



# Ad Astra Events & Regions Decentralizing Room Scheduling



Presented by:

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# Topics To Be Covered

- What are events & regions?
- Why use events & regions?
- How will events & regions help your room scheduler?
- Who would be in a region?
- Using regions to secure access to a particular building
- How can events be used in a department?
- Ad Astra Online
- Why use Ad Astra?
- Steps to implement
- Setup
- Production View
- Reports

# What Are events & regions?

- Events:  
Any meeting or session not under the realm of class scheduling, but still would need a room reserved.
- Regions:  
A group of rooms that can be assigned to an individuals login that would allow that individual to only see those specific rooms and nothing else.

# Why use events & regions?

The use of events & regions can simplify the search and scheduling of rooms for both the department and the room scheduler.

# How will events & regions help your room scheduler?

- Allows the department to search for available rooms without having to contact the room scheduler.
- Secured to allow the department to schedule only within their “Region” so will not intrude on another departments rooms.
- Less time searching, Less time on phone, and more time to complete other work.

# Who would be in a region?

- Any room/building can be in a region.
- Each department should be looked at and determined what rooms/building should be included within their region.

# Using regions to secure access to a particular building

This is a very simple process.

- First you must determine what rooms are to be included within the region.
- Second if there are any rooms missing from Ad Astra let Campus Solutions know so that they may update the system.
- Third assign the region to a user to use.

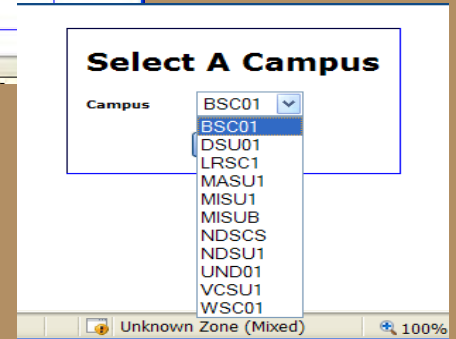
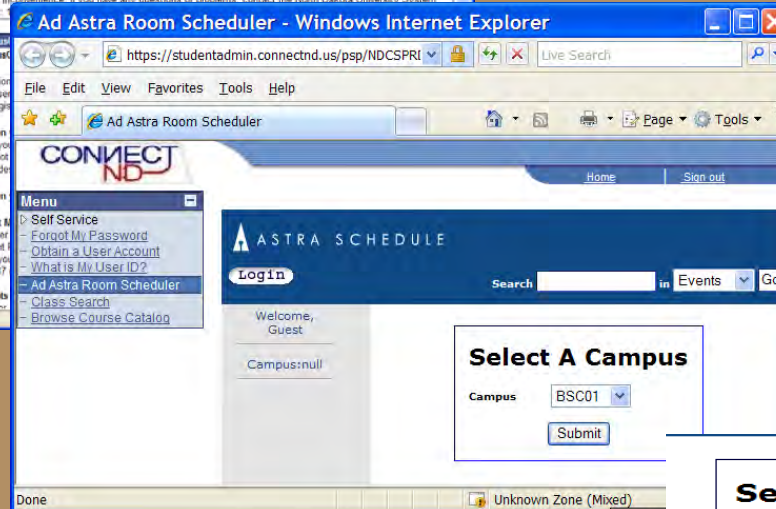
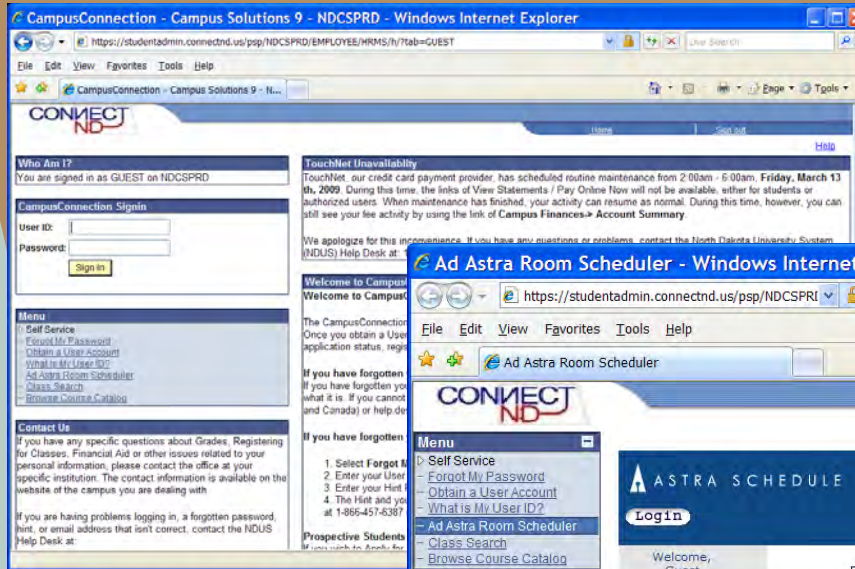
Its just that simple to use.

# How can events be used in a department?

Each department is unique and can use events in many different ways these are just a few examples:

- Private Lessons
- Staff Meetings
- Concert
- One time meeting for a Movie

# Ad Astra Online



# Ad Astra Online Con't.

ASTRA SCHEDULE

Login

Welcome, Guest

Campus:UND01

Home Announcements Schedules View Rooms

Search [ ] in Events [v] Go

CAMPUS

ASTRA SCHEDULE

Login

Welcome, Guest

Campus:UND01

Home Announcements Schedules View Rooms

HELP

Search [ ] in Events [v] Go

Events  Classes  Exams

View as: Weekly Room Grid [v]

Print Version

Filter Criteria

Select Date: 03/17/2009 [calendar icon]

Start Time: 08:00 AM [clock icon]

End Time: 06:00 PM

Building: [ ]

Room: [ ]

Status: Scheduled [v]

Apply Filter

- Weekly Room Grid
- List
- Today's Events
- Weekly Calendar
- Monthly Calendar
- Daily Room Grid
- Weekly Room Grid

ASTRA SCHEDULE

Login

Welcome, Guest

Campus:UND01

Home Announcements Schedules View Rooms

HELP

Search [ ] in Events [v] Go

Events  Classes  Exams

View as: List [v]

Print Version

Filter Criteria

Start Date: 03/01/2009 [calendar icon]

End Date: 03/31/2009 [calendar icon]

Start Time: 12:00 AM [clock icon]

End Time: 11:59 PM

Building: All [house icon]

Room: All

Event Status: Scheduled [v]

Apply Filter

# Ad Astra Online Con't.

**ASTRA SCHEDULE** HELP

Search  in **Events**

Welcome, Guest  **Events**  **Classes**  **Exams** View as: **Weekly Room Grid**

Campus:UND01

Select Date:   Start Time:   End Time:  Building:   Event Status: **Scheduled**

**Home**  
**Announcements**  
**Schedules**  
**View Rooms**

Select A Time Filter Option:

View All Times

Activities Between:

And

Select Building and Room

Building:

Room:

- HUGHES
- HYSLOP
- LAW BLDG
- LEONARD
- M STADIUM
- MCCANNEL
- MEM UNION
- MERRIFIELD**
- MONTCOMERY

Select Building and Room

Building:

Room:

# Ad Astra Online Con't.

**ASTRA SCHEDULE** HELP

[Login](#) Search  in **Events**

Welcome, Guest  **Events**  **Classes**  **Exams** View as: **Weekly Room Grid**

Campus:UND01  Filter Criteria

Select Date:   Start Time:   Building:   Event Status:

[Home Announcements](#)  
[Schedules](#)  
[View Rooms](#)

**ASTRA SCHEDULE** HELP

[Login](#) Search  in **Events**

Welcome, Guest  **Events**  **Classes**  **Exams** View as: **Weekly Room Grid**

Campus:UND01  Filter Criteria

Select Date:   Start Time:   End Time:  Building:   Room:  Event Status:

← **Week of March 8, 2009** →

Legend

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 AM			ENGL 120 16		ENGL 120 16		
9 AM		ENGL 304 01		ENGL 304 01		ENGL 304 01	
10 AM		ENGL 120 05	ENGL 125 17	ENGL 120 05	ENGL 125 17	ENGL 120 05	
11 AM		ENGL 110 08	ENGL 125 19	ENGL 110 08	ENGL 125 19	ENGL 110 05	ENGL 120 05 College Composition II MERRIFIELD 113 MWF 1/12/2009 - 5/15/2009 10:00 AM - 10:50 AM
12 PM		ENGL 110 10	ENGL 125 21	ENGL 110 10	ENGL 125 21	ENGL 110 05	
1 PM							
2 PM			ENGL 226 02		ENGL 226 02		
3 PM							
4 PM							
5 PM			ENGL 110 23		ENGL 110 23		

[Home Announcements](#)  
[Schedules](#)  
[View Rooms](#)

# Ad Astra Online Con't.

ASTRA SCHEDULE HELP

Login Search: \_\_\_\_\_ in Events

Welcome, Guest  Events  Classes  Exams View as: List

Campus:UND01  Filter Criteria

Start Date: 03/01/2009  Start Time: 12:00 AM  Building: All  Event Status: Scheduled

End Date: 03/31/2009  End Time: 11:59 PM Room: All

Home Announcements Schedules View Rooms

ASTRA SCHEDULE HELP

Login Search: \_\_\_\_\_ in Events

Welcome, Guest  Events  Classes  Exams View as: List

Campus:UND01  Filter Criteria

Start Date: 03/09/2009  Start Time: 08:00 AM  Building: MERRIFIEL  Event Status: Scheduled

End Date: 03/31/2009  End Time: 05:00 PM Room: 10

Name	Building	Room	Days met	Start Date	End Date	Start Time	End Time
<a href="#">College Composition I</a>	MERRIFIELD	10	MWF	01/12/2009	05/15/2009	8:00 AM	8:50 AM
<a href="#">College Composition I</a>	MERRIFIELD	10	TR	01/12/2009	05/15/2009	8:00 AM	9:15 AM
<a href="#">College Composition I</a>	MERRIFIELD	10	MWF	01/12/2009	05/15/2009	9:00 AM	9:50 AM
<a href="#">College Composition I</a>	MERRIFIELD	10	TR	01/12/2009	05/15/2009	9:30 AM	10:45 AM
<a href="#">Intro to Creative Writing</a>	MERRIFIELD	10	MWF	01/12/2009	05/15/2009	10:00 AM	10:50 AM
<a href="#">College Composition I</a>	MERRIFIELD	10	MWF	01/12/2009	05/15/2009	11:00 AM	11:50 AM
<a href="#">College Composition II</a>	MERRIFIELD	10	TR	01/12/2009	05/15/2009	11:00 AM	12:15 PM
<a href="#">College Composition I</a>	MERRIFIELD	10	MWF	01/12/2009	05/15/2009	12:00 PM	12:50 PM
<a href="#">Women Writers And Readers</a>	MERRIFIELD	10	TR	01/12/2009	05/15/2009	12:30 PM	1:45 PM
<a href="#">College Composition I</a>	MERRIFIELD	10	MWF	01/12/2009	05/15/2009	1:00 PM	1:50 PM
<a href="#">College Composition I</a>	MERRIFIELD	10	MWF	01/12/2009	05/15/2009	2:00 PM	2:50 PM
<a href="#">Scholarly Editing</a>	MERRIFIELD	10	TR	01/12/2009	05/15/2009	2:00 PM	3:15 PM
<a href="#">Advanced Composition I</a>	MERRIFIELD	10	MW	01/12/2009	05/15/2009	3:00 PM	4:15 PM
<a href="#">Art Of The Cinematic Drama</a>	MERRIFIELD	10	W	01/12/2009	05/15/2009	5:00 PM	7:30 PM

ENGL 409 01  
 Art Of The Cinematic Drama  
 MERRIFIELD 10  
 W  
 Williams,Eleanor  
 1/12/2009 - 5/15/2009  
 5:00 PM - 7:30 PM

Home Announcements Schedules View Rooms

# Why use Ad Astra?

- System wide software already in place
- Utilization of facilities (Reports)
- Simple setup
- Stable
- Excellent Training and Support

# Steps to Implement

- Discuss event scheduling at your campus
- What departments have a need for a scheduling software?
- Select pilot departments
  - Get buy in from the department head
  - Discuss departmental needs
  - Who is or will be the event scheduler?
- Meet with Campus Solutions regarding implantation

# Setup

- Room Inventory submitted to Campus Solutions
- Request Security Access – Campus control officer
  - VPN and Ad Adstra
  - Campus Solutions will advise as to what role will be needed
- Schedule training with Campus Solutions
  - Usually a full day of Event training
  - At least 2 weeks of working in the stage environment before moving to production.

# Ad Astra Production View

**Astra Schedule**

File Database Assignment Configure Event Management Messages Help

Production Mode View Dates: 1/12/2009 to 5/15/2009 Help File Event Cutoff Date: 4/12/2009

Sections Events Rooms

(EVENTREC) Display Start: 3/13/2009 Group By: Building/Room Jump To: HUGHES

UND01

Drag a column header here to group by that column:

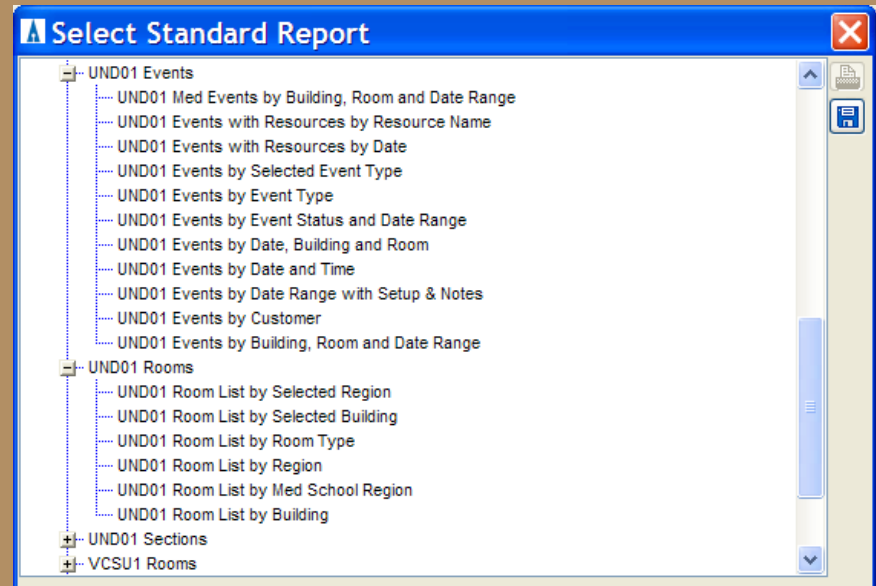
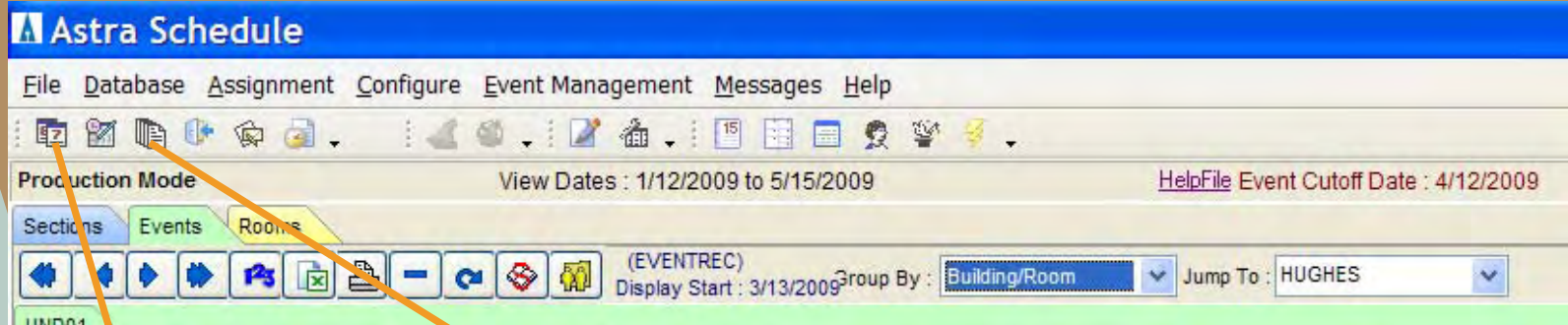
Reservation	Event Name	Event Type	Customer	Contact	Pricing Group	Scheduler	Event Status	Start Date	Security Level	End Date	Start Time	End Time	Est Attendance	Total Cost	Created By	User01	User02	User03	User04	User05	User06	User07
20081209-016	UND Music - Pe	UND Departme	Music Faculty	Michael Bla	Faculty/Staff - UJ	Tamara Mulske	Scheduled	1/13/2009	1	5/7/2009	5:00 PM	6:30 PM	1		Tamara Mulske							
20090116-001	UND Music - Tu	UND Music On	Music Faculty	Steve Ober	Faculty/Staff - UJ	Tamara Mulske	Scheduled	1/16/2009	1	5/15/2009	3:00 PM	4:00 PM	1		Tamara Mulske							
20090116-002	UND Music - Lo	UND Music On	Music Faculty	Steve Ober	Faculty/Staff - UJ	Tamara Mulske	Scheduled	1/21/2009	1	5/20/2009	9:00 AM	10:00 AM	1		Tamara Mulske							
20090205-018	UND Music - Pr	UND Music On	Music Faculty	Louise Pink	Faculty/Staff - UJ	Tamara Mulske	Scheduled	4/7/2009	1	4/7/2009	11:00 AM	1:00 PM	1		Tamara Mulske							

102 103 128 144 148 152 158 162 164 168 170C 202 204 220 224 248 252 256 258

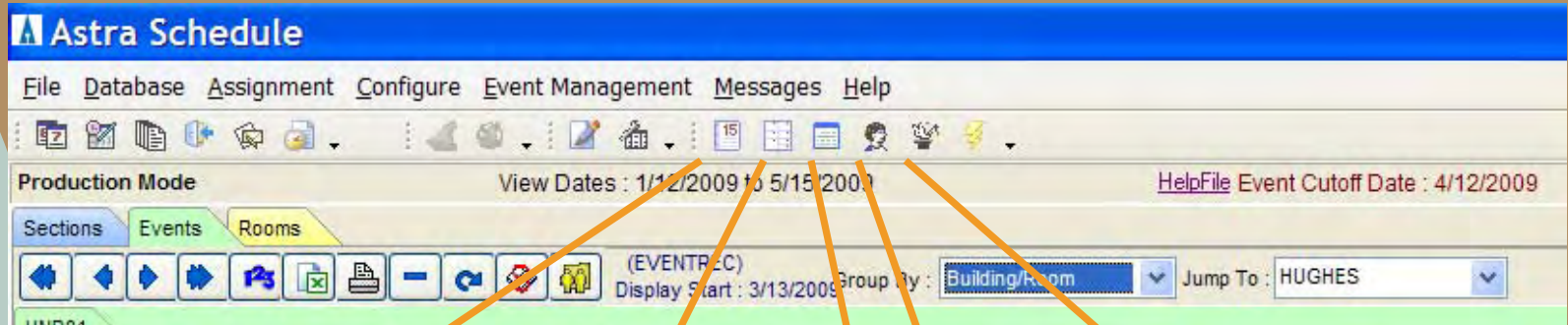
ABBOTT BABCOCK CORLARM EDUCATION GAMBLE GILLETTE HARRINGTON HUGHES LEONARD MERRIFELD MONTGOMERY MUSIC OS NURSING OKELLY STARCHER UPSON I UPSON II WITMER

4 Records Production Mode Level: Section Scheduler 3/13/2009 9:15:36 AM

# Getting to Know Your Toolbar



# Getting to Know Your Toolbar



Instructor Grid

Weekly Room  
Grid

Instructor Grid  
Monthly Events

Event Wizard

# Event Wizard

**Create Event Meetings**

Meeting Name:  Start Time: 9:00 AM

**Create Event Meetings**

Meeting Name: Voice Lesson Start Time: 10:00 AM

**Astra Schedule**

File Database Assignment Configure Event Management Messages Help

Production Mode View Dates: 1/12/2009 to 5/15/2009 HelpFile Event Cutoff Date: 4/12/2009

Sections Events Rooms

(EVENTREC) Display Start: 3/13/2009 Group By: Building/Room Jump To: HUGHES

UND01

Drag a column header here to group by that column:

Reservation	Event Name	Event Type	Customer	Contact	Pricing Group	Scheduler	Event Status	Start Date	Securitylevel	End Date	Start Time	End Time	Est Attendance	Total Cost	Created By	User01	User02	User03	User04	User05	User06	User07
20090313-001	Voice Lesson	UND Music On	UND Music D	Janice Hoff	Faculty/Staff - U	Kayla Hotved	Scheduled	3/23/2009	1	3/23/2009	10:00 AM	11:00 AM	15		Kayla Hotved							

102 110 128 148 152

ABBOTT Al Center CLIFFORD FARGO MEC GAMBLE HUGHES MERRIFIELD NURSING OKELLY SCH OF MED

0930 1 Records Production Mode Level: Section Scheduler 3/13/2009 10:45:11 AM

Blocked  
Controlled

Blocked Request Only Tentative  
Controlled In Use Requested

Cancel



# Viewing & Editing an Event

The screenshot displays the Astra Schedule application interface. At the top, the menu bar includes File, Database, Assignment, Configure, Event Management, Messages, and Help. The main window shows a table of events with columns for Reservation, Event Name, Event Type, Customer, Contact, Pricing Group, Scheduler, Event Status, Start Date, Security Level, End Date, Start Time, End Time, Est. Attendance, Total Cost, and Created By. The selected event is 20090303-008, 'UND Music - Su', scheduled for 6/8/2009.

Three overlapping 'Event Information' dialog boxes are shown, providing details for the selected event:

- Event Information (Top):** Shows 'Event name: UND Music - Summer Linguistics', 'Reservation Number: 20090303-008', 'Event Type: UND Music Other', and 'Scheduled By: Tamara Mulke'.
- Event Information (Middle):** Shows 'Event name: UND Music - Summer Linguistics', 'Reservation Number: 20090303-008', 'Event Type: UND Music Other', and 'Scheduled By: Tamara Mulke'.
- Event Meeting for UND Music - Summer Linguistics (Bottom):** Provides detailed scheduling and pricing information:
  - Name: UND Music - Summer Linguistics, Status: Scheduled, Attendance: 1
  - Room Selected: HUGHES 202
  - Overall Setup Date(s) and Times: Start Date: 6/8/2009, Start Time: 7:30 AM, End Date: 6/8/2009, End Time: 7:30 AM
  - Room Only Setup Date(s) and Times: Start Date: 6/8/2009, Start Time: 7:30 AM, End Date: 6/8/2009, End Time: 7:30 AM
  - Overall Teardown Date(s) and Times: Start Date: 6/8/2009, Start Time: 12:00 PM, End Date: 6/8/2009, End Time: 12:00 PM
  - Room Only Teardown Date(s) and Times: Start Date: 6/8/2009, Start Time: 12:00 PM, End Date: 6/8/2009, End Time: 12:00 PM
  - Room Cost Information: Pricing Method: Hourly, Unit Price: \$, Tax: 0.00, Gratuity: 0.00, Minimum Amount: \$, Total Cost: 0.00

# Daily, Weekly & Monthly Room Grid

Select Date

Daily Room Grid, Current Filter - None

Weekly Room Grid, Current Filter - None

Monthly Event Calendar

March, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Collegiate Learning As Meeting / Yassin Barw ACE - Casey Peterson	2 ELS Language Cer ELS Language Cer ELS Language Cer Math Independant	3 Engl / Kurt Russov ELS Language Cer ELS Language Cer ELS Language Cer	4 Regional Science f Regional Science f MSU, CAS ELS Language Cer	5 Janet Krom, Pharm Engl / Kurt Russov Blood Drive ELS Language Cer	6 Baseball Practice Volleyball Practice ELS Language Cer ELS Language Cer	7 Testing for UND Cc Testing for UND Cc Testing for UND Cc Testing for UND Cc
8 Church Group Collegiate Learning History 135 Review Meeting / Yassin B	9 ELS Language Cer ELS Language Cer ELS Language Cer Math Independant	10 Interview Seminar MSU, Science Dep ELS Language Cer ELS Language Cer	11 Health & Wellness ELS Language Cer ELS Language Cer ELS Language Cer	12 Engl / Kurt Russov Engl 120 / Jennie E ELS Language Cer ELS Language Cer	13 Baseball Practice Volleyball Practice ELS Language Cer ELS Language Cer	14 Testing for UND Cc Testing for UND Cc Testing for UND Cc Testing for UND Cc
15 ACE - Casey Peterson	16 ND Heug Conferen ND Heug Conferen Janet Krom / Beck Volleyball Practice	17 ND Heug Conferen ND Heug Conferen Janet Krom / Beck Music Contest	18 MSU, Music Festiv MSU, Music Festiv MSU, Music Festiv MSU, Music Festiv	19 FFA Contest / Eitor FFA Contest / Eitor FFA Contest / Eitor MN Region 3 FFA c	20 Baseball Practice Volleyball Practice Janet Krom / Beck UND Music - Low I	21 Basketball Tournament NDSU Anime Club / Ca
22 Basketball Tournament ACE - Casey Peterson	23 ELS Language Cer ELS Language Cer ELS Language Cer Math Independant	24 Engl / Kurt Russov MSU, Science Dep ELS Language Cer ELS Language Cer	25 ELS Language Cer ELS Language Cer ELS Language Cer UND Music - Low I	26 msu, CLA ELS Language Cer ELS Language Cer ELS Language Cer	27 Baseball Practice Volleyball Practice MSU, Math ELS Language Cer	28 Testing for UND Cc Testing for UND Cc Testing for UND Cc Testing for UND Cc
29 Collegiate Learning As ACE - Casey Peterson	30 ELS Language Cer ELS Language Cer ELS Language Cer Math Independant	31 Engl 120 / Jennie E ELS Language Cer ELS Language Cer ELS Language Cer	1	2	3	4

Event Meetings   Notifications

Building	Room
HARRING	323
HARRING	323A
HARRING	324
HARRING	360A
HUGHES	102
HUGHES	103
HUGHES	107
HUGHES	109
HUGHES	110
HUGHES	111
HUGHES	113
HUGHES	115
HUGHES	117
HUGHES	118
HUGHES	119
HUGHES	119E
HUGHES	121
HUGHES	122
HUGHES	125
HUGHES	126
HUGHES	127A
HUGHES	128
HUGHES	170A

- Cross Listed
- Sections
- Cross Listed
- Sections

# Creating Events Using the Daily Room Grid

**Daily Room Grid, Current Filter - None**

Options Filters

Filter: No Filter Selected

Enrollment: Max Enrollment

Friday, March 13th, 2009

Building	Room	Max Capacity	Capacity	RoomType	6:00 am	7:00 am	8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm
HARRING	322	22	20	General C										
HARRING	323	1	1	Office										
HARRING	323A	1	1	Office										
HARRING	324	70	70	Lecture F			ENGR-20	ME-474	PHYS-25	EE-206	ENVE-562	ME-323		CHE
HARRING	360A	8	8	Conferen										
HUGHES	102	197	197	Auditoriu										
HUGHES	103	30	30	Conferen										
HUGHES	107	15	15	Laborato										
HUGHES	109	23	20	Laborato										
HUGHES	110	2	2	Office										
HUGHES	111	33	25	Laborato										
HUGHES	113	16	25	Laborato										
HUGHES	115	1	1	Other Ro										
HUGHES	117	1	1	Laborato										
HUGHES	118	2	2	Office										
HUGHES	119	9	30	Laborato										
HUGHES	119E	1	1	Office										
HUGHES	121	1	1	Laborato										
HUGHES	122	2	2	Office										
HUGHES	125	1	1	Office										
HUGHES	126	1	1	Laborato										
HUGHES	127A	1	1	Office										

Legend: Cross Listed, Seats, Scheduled Events, Blocked, Request Only, Setup, UnAvailable, Sections, Request, Requested Events, Controlled, Tentative, TearDown, Holiday

**Create Event**

Date: 3/13/2009

Building: HUGHES

Start Time: 8:00 AM

Room: 107

End Time: 9:00 AM

Attendance: 1

**Create Event**

Date: 3/13/2009

Building: HUGHES

Start Time: 8:00 AM

Room: 107

End Time: 9:00 AM

Attendance: 1

Start Date: 3/13/2009

End Date: 3/13/2009

Day(s) of Week:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Which occurrence(s):  First Occurrence  Second Occurrence  Third Occurrence  Fourth Occurrence  Every Occurrence  Every Other Occurrence

Preview Availability

Event Information Recurring

Resources

Finish Cancel

# Available Reports

**Astra Schedule**

File Database Assignment Configure Event Management Messages

- Select Dates
  - Set Event Display Start Date
  - Switch to Scenario Modeling Mode
  - Delete File...
- View Holidays
- View Term Properties...
- Double Booked Sections/Events Report
- Double Booked Instructors Report
- Over Booked Room Report/Sections
- Over Booked Room Report/Events
- Invalid CrossListed Sections Report
- Combo Reports
- Standard Reports
- Custom Reports
- Printer Setup...
- Exit Alt+F4

View Dates : 1/12/2009 to 5/15/2009

(EVENT REC) Display Start : 3/13/2009

Event Type Customer

After Hours Summer Institute o

102 103 128 144 148 152 158 162 164 168 170C 202

ABBOTT BABCOCK COR/LARIM EDUCATION GAMBLE GILLETTE HAF

1 Records Production Mode

**Select Standard Report**

- Resources
- Rooms
- Sections
- UND01 Events
  - UND01 Events with Resources by Resource Name
  - UND01 Events with Resources by Date
  - UND01 Events by Selected Event Type
  - UND01 Events by Event Type
  - UND01 Events by Event Status and Date Range
  - UND01 Events by Date, Building and Room
  - UND01 Events by Date and Time
  - UND01 Events by Date Range with Setup & Notes
  - UND01 Events by Customer
  - UND01 Events by Building, Room and Date Range
- UND01 Rooms
- UND01 Sections

**Select Report**

- Report Groups
  - Preferences
    - Section Preferences
    - Instructor Preferences
    - Course Preferences
    - Subject Preferences
  - Resources
    - Resource Scheduling by Day/Building
  - Sections
    - Scheduling by Primetime - Summary
    - Standard Times
    - Standard Times by Subject
    - Standard Times - Summary
    - Bottlenecks by Room Type/Time
    - Scheduling by Time/Day/Subject
    - Scheduling by Time/Day/Subject - Summary
    - Scheduling by Time/Day/Room
    - Scheduling by Primetime Hours
    - Scheduling by Time/Day/Room - Summary
  - Utilization
    - Space Utilization by Room Type - Summary

# Double Book Section/Event Report

**Astra Schedule**

File Database Assignment Configure Event Management Messages Help

**Double Booked Sections / Events**

File Options

1/12/2009 - 5/15/2009 (double-click row to jump to section / event) ^possible unmarked crosslist

Id	Title	Course	Res Num	Start Date	End Date	Start Time	End Time	Days Met	Campus	Building	Room	Group	CL?
5520	GRE Testing for Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	102	E1	
5521	Testing for UND Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	102	E1	
5520	GRE Testing for Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	115	E2	
5521	Testing for UND Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	115	E2	
5520	GRE Testing for Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	119	E3	
5521	Testing for UND Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	119	E3	
5520	GRE Testing for Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	209	E4	
5521	Testing for UND Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	209	E4	
5520	GRE Testing for Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	211	E5	
5521	Testing for UND Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	211	E5	
5520	GRE Testing for Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	307	E6	
5521	Testing for UND Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	307	E6	
5521	Testing for UND Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	104	E7	
5520	GRE Testing for Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	104	E7	
5521	Testing for UND Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	106	E8	
5520	GRE Testing for Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	106	E8	
5521	Testing for UND Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	114	E9	
5520	GRE Testing for Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	114	E9	
5521	Testing for UND Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	116	E10	
5520	GRE Testing for Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	116	E10	
5521	Testing for UND Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	117	E11	
5520	GRE Testing for Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	117	E11	
5521	Testing for UND Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	302	E12	
5520	GRE Testing for Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	302	E12	
5521	Testing for UND Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	303	E13	
5520	GRE Testing for Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	303	E13	
5521	Testing for UND Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	305	E14	
5520	GRE Testing for Counseling		20080916-01	4/4/2009	4/4/2009	6:30 AM	2:30 PM	S	UND01	WITMER	305	E14	
390417	Seminar I	GEOL 421 01		1/12/2009	5/15/2009	12:00 PM	12:50 PM	F	UND01	LEONARD	100	S15	

# Sample Report

**Report Preview**

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**Events by Building and Room from 3/13/2009 to 3/17/2009**

Date : 3/13/2009

Reservation	Meeting Name	Date	Start Time	End Time	Attend.	Event Type	Status	Customer	Contact	CAMP
<b>Building: GAMBLE</b>										
Room 215 20081017-012	Accounting 201 Make Up Exams	3/13/2009	3:15 PM	5:00 PM	1	UND Department	Scheduled	Accounting Dept	Linda Duckstad	UND01
<b>Building: HUGHES</b>										
Room 103 20081010-001	UND Art Dept Meeting	3/13/2009	10:00 AM	1:00 PM	1	UND Music Other	Scheduled	ArtFaculty	Mary Jo Titus	UND01
20090108-007	UND Art Dept - Luber Class	3/17/2009	9:00 AM	11:30 AM	1	UND Music Other	Scheduled	ArtFaculty	Pat Luber	UND01
20090114-011	UND Music - Faculty Meeting	3/17/2009	2:00 PM	3:00 PM	1	UND Music On C	Scheduled	Music Faculty	GaryTowne	UND01
Room 128 20090116-002	UND Music - Low Brass Warmup	3/13/2009	9:00 AM	10:00 AM	1	UND Music On C	Scheduled	Music Faculty	Steve Oberheu	UND01
20090116-001	UND Music - Tuba Quartet	3/13/2009	3:00 PM	4:00 PM	1	UND Music On C	Scheduled	Music Faculty	Steve Oberheu	UND01
20081209-016	UND Music - Percussion Ensembl	3/17/2009	5:00 PM	6:30 PM	1	UND Department	Scheduled	Music Faculty	Michael Blake	UND01
Room 164 20090113-019	MUSC 150 - Class Voice alt	3/16/2009	2:00 PM	3:00 PM	1	UND Music On C	Scheduled	Music Faculty	Louise Pinkerton	UND01
20090209-022	UND Music - Pinkerton Studio	3/17/2009	1:30 PM	2:30 PM	1	UND Music On C	Scheduled	Music Faculty	Louise Pinkerton	UND01
20090116-014	UND Music - Pinkerton Lesson	3/17/2009	2:30 PM	3:00 PM	1	UND Music On C	Scheduled	Music Faculty	Louise Pinkerton	UND01
Room 202 20090219-009	UND Music - Boschee Rehearsal	3/13/2009	12:00 PM	1:30 PM	1	UND Music On C	Scheduled	Music Faculty	ShariBoschee	UND01
20081212-007	UND Music - Flute Ensemble Reh	3/16/2009	4:15 PM	5:30 PM	1	UND Music On C	Scheduled	Music Faculty	ShariBoschee	UND01
Room 248 20090302-001	UND Music - Flute Ensemble Reh	3/16/2009	4:00 PM	5:30 PM	1	UND Music On C	Scheduled	Music Faculty	ShariBoschee	UND01
20090114-002	UND Music - Adult Strino Ed	3/16/2009	7:00 PM	8:00 PM	1	UND Music Other	Scheduled	UND Music - Outside Enti	Paul Boese	UND01



Questions?



# Thank You For Attending Our Session

If you would like more information  
regarding Ad Astra please contact  
mariaMaraedo@mail.und.edu  
[mariasaucedo@mail.und.edu](mailto:mariasaucedo@mail.und.edu)