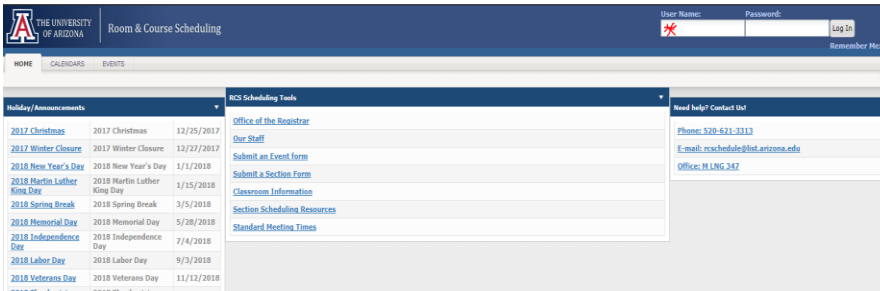


# Event Request Calendar/Scheduling Grid

## Instructions

1. Click this link to get to the Ad Astra Homepage (Bookmark in Browser):  
<https://www.aaiscloud.com/UAzizona/Portal/GuestPortal.aspx>

2. In the top right, enter your user name and password:



3. On the top left, click the Calendars tab:



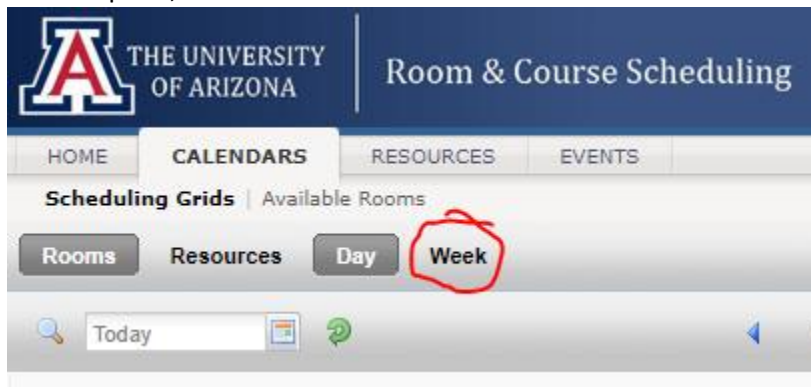
4. Click either of the "Scheduling Grids" links:



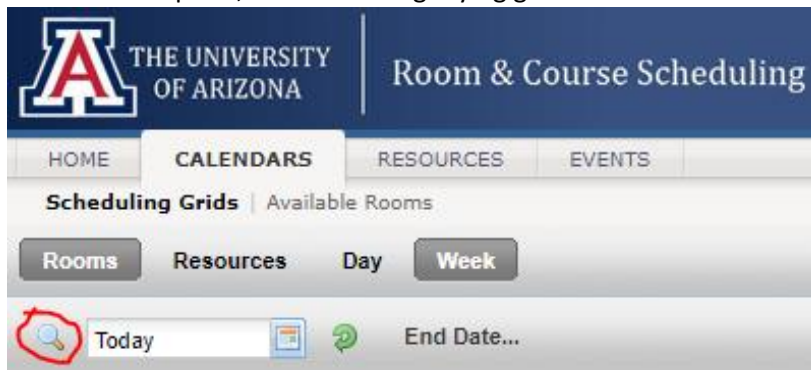
5. Your screen will look like this:

The screenshot shows the 'Room & Course Scheduling' interface for The University of Arizona. The top navigation bar includes 'HOME', 'CALENDARS', 'RESOURCES', and 'EVENTS'. Below this, there are tabs for 'Rooms', 'Resources', 'Day', and 'Week'. The 'Day' tab is selected, and the date 'December 18, 2017' is displayed. The main area is a grid with columns for time slots (from 6:00 AM to 10:00 PM) and rows for various rooms. The rooms listed include AHE, BIO, BO, CAPLA, CCP, CE, CEEL, CHEM, and CHEZ, each with its building, campus, type, and capacity. Two green 'Book' buttons are visible in the grid, one at 2:00 PM for room CE 201 and another at 2:00 PM for room CHEM 209.

6. In the top left, select the “Week” view tab:



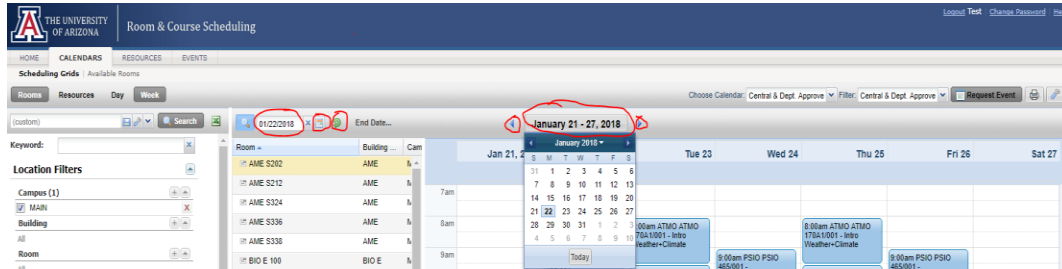
7. Then In the top left, select the Magnifying glass:



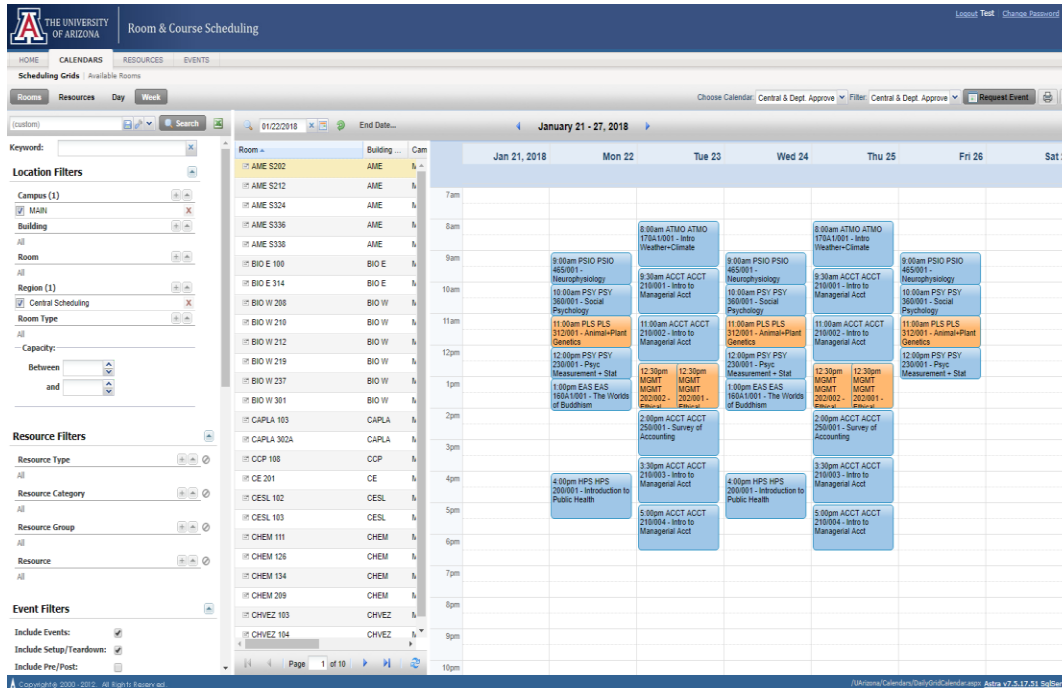
8. In the top center of the screen, use the date arrows or calendar to go to the week you are searching for:



Or this.



9. For example, below is a view the first room alphabetically, AME S202 for the third week of the Spring 2018 Semester:



You can view openings and general time blocks in all areas of the week.

\* Please note that Centrally Scheduled Rooms are only open 7 am-10 pm 7 days a week.

- 10.** Use the Location Filters on the Left side of the screen to select the: Campus (UA South Only), Building, Region (If you use Department Control in this system. *Please ask RCS if you're interested*), and Capacity. Use the + signs next to each section, to open a sub-menu:

The screenshot shows the 'Location Filters' section on the left with the following settings:

- Campus (1): MAIN
- Building: (plus sign icon circled in red)
- Room: All
- Region (1): Central Scheduling
- Room Type: All

The search dropdown menu is open, showing the following options:

- Enter search text
- AGEDC AGEDC
- AGEQC AGEQC
- AME AME
- ARBOL ARBOL

The main table displays the following data:

| Room     | Building | Capacity |
|----------|----------|----------|
| AME S202 | AME      | N        |
| AME S212 | AME      | N        |
| AME S324 | AME      | N        |

- 11.** You can either scroll through the list or Enter Search Text before checking the box. For example, the English building is coded "ENGR ENGR", but typing in "Eng" will allow the Building to be filtered. Check the box and hit the Search button:

The screenshot shows the 'Room & Course Scheduling' interface with the following settings:

- Campus (1): MAIN
- Building (1): ENGR ENGR
- Room: All
- Region (1): Central Scheduling
- Room Type: All

The search button is circled in red. The search dropdown menu is open, showing the following options:

- Eng
- ENGR ENGR

The main table displays the following data:

| Room     | Building |
|----------|----------|
| AME S202 | AME      |
| AME S212 | AME      |
| AME S324 | AME      |

- 12.** Your Rooms list will now be filtered into buildings into your specific building (or buildings):  
 \*NOTE: Always click the search button after you change your filter options.

- a. Drag the Room Filter screen on the top-right of the Room Filter section to see Capacity.
- b. You can also grab the Capacity column and drag it closer to clarify opening

| Room     | Building | Campus | Type      | Capacity |
|----------|----------|--------|-----------|----------|
| ENGR 304 | ENGR     | MAIN   | Classroom | 24       |
| ENGR 307 | ENGR     | MAIN   | Classroom | 35       |
| ENGR 308 | ENGR     | MAIN   | Classroom | 40       |
| ENGR 311 | ENGR     | MAIN   | Classroom | 35       |

**13.** Another Capacity trick to do is simply enter your Capacity Minimums and Maximums into the Location Filter Boxes on the left and hit search:

The screenshot shows the 'Room & Course Scheduling' interface for The University of Arizona. The 'Location Filters' section on the left has the 'Capacity' filter set to 'Between 20 and 35'. The search results table on the right shows the following data:

| Room     | Capacity | Bu |
|----------|----------|----|
| ENGR 304 | 24       | EN |
| ENGR 307 | 35       | EN |
| ENGR 311 | 35       | EN |

**14.** You can now click each room to see Up-to-Date availability. When you find an open time block that works for you, simply open up another browser tab and go to the Event Request Forms in the Events Tab to request your space.

Thank you for learning how to view Room and Course Scheduling Calendars and Scheduling Grids!