Astra Schedule

Quick Reference

Campus Reservations, Events, & Technical Services
April 2016

Contents

Navigation

Logging Into and Out of Astra Schedule

1. Open an internet browser and enter the following address into the URL bar:

    https://astra.stuact.uga.edu/

2. The Astra Schedule home page will be displayed. The log in area is located in the upper right of the page. To log in, type your UGA MyID into the *User Name* field and your MyID password into the *Password* field, then click the *Log In* button.

3. Once you have successfully logged in, the log in area will be replaced with a log out link.

4. The log out link is static, and will always be displayed as long as you are within Astra Schedule. To log out of Astra Schedule, click the link.

Tab Bar

Tabs provide direct access to the various areas of the application. Similar to the log out button, the tab bar is static and remains available as long as you are within Astra Schedule. Each tab reveals a list of possible choices for viewing information, performing tasks, and configuring data relative to a general area of the application. A brief description is provided for each of the options. Click on a link from the tab page to interact with a specific option.
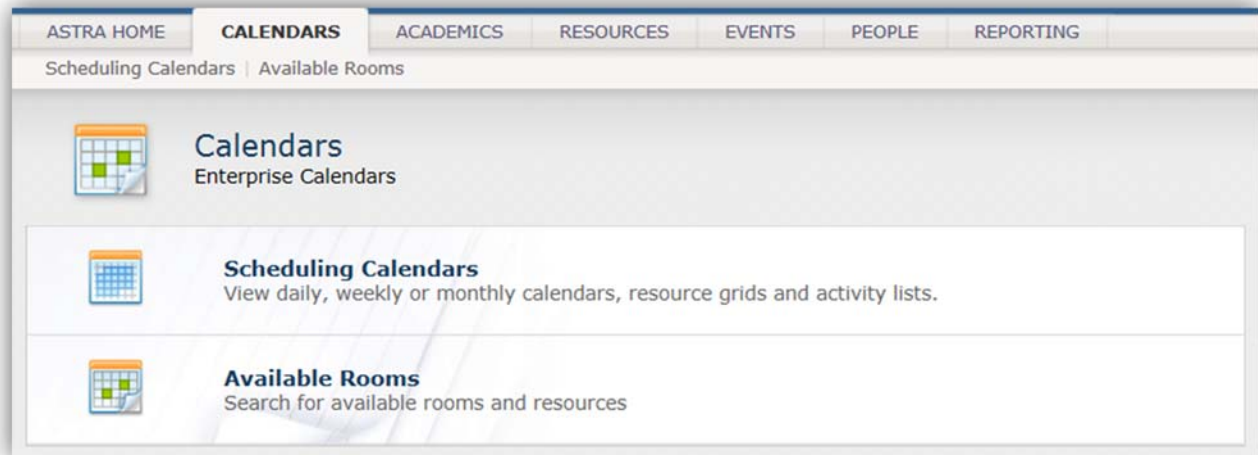
Links from a tab page are mirrored across the top of the page as well. You may access these areas at any time to jump to a new option from a different page within the tab.
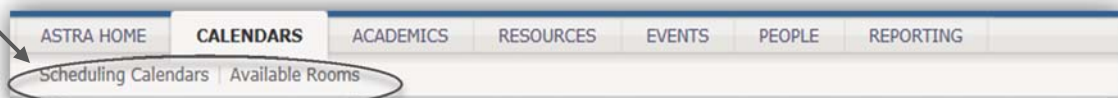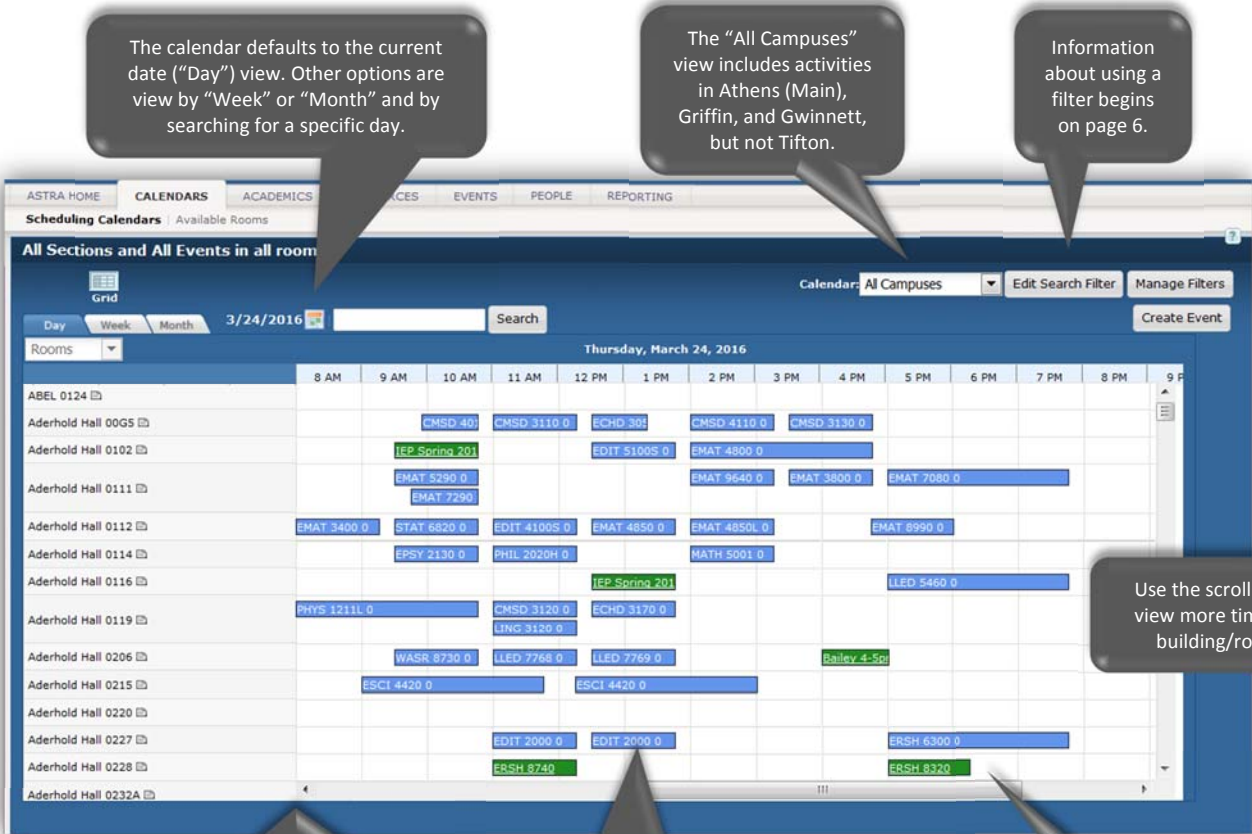
Calendar Tab

The Astra Schedule calendar is a traditional, activity-based calendar that can help users quickly find events and/or academic classes that are taking place on UGA campuses.

Viewing the Calendar

1. Click the Calendar tab on the Tab Bar.
2. Click the Scheduling Calendar option to open the default Astra Scheduling calendar homepage as defined by the calendar permissions within your role.

The calendar defaults to the current date ("Day") view. Other options are view by "Week" or "Month" and by searching for a specific day.

The "All Campuses" view includes activities in Athens (Main), Griffin, and Gwinnett, but not Tifton.

Information about using a filter begins on page 6.

Use the scroll bars to view more times and building/rooms.

Buildings and rooms are displayed on the left of the calendar, activities are displayed on the right.

Hover your mouse over an icon to see more detail about the activity.

Typically, blue icons indicate a scheduled class and green icons indicate an event.

Calendar Search Filter

If desired, you may create a custom filter that will display a select amount of information when you view the calendar.

Creating a Calendar Search Filter

1. From the Scheduling Calendars homepage, click the "Edit Search Filter" button located in the top right of the page.
2. An Edit Filter window will be displayed. Enter one or more keywords, and/or select desired filtering options.
3. Click the "View Calendar" button located at the bottom of the Edit Filter window.
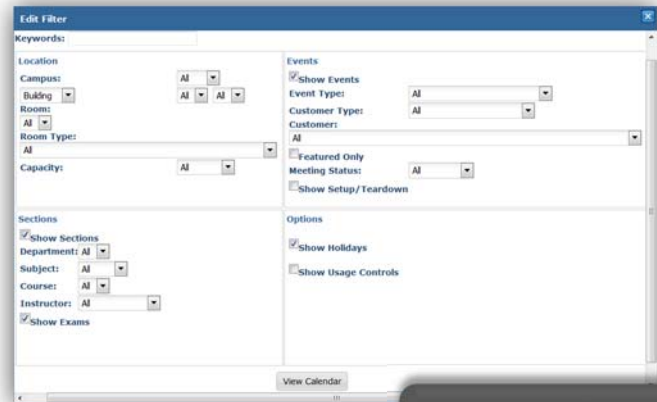

A campus must be selected in order to view activities in a specific building or region.

Saving and Displaying a Calendar Search Filter

1. From the Scheduling Calendars homepage, click the "Manage Filters" button located in the top right of the page.
2. The Save Calendar window will be displayed. Enter a name for your filter into the "Save current calendar settings as:" box then click the "Save" button.
3. Once your filter has been saved, your Scheduling Calendars homepage will include a Custom Filter menu. Click the dropdown button to see a selection of saved filters.
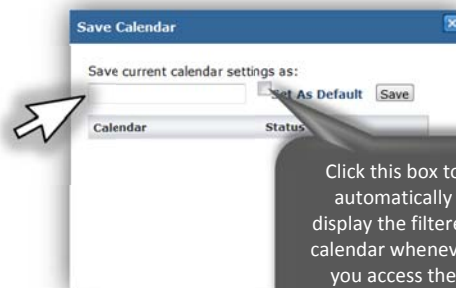
Click this box to automatically display the filtered calendar whenever you access the calendar homepage.

4. Click a filter to display the associated calendar.
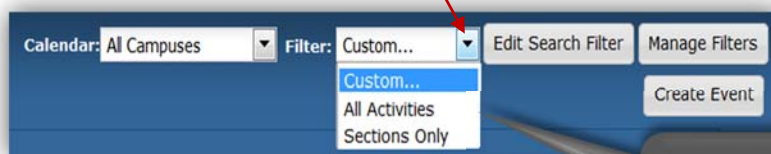
To quickly move from a filtered calendar to the Astra Schedule default calendar that has all activities, save the default calendar as a filter.
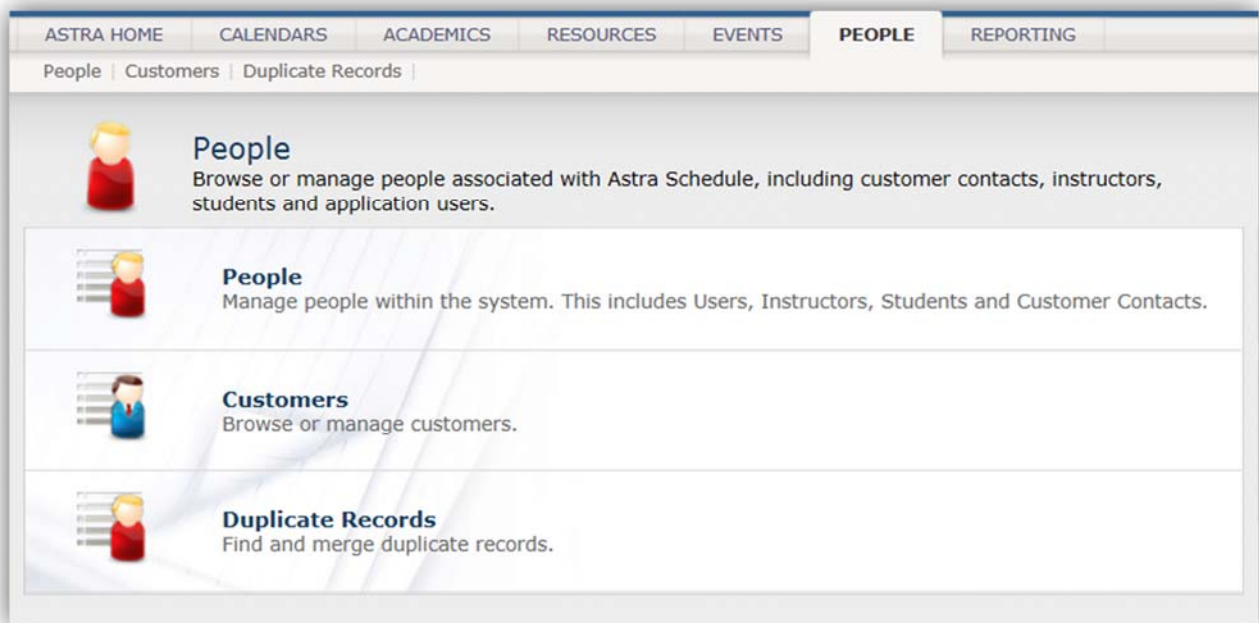
People Tab

Astra Schedule users, instructors, students, customer contacts and institution contacts can all be People records in the application. Specifically, a "person" is the individual who makes a request for event space and who will ultimately use the space. Individuals who simply enter event information on the behalf of another, and will not serve as a customer contact, need not be entered into Astra Schedule as a person.

A person can be associated with one or more of these various roles, or responsibilities, depending on their relationship to the institution. Each person in Astra Schedule has the same basic contact information that may be recorded. This information includes name, address, phone and fax numbers, email and instant messaging, employer, title, employee identification, a primary responsibility, and other responsibilities or group membership. Additionally, other information may be recorded that is unique to certain groups to which the person may belong. For example, Astra Schedule users, instructors, and event customer contacts have unique properties that may need to be captured.

Also on the People tab are customers. A customer is a client, business, organization, or other entity used in event scheduling to which one or more customer contacts are associated. Both the customer and contact record are used during event scheduling.

Viewing the People List

1. Click the People tab on the Tab Bar.
2. Click the People option to open the People List homepage as defined by the people permissions within your role.

> Sort the data by clicking on any of the column labels. Click again to reverse the sort order. An arrow is shown on the column to indicate the sort direction.

> You may customize the order of the columns displayed on the page by clicking and dragging a column to the desired position. Arrows will appear to indicate your position.

> Limit the number of records being displayed in the People List by choosing one or more filter options then clicking the "Search" button.

> Define which columns are displayed in the list by hovering over any column, clicking the dropdown arrow that appears, and then clicking "Columns". Check the box next to any column to add or remove it.

ASTRA HOME	CALENDARS	ACADEMICS	RESOURCES	EVENTS	PEOPLE	REPORTING

People | Customers | Duplicate Records

Filter

First Name:
Last Name:
Active: All
Responsibilities
All

People List

Add a Person

Name ▲	Primary Responsibility	Active
Robinson , Darrell	Customer Contact	true
Strickland , Morgan	Customer Contact	true
A. Hair, David	Customer Contact	true
A. Tripp, Terry	Customer Contact	true
ABALO, MAABALO@UGA.EDU	Instructor	true
Abbas Saleh, Dalia	Instructor	true
Abbas, Amena	Customer Contact	true
Abbe, Mark	Instructor	true
Abdul Nawaz, Fathima	Instructor	true
Abduldabi, Didi	Customer Contact	true
Abdulla, Ahmed	Customer Contact	true
Abdullah, Eman	Customer Contact	true
Abdullah, Hiram	User	true
Abe, Alyssa	Customer Contact	true

(custom)   Search   Page 1 of 460   Show 25 results   Displaying 1 - 25 of 11495

> Filters can be saved by clicking the "Save" icon

> Pagination features allow you to scroll through the People List by typing in a specific page number, by using navigation arrows, or by using the navigation slider bar.

> Click this box to export the list to Excel.

Editing a Person

1. After displaying the person in the People List, click the person's edit icon.
2. The person's People Info record will be displayed. Edit the information as necessary then click "Save".

Wash, George

Adding an Existing Person as a Customer Contact

1. After displaying the person in the People List, click the person's edit icon.
2. The person's People Info record will be displayed in editing mode.

3. Click the "Associate New Customer" button. To display the person's Customer Contact Info form.
4. Associate a customer with the existing person by selecting the desired customer, entering any contact information that is unique to their association, then clicking "Save".

Adding a New Person as a Customer Contact
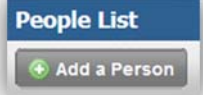
1. After accessing the People List homepage, click the "Add a Person" button located in top left area of the People List.
2. A new People record form will be displayed. Enter required and any desired optional information. Required information: First Name, Last Name, Phone, Email, and Responsibility (be sure to click the Customer Contact box).

Clicking the Customer contact box opens the Customer Contact Info area of the form.

3. Click the "Associate New Customer" button.
4. A warning will be displayed. Click "Yes" to save your person and open a Customer Contact Info form.

Adding new customer contacts will save changes to this person.

Continue with customer contact creation?

Yes   No

5. Associate a customer with your person by selecting the desired customer, entering any contact information that is unique to their association, then clicking "Save".

Click here to select a customer.

Viewing the Customer List

1. Click the People tab on the Tab Bar.
2. Click the Customers option to open the Customer List homepage as defined by the customer permissions within your role.

Sort the data by clicking on any of the column labels. Click again to reverse the sort order. An arrow is shown on the column to indicate the sort direction.

You may customize the order of the columns displayed on the page by clicking and dragging a column to the desired position. Arrows will appear to indicate your position.

Limit the number of records being displayed in the Customers List by choosing one of more filter options then clicking the "Search" button.

Define which columns are displayed in the list by hovering over any column, clicking the dropdown arrow that appears, and then clicking "Columns". Check the box next to any column to add or remove it.

Filters can be saved by clicking the "Save" icon

Pagination features allow you to scroll through the Customer List by typing in a specific page number, by using navigation arrows, or by using the navigation slider
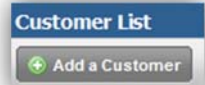
Click this box to export the list to Excel.

Editing a Customer

1. After displaying the customer in the Customers List, click the customer's edit icon.
2. The customer's Customer Info record will be displayed. Edit the information as necessary then click "Save".

Adding a Customer

1. After accessing the Customer List homepage, click the "Add a Customer" button located in the Customer List area.
2. A new Customer record form will be displayed. Enter required and any desired optional information. Required information: Name and Group.
3. If no Customer Contact is needed at the time the Customer is created, click "Save". To add a Customer Contact, click the appropriate Customer Contact Information button.

Always perform a customer search before adding a new customer. This step prevents duplication of an existing customer.

The Add Existing Customer Contact window will be displayed.

Enter the desired Contact into the "Associate Existing Contact" box then click "OK".

Click here to search for a customer.

A warning will be displayed. Click "Yes" to save your customer and open a new Customer Contact Info form.

Enter name and email information into the Personal Info area of the form then click "Save".

Event Tab

Events in Astra Schedule may be viewed in the Scheduling Calendar (see page 5) or in the Events form. An event record includes the event name, event type, customer, contact(s), and date, time, and location information for each meeting. Additional information such as setup and tear down times, scheduled resources, notes, and other more detailed information may be recorded per meeting as well.

The following events must be scheduled in Astra Schedule: Recurring and invited events (i.e., faculty meetings, faculty research group meetings, and seminar programs, etc.). Single use or single time meetings do not have to be scheduled in Astra Schedule, but those that do will be given priority.

Due to Prioritization of Scheduling, schedulers and academic units must not block or reserve classroom space for any period in the future other than the designated academic term. If future scheduling occurs, events scheduled in the future will be deleted by Central Scheduling. The only exception to this requirement are for events in the future that require the department, college and/or UGA to enter into a contractual commitment with outside parties or partners. Requests for future events requiring contractual commitments from UGA should be submitted to the Centralized Scheduling Appeals Committee. If the Committee authorizes the scheduling of a future event, the event may be scheduled subject to possible modifications in the scheduled rooms on campus, but not the dates.

Viewing the Events List

3. Click the Events tab on the Tab Bar.
4. Click the Events option to open the Events List homepage as defined by the event permissions within your role.

Group data by hovering over a column, clicking the dropdown arrow that appears, and then clicking the "Group By This Field" option. The data will be grouped by the selected field. Each group may be expanded or collapsed as needed.

You may customize the order of the columns displayed on the page by clicking and dragging a column to the desired position. Arrows will appear to indicate your position.

Sort the data by clicking on any of the column labels. Click again to reverse the sort order. An arrow is shown on the column to indicate the sort direction.

Define which columns are displayed in the list by hovering over any column, clicking the dropdown arrow that appears, and then clicking "Columns". Check the box next to any column to add or remove it.

Use the Filter to limit the number of records being displayed in the Event List.

Using the Event Wizard

Note: You may click "Save and Close" after any step in the wizard to save your work in progress as an incomplete event. You can return to the event form at a later time to complete your work.

1. Click the Event tab on the Tab Bar.
2. Click the Event Wizard option.

3. Enter data into the Event Information tab.
   a. Required information on this tab: Event Name, Event Type, Est. Attendance, Customer, and Customer Contact.
   b. If notification of the event is to be sent to a contact, click the "Notify" box.
   c. If desired Customer and/or Customer Contact is not found in the dropdowns, they can be created from this form by clicking the appropriate "Create" button.
   d. If the event will have multiple contacts, they can be created in the Additional Contacts area of the form.
4. Enter data into the Meeting tab.
   a. Required information on this tab: Meeting Name and Meeting Type.
   b. In the Meeting Recurrence area, select the tab for the type of meeting(s) you would like to create, enter the required date and time information and/or specify the recurrence pattern, then click "Create" to add your meeting(s) to the meetings panel on the right.
5. Enter data into the Rooms tab.
   a. Click to select an available room in the Rooms List.
   b. If necessary, you may search for a room by entering one or more search options into the Filter and clicking "Search". The search results will be displayed in the Rooms List. Click to select an available room.
6. Finish Event.
   a. Review the details of the event and make any final changes here or click "Previous" or click directly on a tab to add or change meetings or assignments.
   b. When all is correct, click "Finish" to save your event.
7. Click "Send Event Summary" to send an event summary message to contacts for whom the "Notify" box was checked.

a. Add a Subject and if desired, a comment.
b. To add additional recipients to the message, click "Add From Contacts" or "Add Recipient" to either select an Astra Schedule contact or enter an additional email address.
c. Click "OK" to send the message.
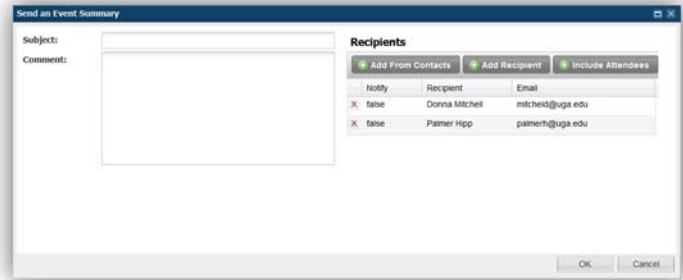
Editing an Event

1. After displaying the event in the Events List, click the event's edit icon.
2. The event's Event form will be displayed. Edit the information as necessary then click "Save".