin	gs under the M	leetings bo)x.		
Meeting Recurrence Meetings						
Create Delete	¥					
Single Meeting(s) Recurring Spanning Name	Start D	ate Start Time	End Time	End Date	Room	
test (5 instances) 🕀		11:00 PM	11:30 PM	_		
Start Time:* 11:00 PM X End Time:* 11:30 PM X Image: Test	04/25/2	2016 11:00 PM	11:30 PM	04/25/2016		
Day Dattern	04/26/2	2016 11:00 PM	11:30 PM	04/26/2016		
	04/27/2	2016 11:00 PM	11:30 PM	04/27/2016		
Daily Weekly Monthly Yearly	04/28/	2016 11:00 PM	11:30 PM	04/28/2016		
Recur every 1 🗘 week(s) on:	04/29/	2016 11:00 PM	11:30 PM	04/29/2016		
U M T W R F S						
Date Range						

You will need to assign a room to the meeting.

Event Wizard							
Please select the room(s) for your meeting	(s).				😑 Cancel 🛛 🗢 Previ	ious 📗 Next 💠 🛛 📑 Save and C	lose
1. Event Information 2. Meeting	s 3. Rooms 4	4. Resourc	es 5. Finish				1
Filter Room Show Shared Rooms Show Alt Room Configs Capacity: Between and Capacity: Capaci	Room +	50 50 50 50 50 50 50 50 50 50 50 50 50 5	test + 4/25/2018-4/29/2018 MTWRF 11:00pm-11:30pm Selected e the ccess to	Once you select the room, the box will change to Selected from Available.		Once you have selected the room, click "Next".	

You can skip the Resources tab and click Next. Click the Finish button to schedule your meetings.

Edit a particular meeting under an event:

Hover over the event and click the View Event Details link.

ASTRA HOME CALENDARS	RESOUR	CES EV	VENTS REPORTING	\backslash																
Scheduling Grids				\sim																
Rooms Resources Day	y Week										Choose	e Calenda	r: BL JSO	M Distance	Lear 🗸	Filter: Dept	Managed		• 🖨	6 ¹
04/25/2016 × 🖪 🤣			April 25, 2016	•																
						$\mathbf{\Lambda}$														
Room 🔺	Building Code	Campus	Туре	Ca	pacity	6:00 X M	7:00 AM	8:00 AM	9:00 AM	10:00 AN	11:00 AN	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PN
🖾 BLM 285 - MITS	BLM	BL	CON	20						MUS-T 5	61 04-0	5-1								
🖾 BLM 361 - MITS	BLM	BL	Studio	4			\mathbf{X}						Tes	ting					Test	
												- 9 T.								
								\backslash		EV	ent De		:51							
										Eve	ent Type	: Meet	ing							
										Cu	stomer:	BL Ja	cobs Scho	ol of Music	Faculty/St	taff (M-Q)				
									\mathbf{i}	Co	ntact:	Marti	n, Neha							
										Sta	atus:	Sche	duled							
										De	scription		0424.000	06						
										View	w Event Dr	• #: 2010	0-2-000	00						
										<u></u>	II EVENCES	<u>c como</u>								
											Na	me Sta	tus St	art Date	End Date	e Start Ti	me End	Time I	toom	
										-	🛛 😽 Tes	st Sche	duled 4/	25/2016	4/25/2016	5 7:00 PM	8:00	D PM E	LM 361 MIT	/S
						<				-	🛛 😽 Tes	st Sche	duled 4/	26/2016	4/26/2016	5 7:00 PM	8:00	D PM E	LM 361 MIT	rs
I I Page 1 of 1 ▶	⊳ ≥ SI	how 150 -	results	→ ¥· III						-	🛛 😽 Tes	t Sche	duled 4/	27/2016	4/27/2016	5 7:00 PM	8:00	D PM E	LM 361 MIT	rs
	Percey ed																			~
A Copyrighte 2000-2012. All kights	Reserved.																			

Edit a particular meeting under an event, cont'd:

Cliele]	🥜 Edit									4	Check For Co	onflicts	Send Event Summar	y 📄 Clone Event	🖄 Notification I
		Test (Rese	rvation Nur	nber: 2016(0424-00006)											-
the		Event Inf	rmation		,											ſ
"Edit"		Event Int	Uniduon													
button		Event Name	: Test							Res. Numb	oer:	20160424-00	006			
		Event Type:	Meeting)						Owner:		Martin, Neha				
		Event Statu	s: Schedule	ed by ncmartin					Ø •	Customer	*:	BL Jacobs Sch	nool of Music Fa	culty/Staff (M-Q)		🚑 Create
		Internal Description	test me	eting				Extern	al Description	Customer	Contact*:	Martin, Neha	1			🖉 Notify 🤷 Create
			-							Est. Atten	d:	÷	Private	Featured		
		- 💌 Attend	dee Options							SISKey:						
			-													
Click the		Meetings	Additional	Contacts	Attendees No	otes										
"+" to		🕣 Add Me	eeting 🧷	Edit Selected	🔶 Assign Ro	ooms 🥜 Request	Resources	🔵 Dro	p Selected							
ah aw all			lame			Status	Sta	art Date	Start Time	End Tir	ne F	nd Date	Room			
Show all			est (3 instances	s) 🕂					7:00 PM	8:00 PI	N I					
the	T		Test	-	S	cheduled by nomartin	04	/25/2016	7:00 PM	8:00 PI	v c	4/25/2016	🖻 BLM 361 - I	итз		
meetings			Test		S	cheduled by nomartin	04	/26/2016	7:00 PM	8:00 PI	v c	4/26/2016	🖻 BLM 361 - I	итз		
			Test		S	cheduled by nomartin	04	/27/2016	7:00 PM	8:00 PI	v c	4/27/2016	🖾 BLM 361 - I	итз		
					RESOURCES	EVENTS REPORTI	NG								<u>Loqout</u> ncmartin <u>H</u>	
			Events Ever	nt Wizard Notifi	cations											
			Editing 📃 S	ave 🤤 Cance	el						Check Fo	or Conflicts		ary Clone Event	Notification History	
			Test (Reserv	ation Number	20160424-000	06)										
			Event Infor	mation											? 🔺	^
			Event Name:*	Test					Re	s. Number:	2016042	4-00006				
			Event Type:*	Meeting					× • 0v	mer:*	Martin, N	eha			× 🕶	
			Event Status:	Scheduled by	ncmartin				Ø ▼ Cu	stomer*:	BL Jacob	s School of Music Fi	aculty/Staff (M-Q)		× v 🌉 Create	
			Internal Description:	test meeting				External D	escription Cu	stomer Contact	": Martin, N	eha Drivata	Featured	× •	✓ Notify 🍇 Create	
			_						SI	5Key:		×	reatured			
			- Attende	e Options												
Check the b	oox r	next	Meetings	Additional Conta	acts Attendees	Notes										
to the meet	ting	you	🕢 Add Meet	ting 🛛 🥜 Edit S	elected 🛛 🏠 Assi	gn Rooms 🛛 🥜 Reques	t Resources	🔵 Drop Se	elected							
want to edi	it an	d	Nan	ne		Status	Star	t Date	Start Time	End Time	End Date	Room				
then click t	he n	encil	Test	t (3 instances) 🕀			0	51004.0	7:00 PM	8:00 PM						
icon	ne p			est		Scheduled by nomartin	Ø 04/2	6/2016	7:00 PM	8:00 PM	04/25/2016	BLM 361 -	MITS			
		T I	Edit	est		Scheduled by nomartin	<u> 04/2</u> 04/2	7/2016	7:00 PM	8:00 PM	04/27/2016	BLM 361 -	MITS			~
		[https://es-rm-pro	d.uits.iu.edu/SISRN	1A7/events/EventForr	m.aspx?id=75bf0140-0a6d-1	1e6-8499-7969	fa0c4c40#						/events/EventForm.aspx A	stra v7.5.12.139 SqlServer	- <u>III</u>

Edit a particular meeting under an event, cont'd:

You can now change the Start/End Date, Start/End Time, Customer, Room, etc.

You can also Cancel the meeting by hitting the Pencil icon under Status. Once you have made your changes, make sure to hit the Save button.

Click the Meetings tab to go back to see your meetings listed under the event.

Meeting Inf	ormation									
Name:	Test	Start/End Date:	04/25/2016	×	04/25/2016	×	Room			
Туре:*	Meeting × v	Start/End Time:	7:00 PM	××	8:00 PM	××	Room:	BLM 361 - MITS	× 🏡	
Status:	Scheduled by ncmartin	Customer:	BL Jacobs School of Music Fac	ulty/Sta	aff (M-Q)			BL		
Description:	test meeting	Contact:	Martin, Neha			🗙 🗙 🧟 Create		Standard		
		Max Attend:	Act. Attend:		*		Status:	Scheduled by ncmartin	<i>⊘</i> ▼	
		Private F	eatured 🔽 Room Required							
		SISKey:	×							

View your scheduled events:



You can filter based on these criteria. Pay special attention to the Status column and fix any Incomplete entries.

		You can sort by Status by clicking the column. Click on the Event name to open the entry to edit if needed.												
Filter	• •		E١	vent L	ist			\			[
Keyword:	ר	^		🕀 Add	an Event					View: Ev	ents Meetings			
Time Period:	All 🗸 🦉				Name	Reservation		Status 🔺	Days Met	Start Date	End Date			
Start Date:	All 🖸 🧭			P	2016 Summer Percussion Acade	20160331-00029		Canceled	U	07/10/2016	07/10/2016			
End Date:	All 🖸 🧭			Ø	E Cystoscopy	20160330-00201		Canceled	т	06/07/2016	06/07/2016			
Days Met:	UMTWRFS		Ð	Ø	Klug Clarinet Summer	20160330-00170		Canceled		05/26/2016	05/30/2016			
Is Private:	All 👻		Ð	Ø	Kodaly Workshop	20160330-00159		Canceled		06/20/2016	07/01/2016			
Is Featured:	All			P	🖹 <u>Neha Test</u>	20160407-00003		Canceled		04/07/2016	04/07/2016			
My Events:	All			P	Pre-College Strings	20160331-00012		Canceled		05/11/2016	05/11/2016			
Event Status	+ 🔺 🖉			6	≌ <u>test</u>	20160423-00001		Canceled		04/23/2016	04/23/2016			
All			Ð	P	≌ <u>Test</u>	20160424-00006		Canceled		04/25/2016	04/27/2016			
Event Meeting	j Status 🗄 📥 🖉		Ð	6	Pre-College Strings	20160331-00014	<	Incomplete		05/11/2016	08/27/2016			
Campus			Ð	<u>م</u>	2016 Klug Clarinet Summer Work	20160330-00195		Scheduled		05/26/2016	05/30/2016			
All	v		Ð	6	🖻 Blgtn Jr Music Festival	20160331-00024		Scheduled		05/13/2016	05/14/2016			
Building			Ð	P	🖻 <u>Blqtn Jr. Music Festival</u>	20160331-00042		Scheduled		05/14/2016	05/14/2016			
All			Ð	A start s	Business Affairs Staff Meeting	20160330-00197		Scheduled		05/05/2016	12/29/2016			

Notifications:



Click on the My Preferences button and you can set up a schedule of when and how often notifications should be emailed to you.

Filter	6	Not	ifications									
Group by Activity:		•	My Preferenc	es 🔵 Dismiss All								
Activity Type:	All 👻			Description	Name	Start Date	End Date	Start Time	End Time	Created Date 👻	Created By	Resource
Request Type:	All	0		Event Reservation #20160424-00006: BLM 361 - Resource Canceled	BLM 361	04/26/2016	04/26/2016	7:00 PM	8:00 PM	04/24/2016 7:01 PM		1
Is Notification:	All	0		Event Reservation #20160424-00006: BLM 361 - Resource Canceled	BLM 361	04/27/2016	04/27/2016	7:00 PM	8:00 PM	04/24/2016 7:01 PM		1
IS ACTIVE.	All		1	Event Reservation #20160424-00006: Test - Meeting Canceled	Test	04/27/2016	04/27/2016	7:00 PM	8:00 PM	04/24/2016 7:01 PM		
		9		Event Reservation #20160424-00006: Test - Event Canceled	Test			12:00 AM	12:00 AM	04/24/2016 7:01 PM		
			:B 1	Event Reservation #20160424-00006: Test - Meeting Canceled	Test	04/26/2016	04/26/2016	7:00 PM	8:00 PM	04/24/2016 7:01 PM		
		9	- 3	Event Reservation #20160424-00006: Test - Meeting Canceled	Test	04/25/2016	04/25/2016	7:00 PM	8:00 PM	04/24/2016 7:00 PM		
		0		Event Reservation #20160424-00006: BLM 361 - Resource Canceled	BLM 361	04/25/2016	04/25/2016	7:00 PM	8:00 PM	04/24/2016 7:00 PM		1
			:= 	Event Reservation #20160424-00006: BLM 361 - Resource Scheduled	BLM 361	04/26/2016	04/26/2016	7:00 PM	8:00 PM	04/24/2016 6:41 PM		1
			:= =	Event Reservation #20160424-00006: Test - Meeting Scheduled	Test	04/27/2016	04/27/2016	7:00 PM	8:00 PM	04/24/2016 6:41 PM		
			=	Event Reservation #20160424-00006: BLM 361 - Resource Scheduled	BLM 361	04/25/2016	04/25/2016	7:00 PM	8:00 PM	04/24/2016 6:41 PM		1
				Event Reservation #20160424-00006: Test - Event Scheduled	Test			12:00 AM	12:00 AM	04/24/2016 6:41 PM		

Ad Astra Training

Your custom setup:

Customer: Jacobs School of Music (A-C) BL , etc.

Event and Meeting Types:

AdHocJSoM	JSoM Audition
Chamber Music	JSoM Competition
Class Project	Lecture
Colloquium	Maintenance
Degree Recital	Major Ensemble
Faculty Chamber Music	Meeting
Faculty Master Class	NON-JSoM
Faculty Recital	Other
Faculty Recording	Pre-college reservations
Final Project	Recording Session
Guest Ensemble Performance	Small Ensemble
Guest Lecture	Special Workshops
Guest Lecture/Recital	Student Chamber Music
Guest Master Class	Student Recital
Guest Recital	Studio/Class Recitals

Calendar setup: Department calendar and Public calendar

Helpful tips:

Tip #1: Use Firefox or Chrome for best results.

Tip #2: Use One.IU and bookmark once you are logged on.

Tip #3: Use Calendar Grid for quick or one-time events.

Tip #4: Use the Event Wizard for recurring events.

Other things to keep in mind:

- 1. The system times out after 20 minutes of inactivity. Click on your bookmark to reset.
- If you are having problems, clear your cache and see if that fixes it. This button is available in the lower right hand corner.
 9 SqlServer III

3. Help manuals are available throughout most of the application in the upper right hand

corner. Logout MIBRIGHT Help

VOCABULARY

<u>Event</u>: This is an activity that can be scheduled within your department that is not an academic section.

<u>Meeting</u>: This is each instance that an event is scheduled. Single (one-time) and recurring (daily, weekly, monthly, yearly) meetings.

Example 1: An annual Conference is being held by your Department. The Conference is the <u>Event</u>. The <u>Meetings</u> would be the parts of the Conference such as breakfast, poster session, keynote speaker, reception, breakout session, etc. **Example 2**: A faculty member in your department has a weekly lab meeting. The <u>Event</u> is "Dr. Strong weekly lab meetings." The <u>Meetings</u> are each time they meet in the semester such as Week 1, Week 2, Week 3, etc.

<u>Event Type</u>: An Event Type is a user-defined group of events used for reporting and event request routing purposes. These can be color coded if your Department finds it helpful.

Event Meeting: Similar to Event Types but specific to meetings.

<u>Customer</u>: The group of people assigned to your area, usually the Department name.

Customer contact: Person within that Department that is requesting the reservation.

Quick Event: Scheduling an event directly from the calendar grid.

Event Wizard: Step-by-step workflow to schedule an event.

Event Request Form: Streamlined simple workflow for event requesting and scheduling.

<u>Approver</u>: Person status that needs to take action on an event, room, or resource in order for the event to be scheduled.

Notifications:

- 1. Event/room/resource notifications: Your action list within Ad Astra.
- 2. Send notification/send event summary: Sends summary pdf to the requestor
- 3. Automatic email to room or resource approvers that an event is scheduled in their area.

<u>Requested</u>: Status that indicates a room has been requested but the event has not been approved.

<u>Incomplete</u>: Status that indicates that a room or resource still needs to be scheduled. The room/resources is available for other events.

<u>Scheduled</u>: Status that indicates that an event has all rooms and resources reserved.