Park University

Ad Astra© User Guide

Event Wizard

Version 1

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Information Technology Services

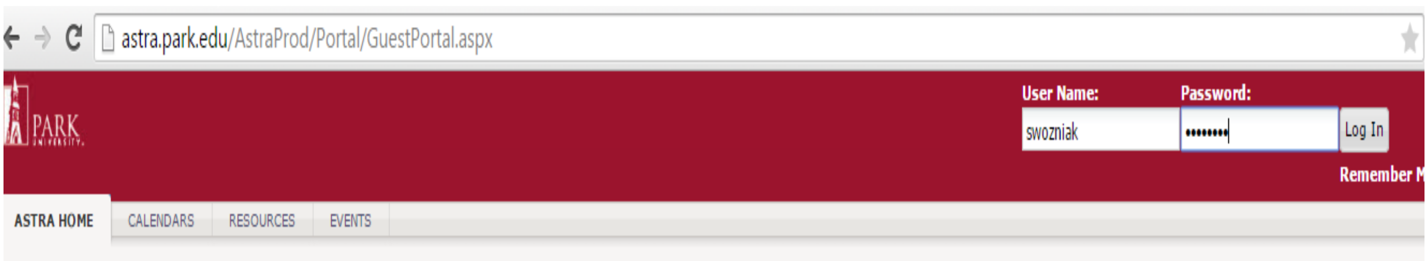
Contents

Introduction

The Ad Astra room reservation process is designed to keep students, faculty, and staff organized throughout the school year and to help successfully navigate the complexities that lead to Park University's student success. This Ad Astra Event Wizard guide ensures rooms are harnessed in accordance with their purpose while preventing conflicts for space and time. This helps ensure success for the Kansas City area campuses.

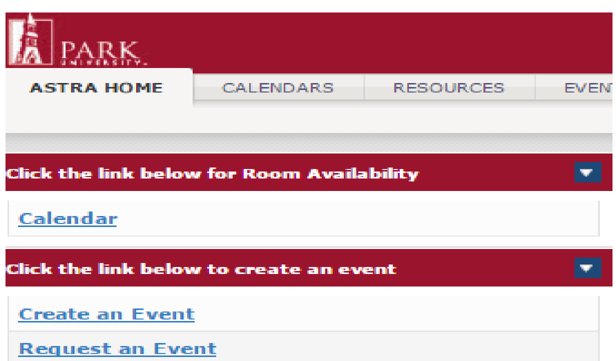
Ad Astra Event Wizard User Guide

- To reach Astra type astra.park.edu into the search bar and that will take you to the Ad Astra home page. Log in to Ad Astra using your regular network username and password.



- After logging in, the user will see the Ad Astra Home Page. There are two options available for events:
    - **Create an Event**: This option is used to actually create a meeting or event and will take the user to the Event Wizard. It is possible that the user does not have permissions to create an event, in that situation the user would log a ticket at support.technology@park.edu

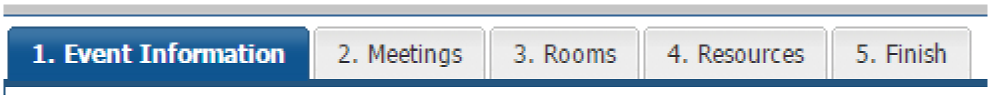
    - **Request an Event**: This option allows a user to request an event for approval such as wedding, reunion, or other type of event a user would want to hold on campus. Most users will not have access to this link. This can only be accessed by an administrator or an actual customer.



Tabs:

List of tabs:

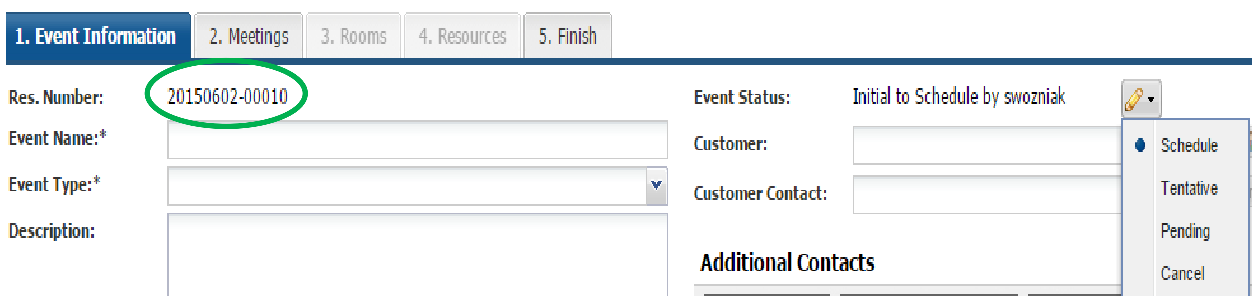
- Ad Astra has five tabs that need to be completed before a request can be submitted.



  - Event Information
  - Meetings
  - Rooms
  - Resources
  - Finish

Event Information tab:

- A **Reservation number** will automatically populate, which is the date the request is being made. The Event Status auto populates the users name as well, but allows the status to be changed.

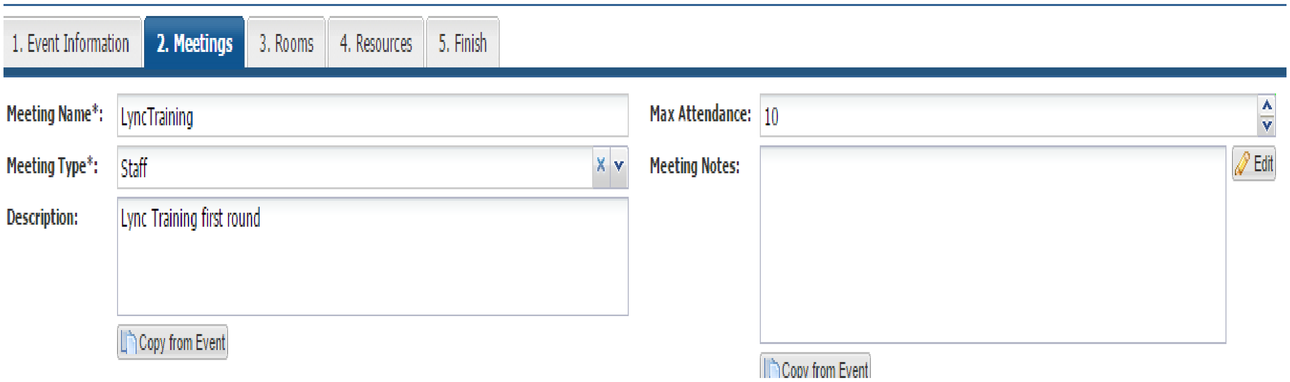


  - The Event Wizard screen should be completed with as much information as possible.
  - Required information includes the Event Name, Event Type, Customer, and Customer Contact and can all be selected via the drop down bars. The Notify box next to the Customer Contact field should remain checked. Additional Contacts can be added or removed within the Additional Contacts field.
  - Although Estimated Attendance is not a required field, it is extremely helpful to Facilities if the field is completed. Once this tab is complete hit Next to move on to the Meetings tab.
  - Also included on the Event Information tab is a small box under Est. Attendance that says "Private" with a check box next to it. 

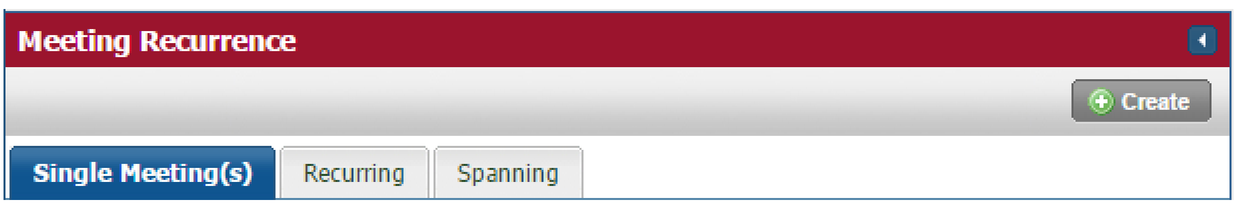
. If the user opts to check the "Private" box, no details for the meeting will be available to any other user, just that the meeting exists. Only the creator of the meeting will see the details.

Meeting Tab:

- Provides fields to fill in for Meeting Name, Meeting Type, a Description, and Max attendance. Meeting Notes field does not need to be filled in unless the user opts to do so.

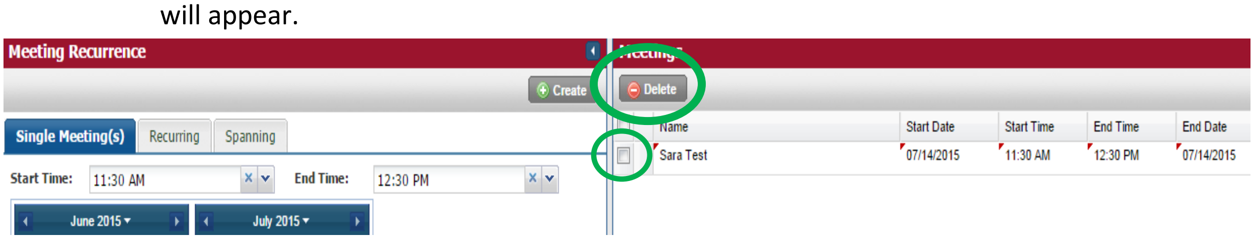


- **Meeting Recurrence Window**: is the area where the user can set the date and time for the requested meeting. There are options for a Single Meeting, a Recurring Meeting, and a Spanning Meeting.

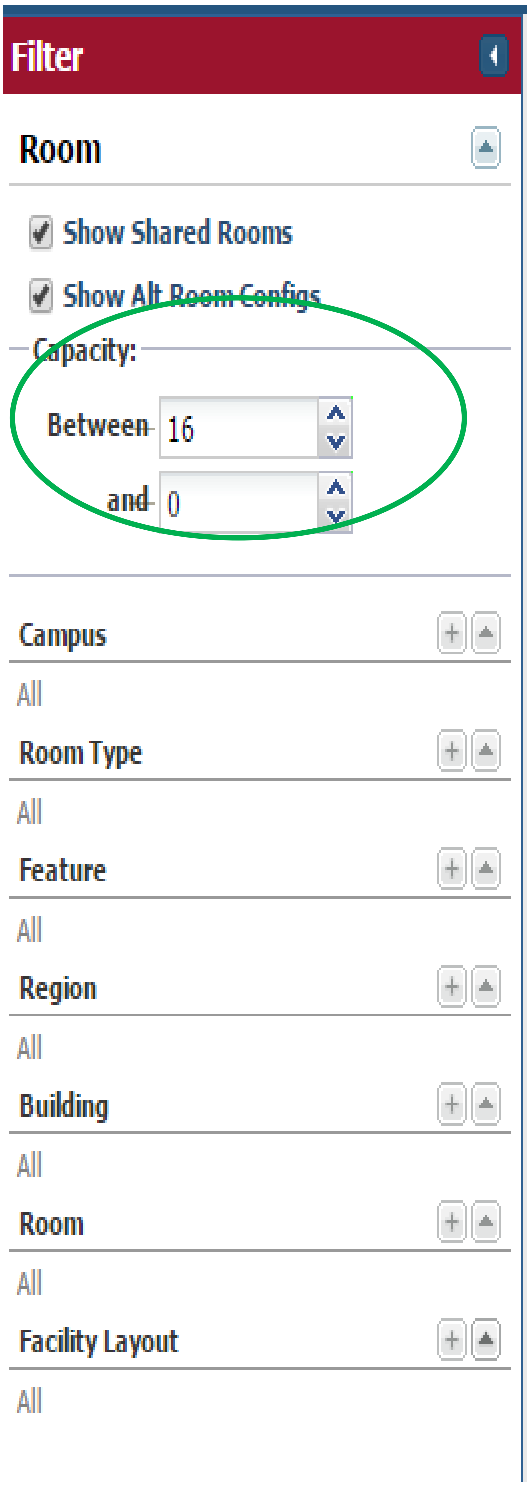


    - **Single Meeting**: a training meeting, staff meeting or similar one time occurring meeting.
    - **Recurring Meeting**: for meetings that occur at regular intervals such as a meeting that occurs in a pattern, i.e., daily, weekly, monthly
    - **Spanning Meeting**: a location has been reserved for multi day events such as weddings, receptions, alumni events, etc. No other user can get into that room at any time during the spanning reservation.

- Once the meeting recurrence has been selected with the proper date(s) and time, click the Create button and the meeting will populate in the Meetings window.
    - **If the meeting the user has entered needs to be deleted from the Meetings window, check the box next to the meeting that was created In the Meetings window and hit the Delete button**
    - Once this is complete and the meeting does not been deleted, hit Next and the Rooms tab will appear.



Rooms Tab



Filter Box

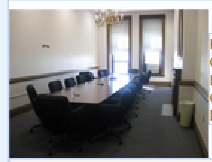
- The Filter box offers the user several options to make the request more clear for approval and to allow the user to request everything needed for the event being scheduled.
  - **Capacity**: The user should know how many people were invited to the event or have an estimated capacity. Entering this information helps Ad Astra find an appropriate area for the event. In this case the max is 16 people. The minimum Capacity entered has to be **zero** or rooms will not populate on the next step.
  - **Campus**: A list of all campuses exists, however at this time only Parkville and Down Campuses will populate results.
  - **Room Type**: Allows user to select what type of room would be needed for the event such as a lab, classroom, or event room
  - Features: Allows the user to denote what features are needed for the event, such as podiums, sound systems, tables, or various A/V equipment
  - **Region**: The user can choose from regions within the Parkville campus or the Downtown campus.
  - **Building**: This is a list of all buildings on the Parkville campus should the user have a preference for a particular building for the event
  - **Room**: Lists every room on the Parkville and Downtown campuses
  - **Facility Layout**: Offers a tiered seating option should that be a requirement for the proposed event. Select filters and hit “search” at the bottom of the filter bar

Rooms List

Room	Score	Sara Test 7/14/2015 Tue 11:30am-12:30pm
MC Vining	91	Selected
CO 119	94	Avail (Request)
CO 323	91	Avail (Request)
CO 100	91	Avail (Request)
CO 311	89	Unavailable
CQ 109 - Conf...	87	Avail (Request)
CO 202	87	Avail (Request)
CO 322	87	Avail (Request)
CO 232	85	Unavailable
SC 016	85	Unavailable
SC 313	84	Avail (Request)
CH A	84	Avail (Request)
SC 307	84	Avail (Request)
SC 025	82	Avail (Request)
MA PDL Class ...	81	Avail (Request)
MC 21	81	Avail (Request)
MC 24	80	Unavailable
MH McCoy Lower	80	Unavailable
MC 23	80	Unavailable
SC 317	78	Avail (Request)
SC 005	75	Avail (Request)
MC 32	75	Unavailable

- Once filters are chosen and the user has selected the search button, a list of rooms will populate depending on the chosen filters.
- Three categories that populate: Building with Room number, the Score for that room, and if that room is available for the scheduled event.
- There is a small details icon to the left of the Building and Room Number. If the user hovers over this icon a summary of the room and its resources will appear.

Room Details: Mackay Hall Vining (Standard)

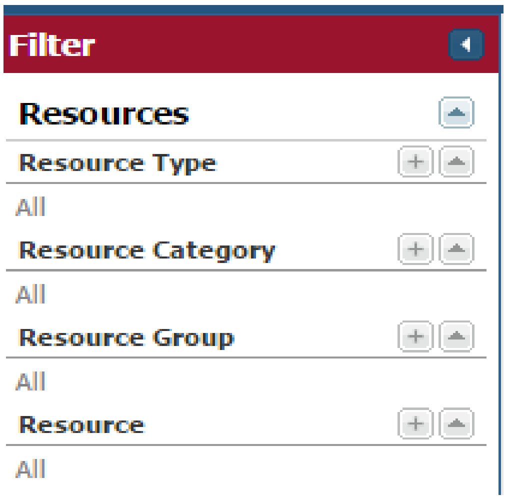


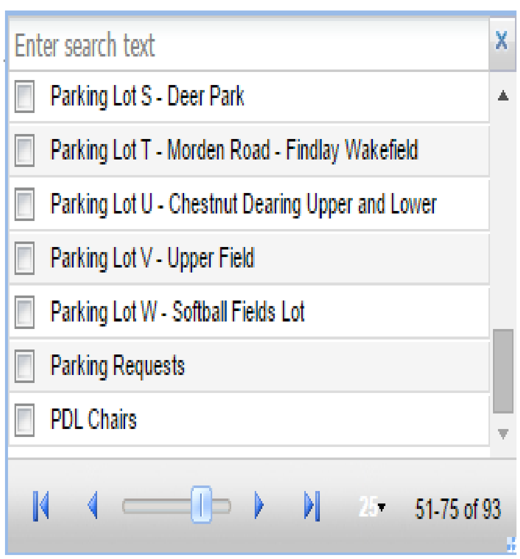
Room Type:	Meeting
Capacity:	18
Layout:	Default
Campus:	Parkville
Description:	Vining

Feature	Quantity	Category
Projector Screen	1	Default
Phone - Conference	1	Default
Projector	1	Default
Chair - with wheels	18	Default
Table - Fixed	1	Default

- The Score column indicates the best room for the needs the user provided. The higher the Score, the more appropriate the room.
- The name, date and time column will show the user what rooms are available. It is recommended to reserve the room with the highest score. Click anywhere on the line and the text will change from “Avail (Request)” to “Selected” and turn green. The reservation process is not yet complete. Hit next button after room is selected.

Resources Tab

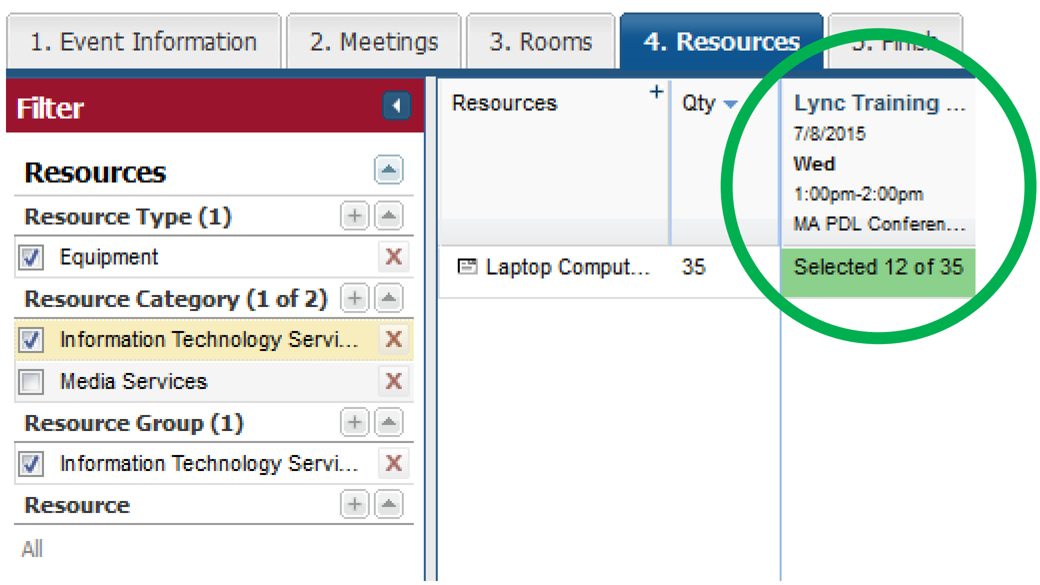




Filter Box

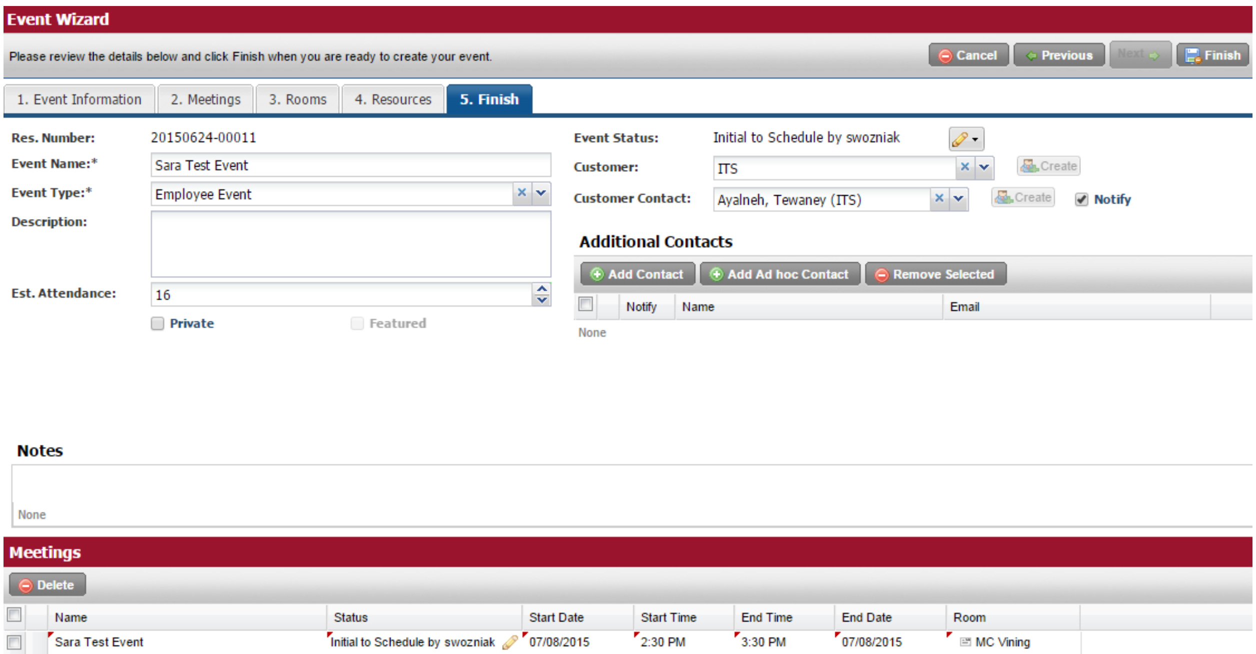
- The Filter Box for the Resources tab allows the user to select resources for the event that will be needed. After every Resources Menu is selected the user much hit the grey search button at the bottom of the filter box for results to populate.
- **Resource Type**: A dropdown menu gives the user three options: Collection, Equipment, and Service.
- **Resource Category**: A dropdown menu gives the user the ability to choose a source of origin for necessary resources, i.e. selecting Facilities and hitting the search button will return results for all available facilities resources available for the selected room, date, and time.
- **Resource Group**: A dropdown menu gives the user the ability to request resources from departments within the campus such as Catering or Campus Safety & Security.
- **Resource**: A dropdown menu gives the user the opportunity to request special services such as event setup and teardown, extension cords, and crown control.
- **Resources Results**: A search can return a high amount of results and the user can scroll through the results page by page if results return multiple pages of resources.
- If the necessary resources for the event are not available, the user may need to reconsider the details (time, date, location) of the event so that desired equipment is available for use.

- Below is an example of a user Resources request. The user selected “Equipment” under Resources Type. Under Resources Category the user selected Information Technology Services, denoting that the equipment requested will come from the ITS department. Media Services is shown but is not selected. The Resource Group choice was ITS which denotes the group the resources are being requested from. Lastly, Resource was left as “All” and the fields are complete. Once the user hits search the available resources for the requested event, room, date, and time will populate. There are three columns that return information.
    - Resources: This column returns the available resources. In the instance below the only available resources from the ITS department are laptop computers.
    - Quantity (Qty): This informs the user how many of the resources that populated are available. In the instance below the ITS department has 35 laptops available for the user’s event request.
    - For this request the user only requires 12 laptops out of the 35 the ITS department has available. To enter the quantity required, click on the “Available” box and a field will appear where the user can enter the quantity required. After entering the number required, hit the enter key and under the users meeting information the green box will appear informing that the user has selected 12 of the 35 laptops available. Once this is complete hit the next button.



Finish Tab

- Once the user has completed the Event Information, Meetings, Rooms, and Resources tabs the last task is to review all of the information entered to make sure it is correct. The review needs to be done before the Finish button is selected as once Finish is selected the meeting details are difficult to alter. Once the meeting details have been verified by the user and everything is correct, the user can select Finish.



- Once finish is selected the top of the screen will populate that the Wizard process has been completed and will also show a button for "Send Event Summary" and two hyperlinks, one for Edit Event and one for Schedule another Event. The user can send an Event Summary with a subject heading, comments, and add recipients and attendees