Ad Astra Web Client Overview and Event Request Training

1. General Information
   a. URL - https://astra.oasis.asu.edu/astraweb
   b. No need to log in – events requested as GUEST user.
   c. Home/Announcements links are presently unused – Forms, links, and information will likely be here in the future.
   d. Choose which Campus you want to work with by clicking on the “Campus” link below “Log In”
2. Viewing Room Information
   a. Click “View Rooms”

   b. Click on the Building you want to see
c. This displays a list of rooms with capacities and room features

d. You can click on “View Details” to open a dialog box with more information about the room. In the near future, pictures of most university rooms will be available here.
3. Viewing Room Schedules
   a. Click “Schedules”

   ![Schedules Webpage]

   b. Choose what types of activities you wish to see by checking/unchecking the Events, Classes, and Exams checkboxes

   ![Filter Options]

   Specify filter criteria above.

   Then click the "Apply Filter" button to display the data.
c. Choose display format from the “View” drop-down list (list, daily grid, weekly grid, etc...)

d. Set filter options for Day(s)/Time(s) and Building/Room and click “Apply Filter”
e. Click “Print Version” for printable format version of the current display
4. Requesting Events

a. Verify the correct Campus is selected and click “Request Events”

b. Enter Event Name, Attendance, select Event Type, choose “Public” as Privacy Level, and select Customer and Contact from the drop down lists. NOTE: Contact list will appear after you select a Customer.
c. If Customer/Contact info is not in the list, have your Dean, Director, or Department Chair email rooms@asu.edu to have you added to the customer and/or contact lists.

d. Click “Continue”

e. Choose “Recurring Meetings” or “Single Meeting”.
f. Enter Meeting Day(s)/Time(s) and number of rooms needed. Then click “Submit”

To choose a room, click “Pick Rooms” and then either “View All Rooms” or “Describe a Room”.

h. When describing a room, simply type in the information about what kind of room you need and then click on “Submit Event Request”.

i. When viewing rooms, it will list all rooms, and the ones available for the meeting times you selected will have a “Select” button next to them. Click on the “Select” button next to the room you want.
j. Then click on “Assign” to add that room to your meetings.

k. When finished with rooms, click “Submit Event”.

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(A screenshot showing the interface with the steps described above.)
I. You will get an email when your event is completed or if any further information is needed.