

## Tips, Tricks, and FAQs

Calendar Tab: This is where you can view the calendar, the scheduling grid (be sure to select your campus first when viewing so the events populate), and the Available Rooms tool.

Academics Tab: Where course sections can be viewed.

Resource Tab: View a listing of rooms with their features by clicking on Rooms. Selecting the Equipment and Services Link shows a list of resources.

Events Tab: Here you can search for your events (the easiest way is to type in a keyword or reservation number in the Keyword box but it is sensitive to how it was originally spelled). You can also search events by status, campus, room, and person.

## FAQs

### **The link doesn't work**

- Be sure you are using the newest AdAstra link: <https://astra.une.edu>
- Be sure you are using Mozilla Firefox or Google Chrome
- Be sure your cookies and cache have been cleared out

### **How do I know what rooms are classrooms and what rooms are labs?**

- When you are viewing rooms, there is a small box to the left of each room name. If you hover over this box, a Room Details box will appear that gives you details on the space (Room Type, Capacity, Features, etc).

The screenshot shows the 'Assign Room' interface. On the left is a 'Filter' sidebar with sections for Room, Capacity, Campus, Room Type, Feature, Region, Building, and Room. The main area displays a table of rooms with columns for Room, Score, and test. A red circle highlights a small box to the left of the 'PROCTR 200' row. A 'Room Details: Proctor 200 (Standard)' pop-up is shown, containing a photo of the room and a table of features.

Room	Score	test
DECARY 203	100	9/20/2014 Sat 12:30pm-1:30pm
PROCTR 202	100	Avail (Request)
MARCL 317	100	Avail (Request)
DECARY 209	100	Avail (Request)
PROCTR 104	100	Avail (Request)
DECARY 208	100	Avail (Request)
PROCTR 200	100	Avail (Request)

Feature	Quantity	Category
DVD Player		Information Technology
Tables	1	Default
Projector	1	Information Technology
Chairs Moveable	25	Default
Blackboard	3	Default
SmartBoard	1	Information Technology
Computer	1	Information Technology

### **Why can I not see the space I am looking for?**

- There is a good chance you have something in your filter that is blocking you from seeing the space you want. Clear out your filter and try again! Don't forget to sort the rooms alphabetically so you can see each room easier.

### **Why was my request declined?**

- Your request may have been declined for the following reason:
  - o It was incomplete (i.e. not choosing a room)
  - o You requested a space that is not scheduled (i.e. lab space)
  - o It is not available. Someone requested it before you did.

### **Tips**

- *Double check* all of your dates and times! Your event is approved how it comes through so be sure you double check your information before submitting your request.
- Be sure to select a room or your event will be declined and you will need to submit a new request.
- Check the Room Scheduling Policy and separate your requests (i.e. a Fall Semester request and a Spring semester request).

### **Cancelling or Changing an Event**

If you need to cancel or change an event, simply email the confirmation to [UNERooms@une.edu](mailto:UNERooms@une.edu) and state what you need to be done to the event (cancellation, extend times, change rooms, etc). If you don't have the email confirmation, please at least have the Reservation # which should look similar to this: 20140717-00084