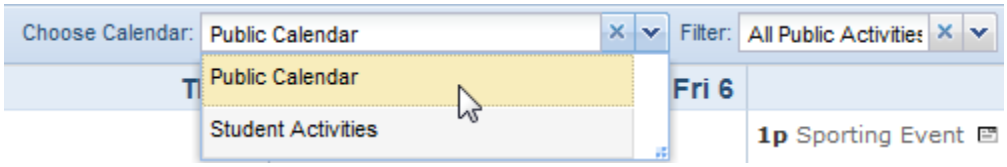
Astra Scheduling Grids

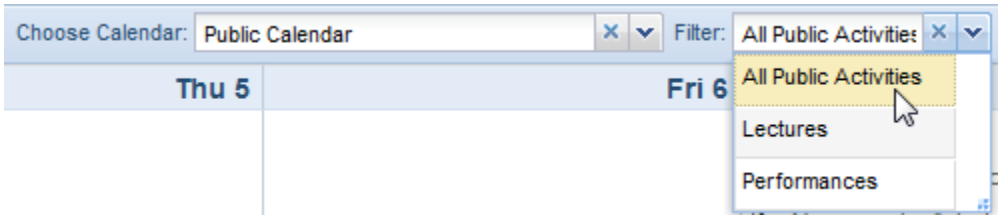
To access the grids, click on the Scheduling Grids option from the Calendars tab. A default grid will be displayed as defined by the calendar permission within your role.

Choosing a Grid and Filter

If more than one Scheduling Grid is available to you, you may choose between different options using the Choose Calendar drop-down menu. Upon selecting a new saved grid, the display will refresh with that grid's default view and filter applied.



Pre-defined filters can be associated with saved grids. If the selected grid includes pre-defined filters, you may choose between the saved filters using the Filter drop-down menu. Upon selecting a filter, the contents of the grid being viewed will update accordingly.



Toolbar & Navigation

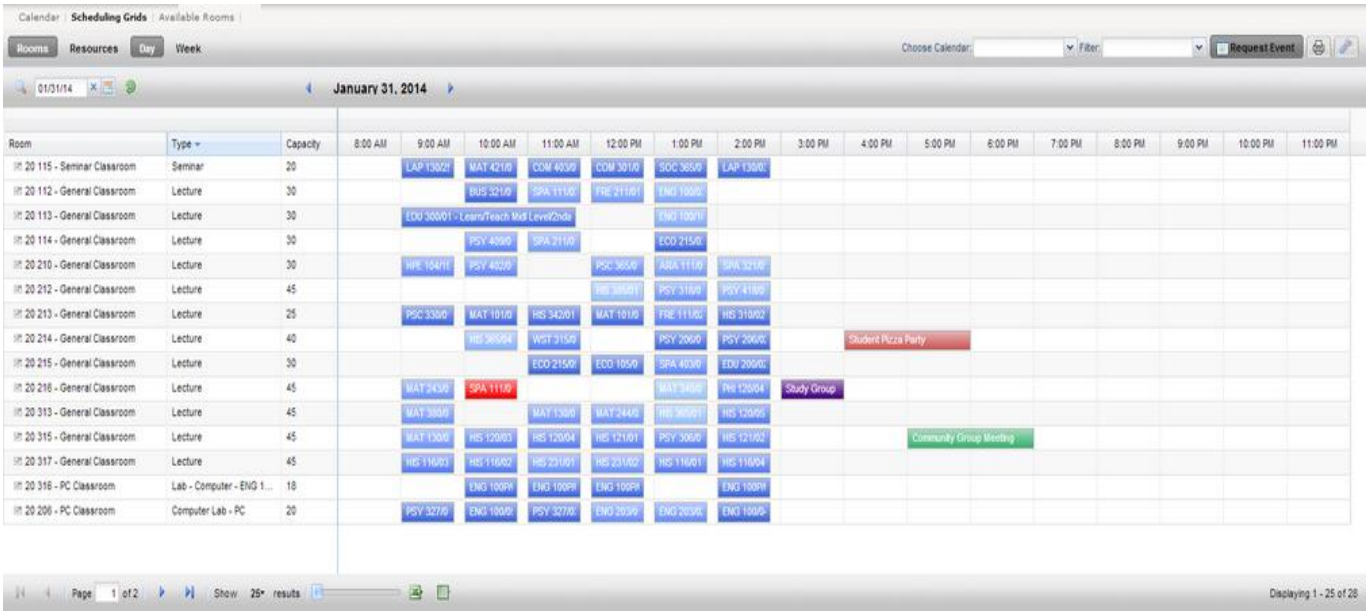
A user may choose to view either the Day or Week grid format, and navigate through a list of either rooms or resources. The list of rooms or resources is presented on the left, and activities using the applicable room or resource will appear as shaded cells in the grid to the right.

The grid toolbar, shown below, can be used to edit the date, filters, format, and settings of the grid.

Paging controls, provided at the bottom of the screen, can be used to navigate pages, set page size, and export results.

Day & Week Format

The Day view of the Grid displays each item's schedule on a single row. This view provides immediate feedback on availability and usage for a single day, across a page full of rooms at a time.

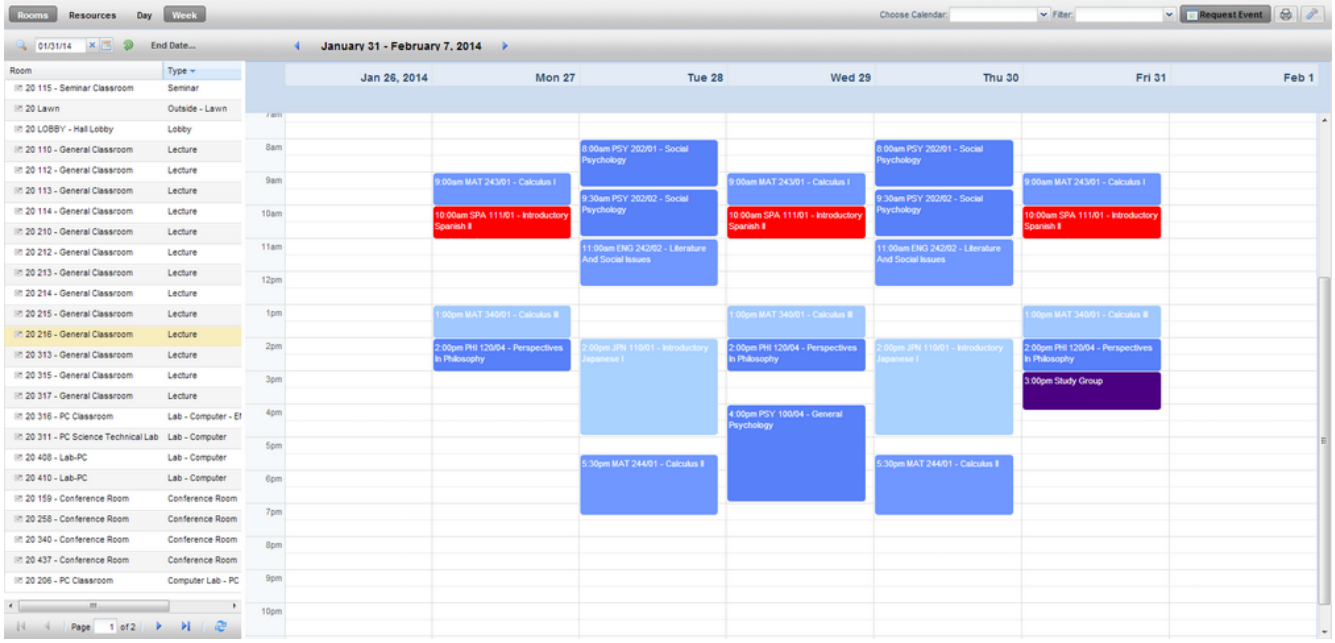


The Week view of the grid requires that you select the room you would like to view from the list on the left. This view provides immediate feedback on availability and usage for a full week (or date range - see below) at once.

Scheduling Grid Color Coding:

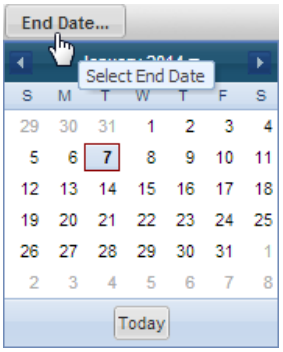
- Green = Faculty or Staff Event
- Blue = Academic Section
- Purple = Student Organization Event
- Yellow = Facilities/Maintenance
- Red = Max enrollment in an academic section is at or has exceeded room capacity

NOTE: The more intense the color of an academic section, the closer it is to reaching max enrollment.

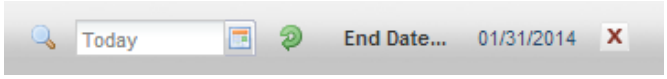


Additionally, the Week view includes a feature that allows you to specify a date range. When viewing a date range instead of a single week, all activities that occur during the entire range will be shown together. This feature is useful when searching for an available time slot for a recurring activity.

To specify a date range while in Week view, click the "End Date..." option to the right of the date selector.



When an end date is selected, the grid will refresh, and the selected date will be displayed to indicate that you are viewing a date range.



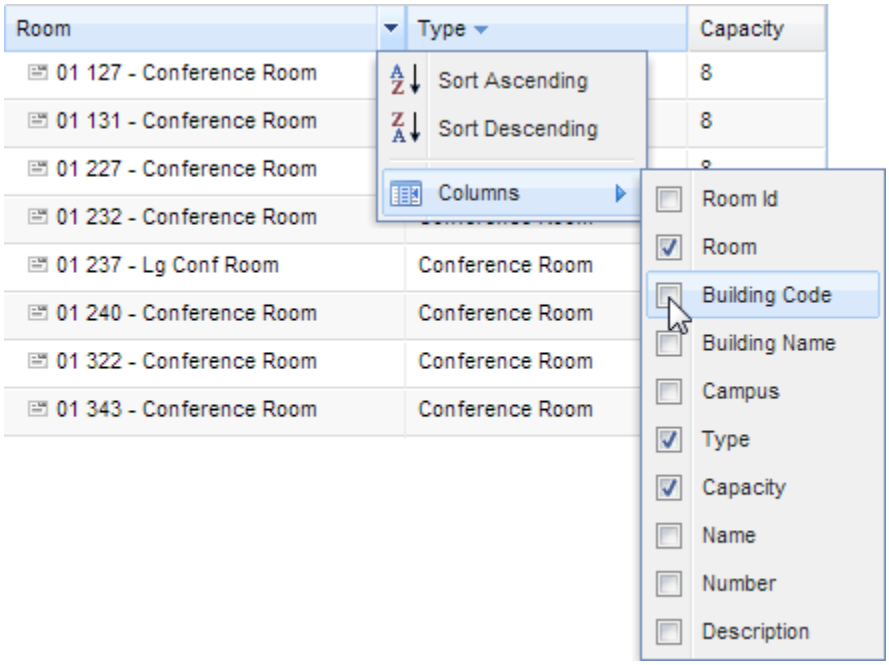
Click the X to remove the end date and return to standard week behavior.

> ***NOTE***: Keep in mind that when using the date range feature of the weekly grid, the dates displayed for the week represent the first week in your range.

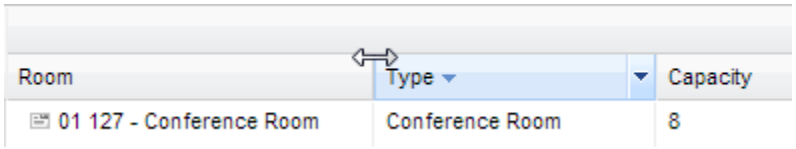
Room List

In both the Day and Week format, a list of rooms or resources is displayed on the left. In Day format, each row represents that item's schedule (based on filter settings) for the date selected. In Week format, you must click a room on the list to view its weekly schedule.

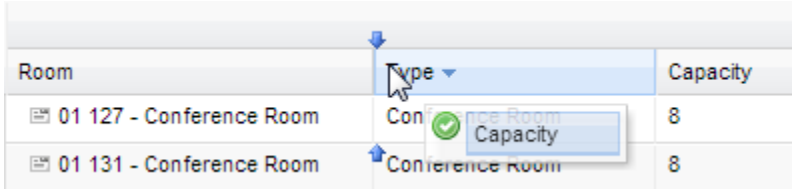
You may add, remove, resize, and reorder columns in the room and resource panel as desired. To add or remove columns, click the down arrow to the right of any column in the panel and then choose "Columns" to see the list of available columns. Either add or remove check marks to add and remove columns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



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.

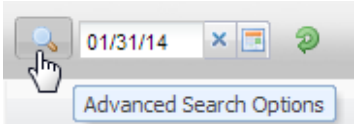


To reorder columns, click in the header of the column you with to move and then drag it to another position. Release the column when the position arrows are in the desired location.



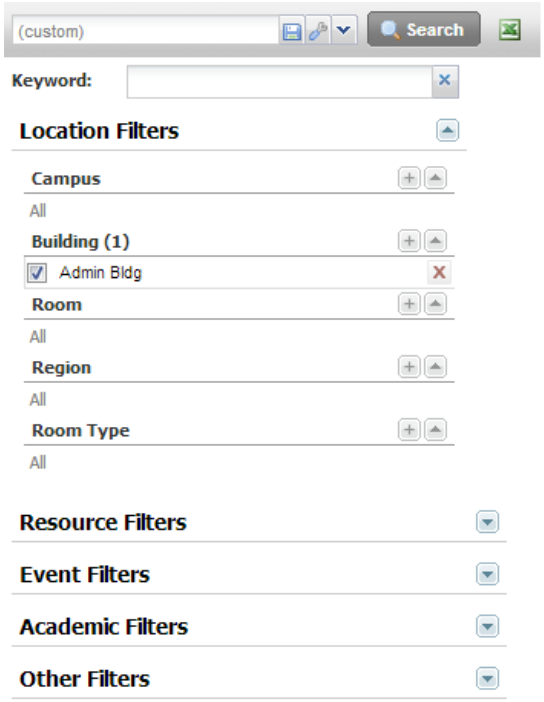
Customizing Grid Filters

You may create a custom search or filter. Start by clicking the search toggle button to expand the filter panel.



The grid definition includes settings that determine whether or not the custom filter panel is available, and if so, what options are provided. Filter types and the choices within each type may be limited.

A keyword search field and various filter choices are available within the filter panel. For individual filter choices, use the + button, if provided, to select one or more filter items from the list. Otherwise, you may toggle filter items on and off by removing or adding the check mark. Filter items may be permanently removed by using the red X. Finally, you may use the "not equal to" option to the right of each filter type to eliminate certain choices.



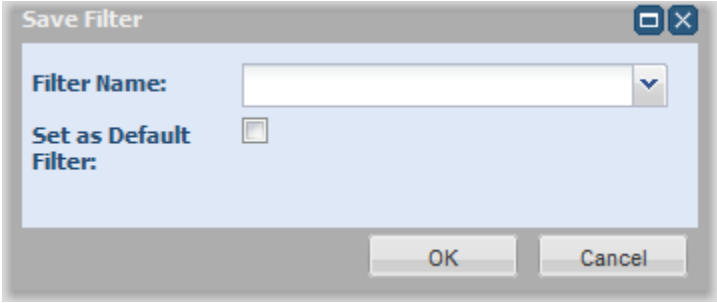
Click **Search** to update the grid results. When finished, you may click the search toggle button at any time to hide the custom filter panel.

Saving Filters

Favorite filters may be saved. The saved filter toolbar is included at the top of the filter panel.

When filter selections are made, the saved filter tool will display "custom" to indicate that manual filtering is being applied. To save the filter selections for reuse at a later time, perform the following:

1. Select the filter options you would like to save in the filter panel.
2. Click the save button in the saved filter toolbar.
3. Enter a name for your saved filter.



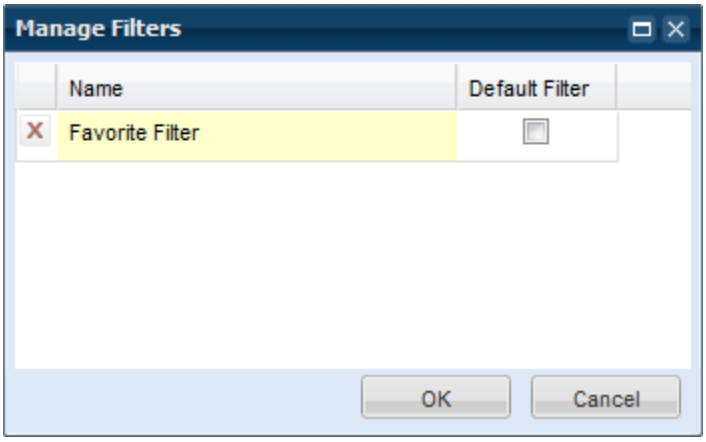
4. Place a check in the box labeled "Set as Default Filter" if you would like the saved filter to be applied by default when visiting the page.

   NOTE: If no default is specified, filtered lists will remember the last filter applied when returning to the page.

5. Click **OK** to save the filter.

The saved filter is now available for selection using the drop-down menu on the saved filter toolbar.

You may edit or remove saved filters using the manage filters option on the saved filter toolbar.



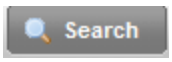
Printing Scheduling Grids

To print from the Scheduling Grids, perform the following:

1. Click the Scheduling Grids option from the Calendars tab.
2. Select the Grid format desired, and use the filters and navigation tools to display the information you would like to print.
3. Click print button in the upper right corner of the screen.
4. When the printer-friendly view appears, find your browser's print utility. Depending on your browser, the print options may be displayed automatically, or you may need to choose Print from a menu.
5. You may wish to change the paper format to landscape, depending on the calendar format being printed.
6. Be sure to select the option to print background colors and images in your browser print/page setup options.
7. Print the view.
8. When finished, close the printer friendly view and return to the application.

Searching for an Event

The Events page provides a list of events that can be expanded to show associated meetings included in the event record. To search for an event, preform the following:

1. Click Events option from the Events Tab.
2. Enter in the search parameters in the Filter section of the screen, then click on the Search 

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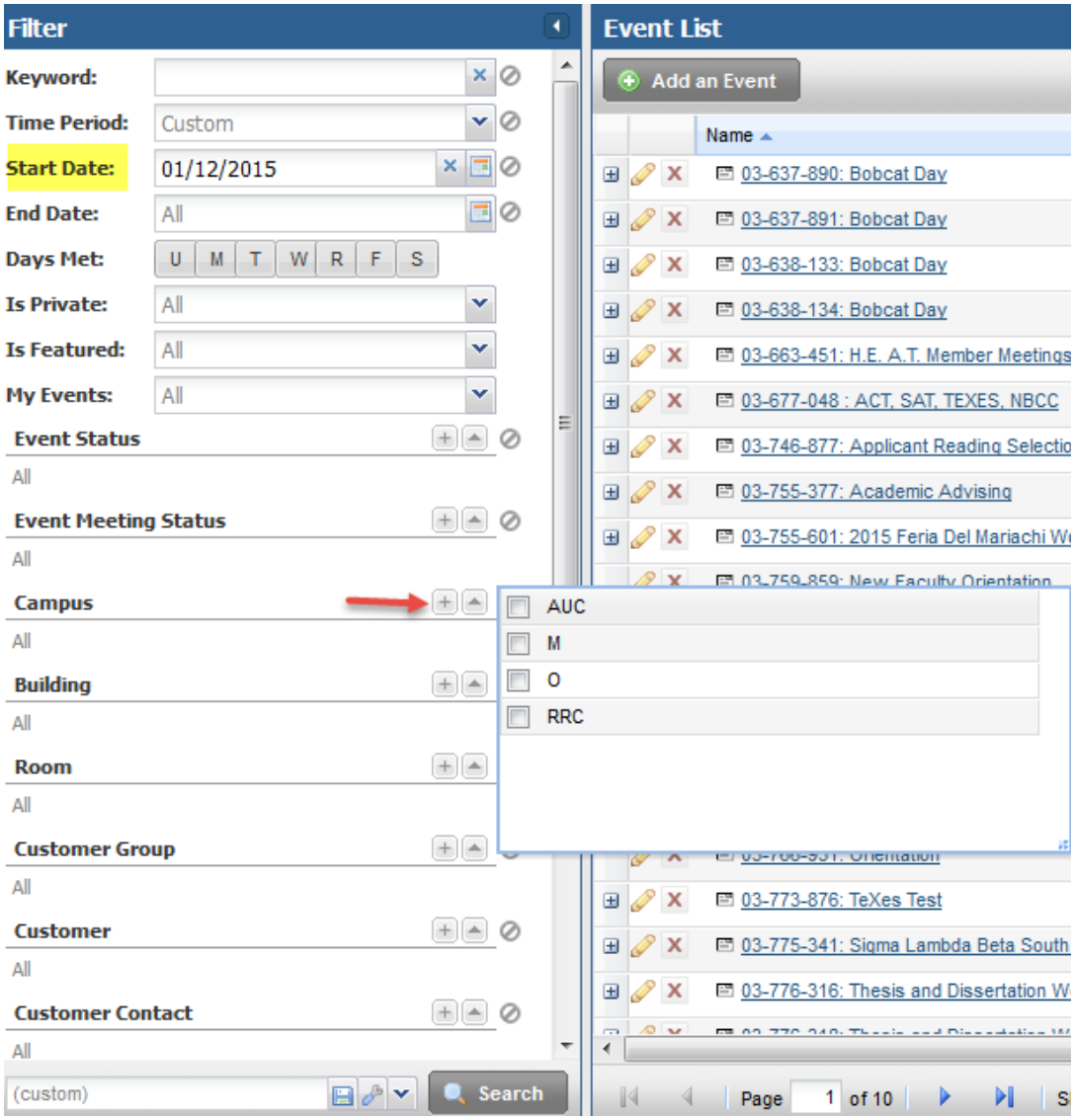
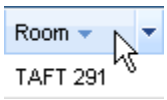
To search for specific records, enter keyword search criteria in the "Keyword" text box at the top of the filter panel. The keyword search option searches event/meeting name and reservation number. Or alternately, you may narrow down the search results by using one or more filter options. To expand and select a search filter, click on the +. You may also search by specific dates or days met.

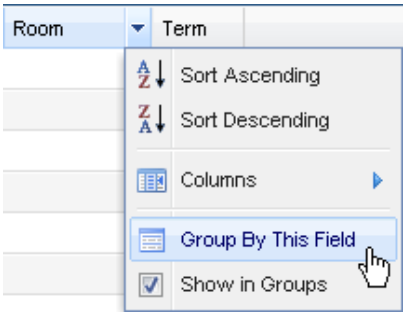


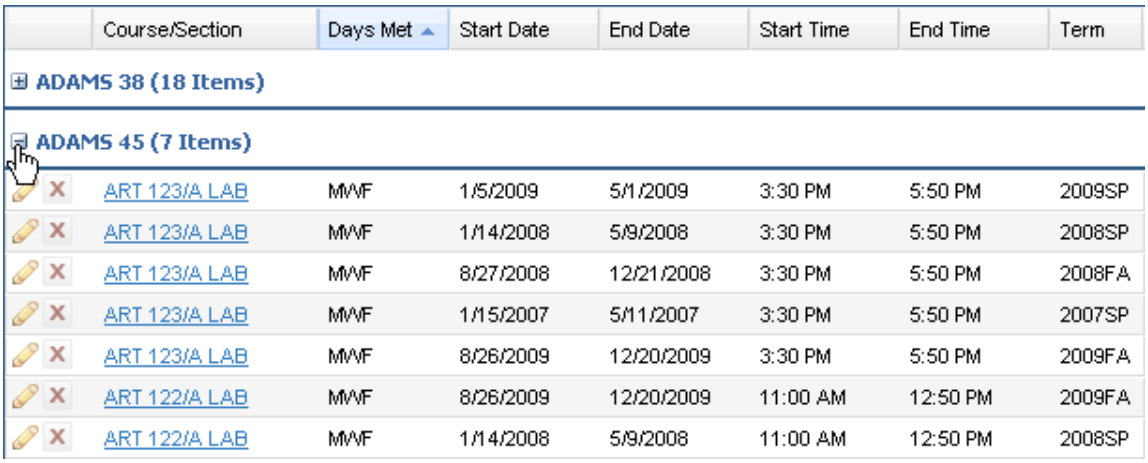
The results will appear in the event list to the right. To view the event details, click on the + next to the event.

3. Once the list is returned you may wish to change how the data is displayed within the list. You may **sort** the data by clicking on any of the column labels to change the way the list is sorted. Click again to reverse the sort order. An arrow is shown on the column to indicate the sort direction.



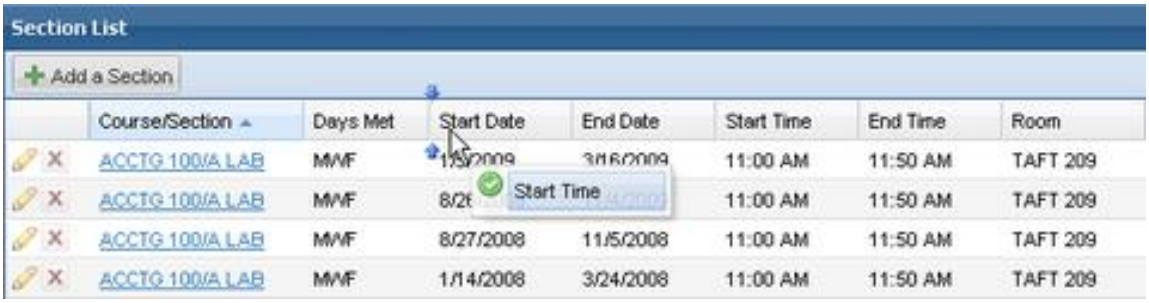
You may choose to display the data in **groups.** Click on the menu for a column and choose the "Group By This Field" option. The data will be grouped by the selected field. Each group may be expanded or collapsed as needed.



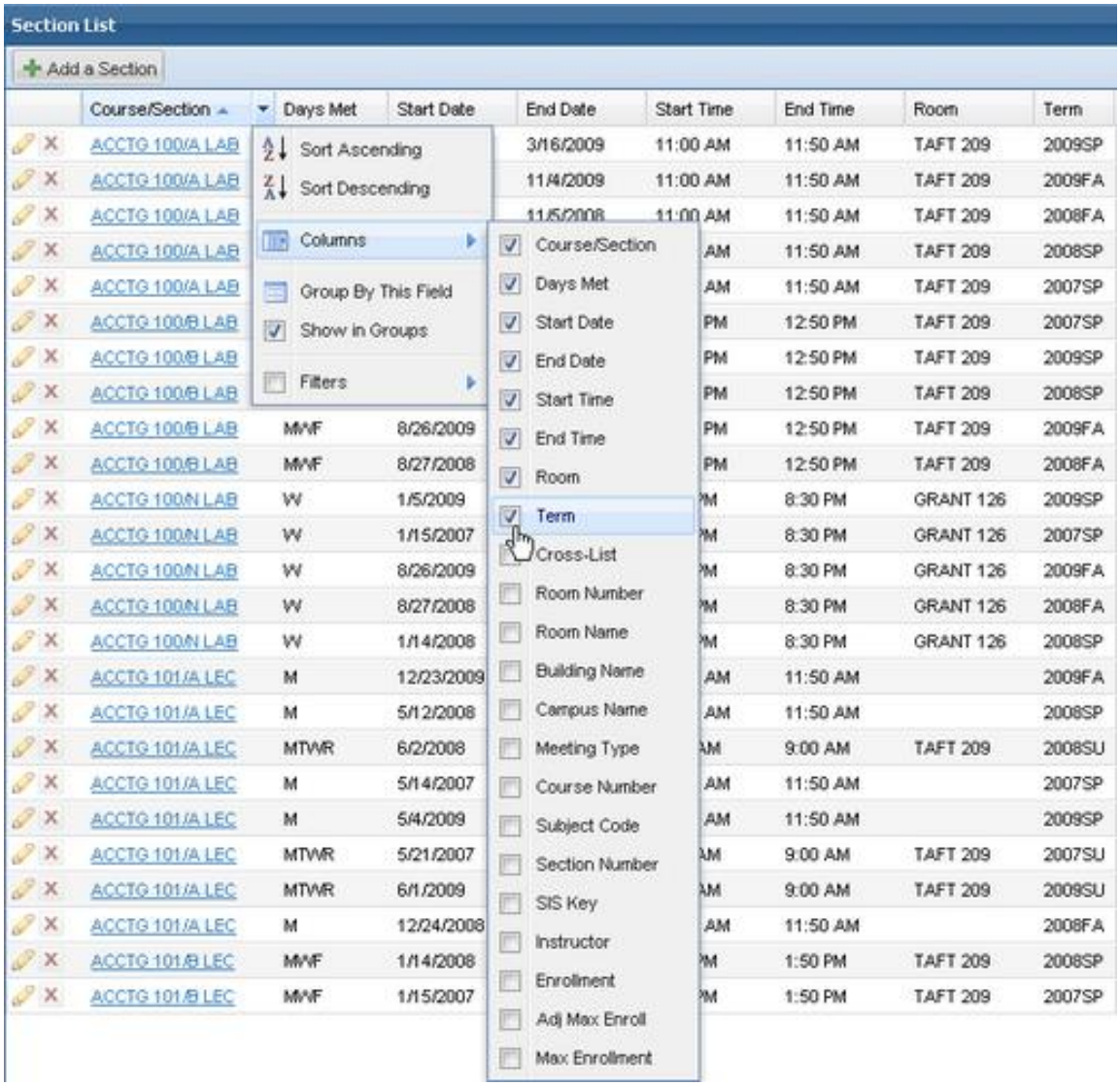


	Course/Section	Days Met	Start Date	End Date	Start Time	End Time	Term
ADAMS 38 (18 Items)							
ADAMS 45 (7 Items)							
	ART 123/A LAB	MWF	1/5/2009	5/1/2009	3:30 PM	5:50 PM	2009SP
	ART 123/A LAB	MWF	1/14/2008	5/9/2008	3:30 PM	5:50 PM	2008SP
	ART 123/A LAB	MWF	8/27/2008	12/21/2008	3:30 PM	5:50 PM	2008FA
	ART 123/A LAB	MWF	1/15/2007	5/11/2007	3:30 PM	5:50 PM	2007SP
	ART 123/A LAB	MWF	8/26/2009	12/20/2009	3:30 PM	5:50 PM	2009FA
	ART 122/A LAB	MWF	8/26/2009	12/20/2009	11:00 AM	12:50 PM	2009FA
	ART 122/A LAB	MWF	1/14/2008	5/9/2008	11:00 AM	12:50 PM	2008SP

You may customize **order** of the columns displayed on the page by clicking and dragging a column to the desired position.



You may also define which columns you would like displayed on the list by clicking on the menu option for any current column and choosing "Columns". Check the box next to any column to add or remove it.



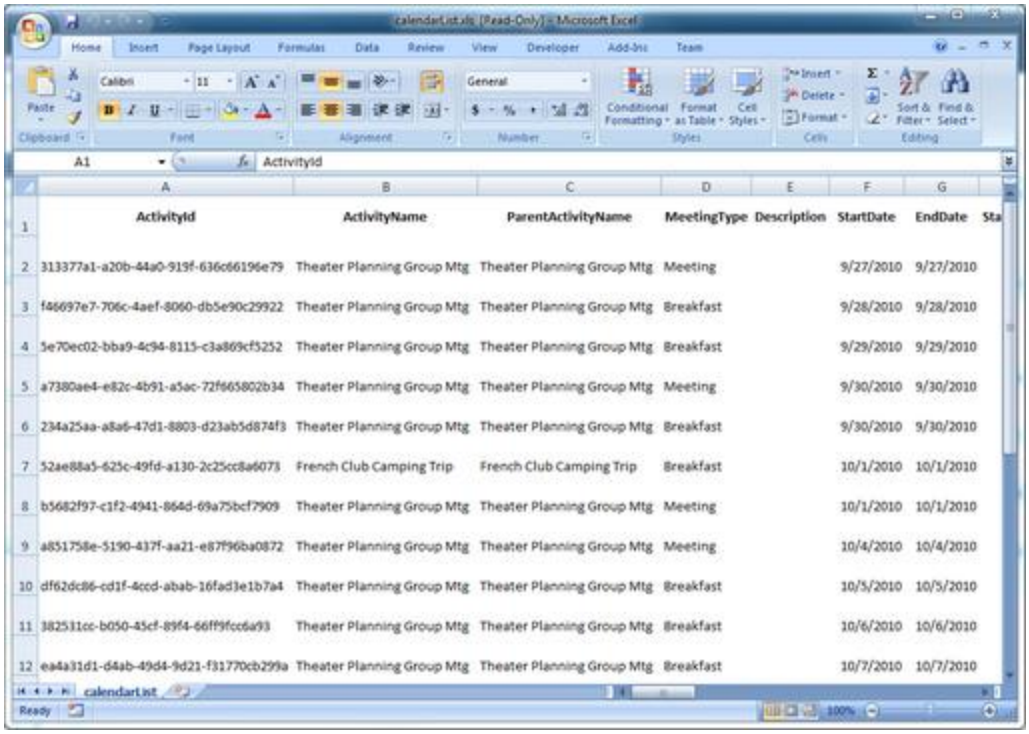
Exporting to Excel

The activities being displayed by a grid and its current associated filter can be exported to Excel at any time, assuming that the custom filter panel has been provided on the grid.

To export to a spreadsheet, click the Excel icon in the upper right corner of the filter panel.

On the "open" dialog window, choose either "Open with" or "Save", and click OK.

All of the summary information and associated ID values available for the current grid view are exported to a spreadsheet, as shown below.



	ActivityId	ActivityName	ParentActivityName	MeetingType	Description	StartDate	EndDate	Sta
2	313377a1-a20b-44a0-919f-636c66196e79	Theater Planning Group Mtg	Theater Planning Group Mtg	Meeting		9/27/2010	9/27/2010	
3	f46697e7-706c-4aef-8060-db5e90c29922	Theater Planning Group Mtg	Theater Planning Group Mtg	Breakfast		9/28/2010	9/28/2010	
4	5e70ec02-bba9-4c94-8115-c3a869cf5252	Theater Planning Group Mtg	Theater Planning Group Mtg	Breakfast		9/29/2010	9/29/2010	
5	a7380ae4-e82c-4b91-a5ac-72f665802b34	Theater Planning Group Mtg	Theater Planning Group Mtg	Meeting		9/30/2010	9/30/2010	
6	234a25aa-a8a6-47d1-8803-d23ab5d874f3	Theater Planning Group Mtg	Theater Planning Group Mtg	Breakfast		9/30/2010	9/30/2010	
7	52ae88a5-625c-49fd-a130-2c25cc8a6073	French Club Camping Trip	French Club Camping Trip	Breakfast		10/1/2010	10/1/2010	
8	b5682f97-c1f2-4941-864d-69a75bcf7909	Theater Planning Group Mtg	Theater Planning Group Mtg	Meeting		10/1/2010	10/1/2010	
9	a851758e-5190-437f-aa21-e87f96ba0872	Theater Planning Group Mtg	Theater Planning Group Mtg	Meeting		10/4/2010	10/4/2010	
10	df62dc86-cd1f-4ccd-abab-16fad3e1b7a4	Theater Planning Group Mtg	Theater Planning Group Mtg	Breakfast		10/5/2010	10/5/2010	
11	382531cc-b050-45cf-89f4-66ff9fcc6a93	Theater Planning Group Mtg	Theater Planning Group Mtg	Breakfast		10/6/2010	10/6/2010	
12	ea4a31d1-d4ab-49d4-9d21-f31770cb299a	Theater Planning Group Mtg	Theater Planning Group Mtg	Breakfast		10/7/2010	10/7/2010	