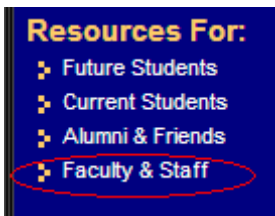


# How To Use AdAstra: Procedure for Scheduling Rooms for Events at NSU

1. Open browser on your computer and go to [www.nova.edu](http://www.nova.edu) (make sure popup blocker turned off)



2. On the left hand side under Resources For: Click the Faculty & Staff Link



3. Scroll down and find the links under Resources; click on the Room Scheduling Request Form link



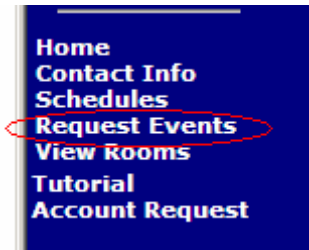
4. Enter your NSU email username without the @ ( for example: [nova@nsu.nova.edu](mailto:nova@nsu.nova.edu) enter nova )
5. Enter your password and click OK



6. The Astra Web Client page will appear



7. On the left side, click on the link Request Events



8. Enter the name of your event

This request should be only for events,  
if you need a room for a class you  
need to contact your coordinator via e-mail

**Event Information:**

Event Name\*

9. Enter the attendance (number of people)
10. Enter any AV equipment or software required. This area can also be used to list any special setup requirements

Attendance\*

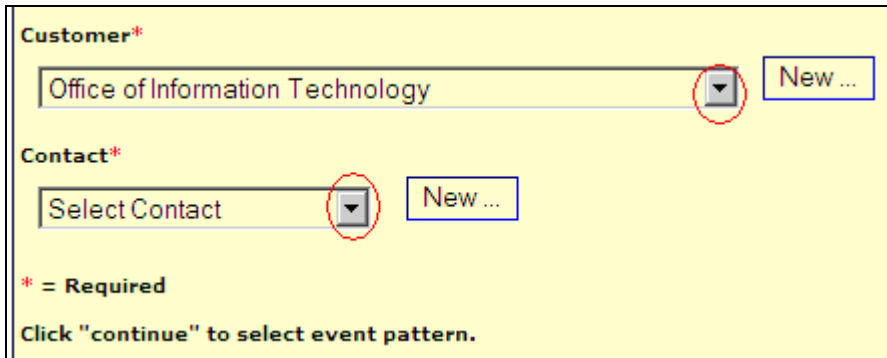
Technology: Audio Visual and Software

11. Select event type by using the drop down list

Event Type\*  ▼

Privacy Level\*  ▼

12. Select the customer by using the drop down list, if the customer is not listed click new and enter the new customer
13. \*Note: the screen will refresh and the contact field will appear
14. Select the contact by using the drop down list, if the contact is not listed click new and enter the new contact information



**Customer\***

Office of Information Technology

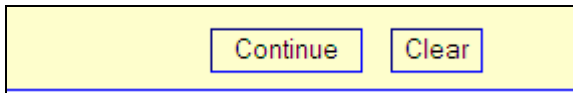
**Contact\***

Select Contact

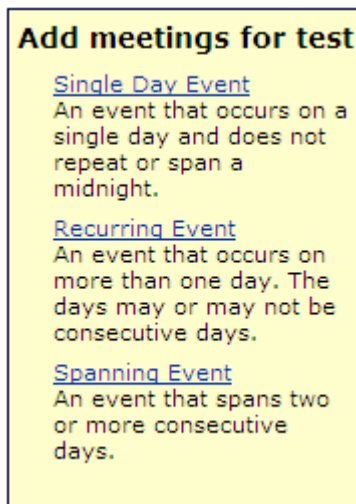
\* = Required

Click "continue" to select event pattern.

15. Click the Continue button at the bottom when all information complete



16. To Add single day event; click single day event link
17. To Add recurring event; click recurring event link
18. To Add spanning event; click spanning event link



**Add meetings for test**


[Single Day Event](#)  
An event that occurs on a single day and does not repeat or span a midnight.

[Recurring Event](#)  
An event that occurs on more than one day. The days may or may not be consecutive days.

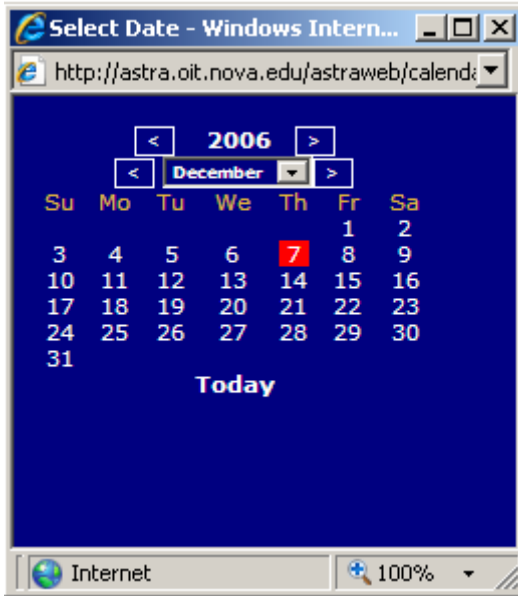
[Spanning Event](#)  
An event that spans two or more consecutive days.

19. Click Date icon (calendar icon); select month from drop down list; select day of week by clicking on day

Date\* mm/dd/yyyy Attendance \*



Earliest event date: 12/12/2006  
Latest event date 04/06/2007



20. Select beginning and ending times by using the drop down hours, minutes and am/pm list

Beginning Time\* Ending Time\*

21. Select setup and tear-down times if applicable

Setup Time Tear Down Time

22. Click the submit button

23. Your event will appear; click Pick Rooms button

The screenshot shows a table with event details. The 'Pick Rooms' button is circled in red. The table header includes: Date, Start Time, End Time, Day, Met Setup, Tear Down, and Customer. The data row shows: 12/20/2006, 08:00 AM, 09:00 PM, WED, 0:00, 0:00, Office of Information Technology.

| Date       | Start Time | End Time | Day | Met Setup | Tear Down | Customer                         |
|------------|------------|----------|-----|-----------|-----------|----------------------------------|
| 12/20/2006 | 08:00 AM   | 09:00 PM | WED | 0:00      | 0:00      | Office of Information Technology |

24. Click Continue; View all rooms button selected

The dialog box titled 'Select an Option:' has two radio buttons. The first, 'View All Rooms', is selected. The second, 'Describe a Room', is unselected. The 'Continue' button is circled in red.

**Select an Option:**

- View All Rooms View all the rooms that meet your criteria.
- Describe a Room Choose this option if you know the type, size and features of the room you need, but don't have a preference as to the exact building and room.

25. Under the building column on top; select building from drop down list

The screenshot shows filter options for 'Building' and 'Room', both set to 'All'. There is also a 'Capacity Room Type' dropdown set to 'All' and a checked 'View Request Only Rooms' checkbox.

View Request Only Rooms

Building: All Room: All Capacity Room Type: All

26. All of the rooms will appear; select the room you want to request by clicking the select button

The screenshot shows a table of room options. The second row is highlighted, and the 'Select' button is circled in red. The first row is marked as 'Conflict'.

|                     |                |                         |        |        |     |                       |
|---------------------|----------------|-------------------------|--------|--------|-----|-----------------------|
| IMAGE NOT AVAILABLE | Conflict       | <a href="#">Details</a> | LIBRAR | ATRIUM | 250 | Atrium                |
| IMAGE NOT AVAILABLE | Request 1 of 1 | <a href="#">Details</a> | LIBRAR | EC1034 | 26  | Video Conference Room |

27. Check the assign button or check the box next to your event to assign the event

assignment, you will be able to continue.

all unassigned meetings to Building:LIBRAR Room:EC1034.

all meetings assigned to Building:LIBRAR Room:EC1034.

ALL meetings.

| Delete Meeting                        | Assign                           | Bldg | Room | Meeting Name | Type     | Customer                 |
|---------------------------------------|----------------------------------|------|------|--------------|----------|--------------------------|
| <input type="button" value="Delete"/> | <input type="checkbox"/> Request |      |      | test         | Training | Office of Information Te |

28. Click the submit event to submit event

| Delete Meeting                        | Assign                                      | Bldg   | Room   | Meeting Name | Type     | Customer           |
|---------------------------------------|---|--------|--------|--------------|----------|--------------------|
| <input type="button" value="Delete"/> | <input checked="" type="checkbox"/> Request | LIBRAR | EC1034 | test         | Training | Office of Informat |

29. Your request will be submitted to the scheduler; you will receive confirmation once request is received

END.