

# AS8 Events

Tips and Tricks Knowledge Share

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aspire<sup>18</sup>

# Agenda

- Welcome and Introductions
- Overview
- Best Practices/Tools within AS8
- Q & A and Discussion
- Takeaways and Action Items

# Institution / Presenter Background

- Christopher Triplett, AAIS
- About me:
  - Implementation Consultant
  - Worked for a decade in Student Affairs in the Kansas City area and beyond
  - Started in May 2017 with Ad Astra, and have been implementing Astra Schedule, E2E, and moving clients to the Cloud ever since.
  - Big fan of karaoke, Disney, and craft beer



# Overview



# Using the Room Record

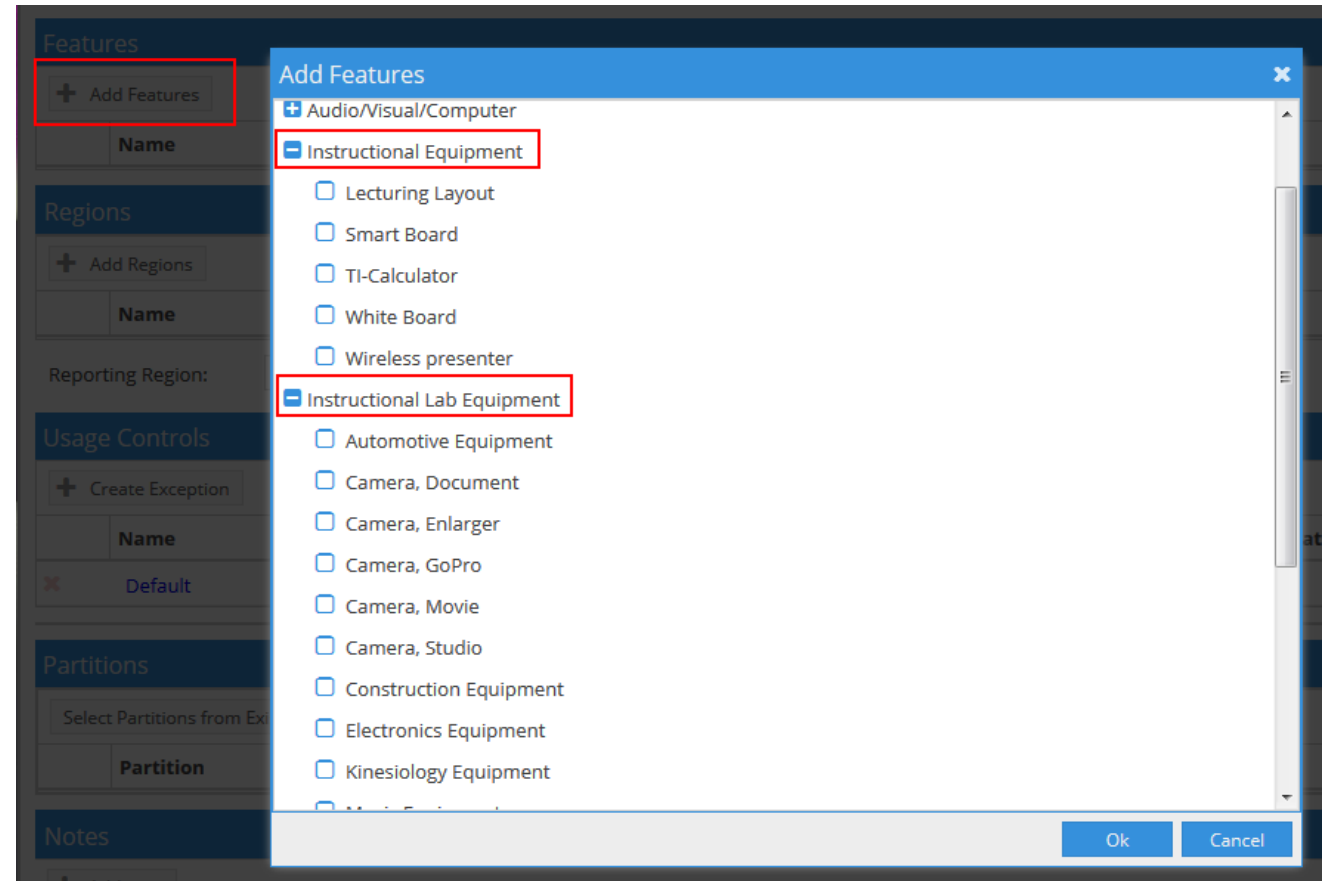
- Click the Settings tab, then under Resources, click Rooms to update room records and features
- May Not Schedule hides a room
- Do Not Optimize excludes room from sandbox
- Associate Regions and Features to rooms on a regular basis
- Share room with multiple sections

The screenshot shows the 'Room Building 1000 1318 - Classroom' configuration page. The interface includes a top navigation bar with 'Home', 'Dashboards', 'Calendars', 'Analytics', 'Academics', 'Events', 'Reporting', and 'Settings'. Below the navigation bar are 'Save', 'Save and Close', and 'Cancel' buttons. The main form contains fields for Room # (1318), Room Name (Classroom), Room Type (General Purpose Cla), SIS Key (SGC\_SGC1\_1318), and Description (Classroom). There are also fields for Square Feet, Max Occ, Phone #, and Key #. A red box highlights the 'May Not Schedule', 'Arranged Section', 'Do Not Optimize', and 'May be Shared by up to' options. Annotations with dashed arrows point to these options: 'Hide room from scheduling' points to 'May Not Schedule', 'Remove room from sandbox' points to 'Do Not Optimize', and 'Allow shared (combined, paired) sections in one room' points to the 'May be Shared by up to' field. A red box also highlights the 'Standard' configuration in the 'Configurations' table. Annotations point to the 'Add Features' and 'Add Regions' buttons with the text 'Associate standard features to a room' and 'Associate a room with a defined region' respectively. A red box also highlights the 'Add Setup/Teardown Service' link. The 'Configurations' table has columns for Name, Facility Layout, Default Configuration, and Capacity. The 'Features' table has columns for Name, Quantity, and Description. The 'Regions' table has a column for Name. The 'Usage Controls' table has columns for Name, Type, Effective Date Range, and Apply to Other Rooms.

Annotations in the image:

- Hide room from scheduling (points to May Not Schedule)
- Remove room from sandbox (points to Do Not Optimize)
- Allow shared (combined, paired) sections in one room (points to May be Shared by up to)
- Click here to add Setup/Teardown Service (points to Add Setup/Teardown Service link)
- Associate standard features to a room (points to Add Features)
- Associate a room with a defined region (points to Add Regions)
- Arranged sections refer to special usage spaces outside of standard meeting times (points to Arranged Section)

- Standard features are created under the Settings> Resources area
- Associate available Ad Astra features to rooms
- Room features can be loaded into Ad Astra



- Usage Controls can be used to block space from reservations during remodeling
- Partitions will allow for partial booking of larger spaces
  - Make sure largest space exists first in Ad Astra
  - Associate existing or new spaces as partitions to the larger space

The screenshot displays the Ad Astra software interface for managing Usage Controls and Partitions. It is divided into three main sections: Usage Controls, Partitions, and Notes.

**Usage Controls:** This section has a blue header and contains a '+ Create Exception' button. Below it is a table with columns for Name, Type, and Effective Date Range. A single row is visible with 'Default' in the Name column, 'Default' in the Type column, and an 'Apply to Other Rooms' link in the Effective Date Range column.

**Partitions:** This section also has a blue header and contains three buttons: 'Select Partitions from Existing Rooms', 'Create New Room as Partition', and 'Partition Properties'. The 'Select Partitions from Existing Rooms' button is highlighted with a red rectangular box. A dashed arrow points from this button down to a red text instruction.

**Notes:** This section has a blue header and contains an '+ Add note' button. Below it, the text 'None' is displayed.

**Red Text Instruction:** A red text instruction at the bottom right of the interface reads: "From the largest (parent space) room record, select existing rooms to create partitions within that larger space".

- You may add, remove, resize, and reorder columns in the room and resource panel as desired
- To add or remove columns, click the down arrow to the right of any column in the panel
- Choose "Columns" to see the list of available columns
- Either add or remove check marks to add and remove columns from the panel.

The screenshot shows a web browser window displaying the Aaiscloud interface. The main content is a table with columns for Room, Score, and a dropdown menu. The table lists various rooms with their respective scores and availability status. A 'Columns' dropdown menu is open, showing a list of available columns with checkboxes to toggle their visibility.

Room	Score	Availability
HLC1 2404	83	Available
HLC4 1320	62	Available
HLCM 1315	62	Available
HLCM 1100Z3B1	75	Available
HLCM 2030	83	Available
HYC AFD	83	Available
HLC1 2230	89	Available
HLC1 2232	89	Available
HLC1 2236	89	Available
HLC1 1306	89	Available
HLCM 2330	89	Available
HLC1 2231	89	Available
HLC1 2227	89	Available
HLCM 1100Z4A5	92	Available

The 'Columns' dropdown menu includes the following options:

- Room
- Name
- Configuration
- Regions
- Capacity
- Room Type
- Pref Score
- Seat Fill Score
- Score



To reorder columns, click in the header of the column you wish to move and then drag it to another position. Release the column when the position arrows are in the desired location.

To resize columns, hover your cursor over the line to the right of the column you wish to resize and then click and drag right or left.

Type
Gymnasium
Outside-Patio
Dining Room

Building Code	Campus	Type
69	M	Building Code

- The Available Rooms tool provides a quick way to search for available rooms and/or equipment and services
- To access the tool, click the Available Rooms option on the Calendars tab
- To perform a search, you will create one or more time/date entries, enter filter criteria, and search for availability.
- Finally, you may print or save the results, or create an event to reserve the space and/or resource items.

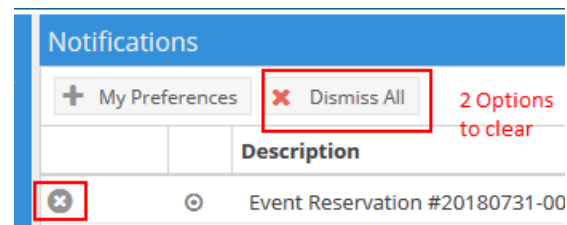
- Click Events> Notifications to see all event related updates

- Three types of Notifications

1. Event
2. Meeting
3. Resource

Event Reservation #20180731-00009: HLCA Test Event -	Event Scheduled
Event Reservation #20180731-00009: HLCA Test Event -	Meeting Scheduled
Event Reservation #20180731-00009: HLC1 2103 -	Resource Scheduled

- Setting your filter to “Is Notification - No” and “Is Active - Yes” will show you only notifications that need action to be taken
- Items no longer needed for review can be deleted by clicking the grey circle to the left of the notification or by clicking Dismiss All



- Click the Events tab/Use the Scheduling Grid
- Click Events
- Click the Add button
- Enter event criteria
- Save and Send Notification

### Create Event ✕

Single  Multiple  Recurring

Start Time:  End Time:

Start Date:  ✕ End Date:  ✕

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Event Name:  ✕

Room:  ▼ ✕

Event Type:  ▼ ✕

Contact:  ▼ ✕

Customer:  ▼ ✕

[More Options](#)

- Centralized vs. Decentralized
- Customer Filtering
- Ask and Ye Shall Receive Principle



# Q&A and Discussion

# Takeaways and Action Items

Data is key to success - in all things Astra  
Whiteboard your process first, then build!  
Only ask questions you need the answers to

**CHALLENGE:** Rethink your event scheduling process on campus. Is there a way that you can leverage the tools in AS8 to meet your needs? Where can you automate where you currently perform manual tasks?

# Contact information

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