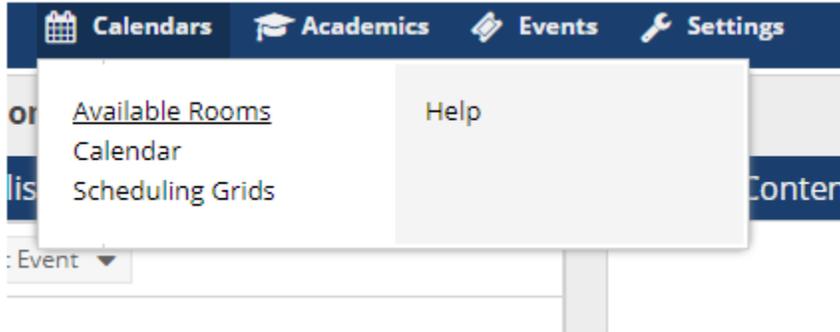


## Search for Available Rooms using Ad Astra

The Available Rooms tool provides a quick way to search for available rooms (new way to do a mock event to find spaces for a potential classroom change for a class for example). You may enter time and date information and filters to limit your search. Resulting available items may be printed. 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.

### Times and Dates

Time and Date information may be entered to represent a single meeting or multiple random meetings, or a recurring pattern. This flexibility allows for searches to be performed on behalf of an event or academic section, or simply to research open spaces and items for informational purposes.

After you enter the drop down information in box one you will need to click the Add Meetings button below Meeting(s).



On the Add Meeting window, select the option for Single Meeting or Recurring Meeting.

- a. If Single Meeting is selected, enter the start time, end time, start date, and end date values for the meeting.
- b. If Recurring Meeting is selected, enter the start and end time, the day pattern, and the date range of the meetings.
  - i. **TIP:** If the search is for space that will accommodate an academic section, a recurring meeting may be created to represent its meeting pattern. Choose “weekly” as the day pattern, select the days met, and then provide the term start and end dates as the date range.

**Add Meeting**
✕

Single Meeting
  Recurring Meeting

Start Time: 
 End Time:

**Recurrence Pattern**

Daily
  Weekly
  Monthly
  Yearly

Recur every  week(s) on:

Sunday
  Monday
  Tuesday
  Wednesday

Thursday
  Friday
  Saturday

---

Start:

End after  occurrences

End by

**Recurrence Summary**

Click OK to add your meeting to the search page.

a. Repeat as needed to build a list of meetings if you wish to search for items that are available across multiple times and days.

b. Once you click okay, you will see your meeting pattern under Search Dates:

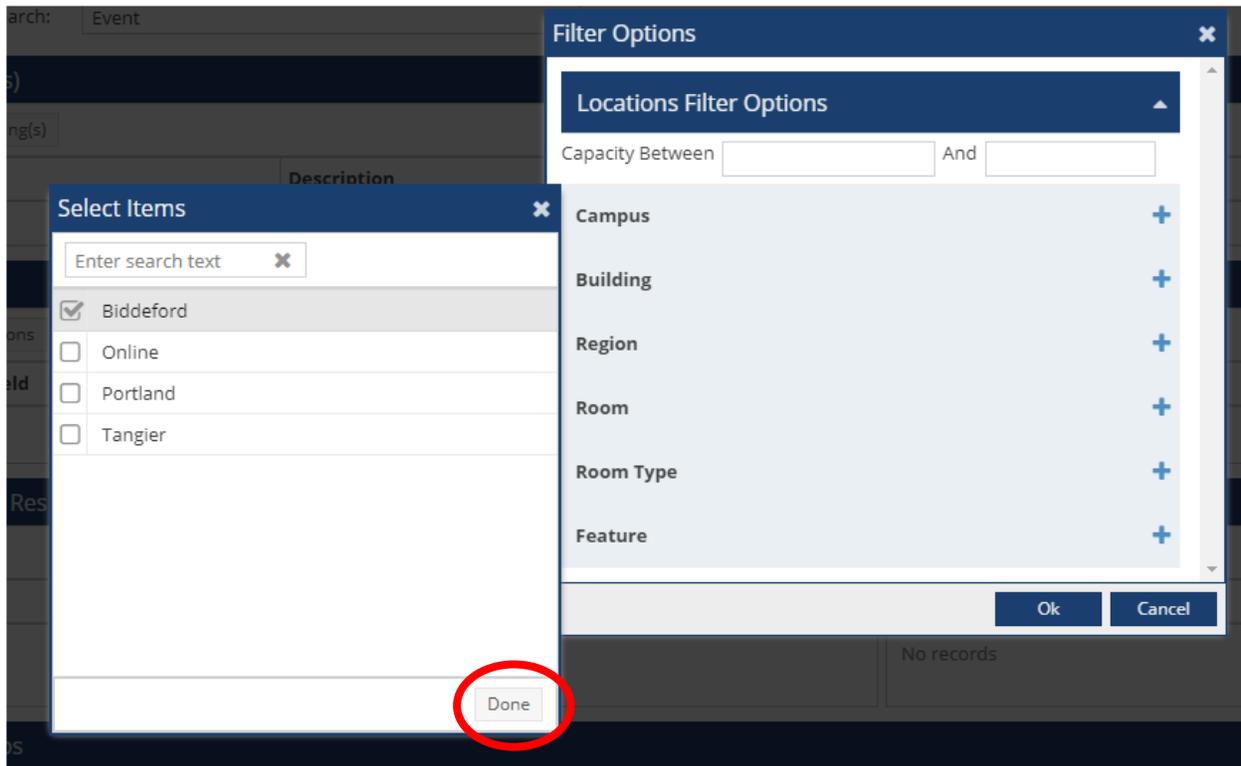
Delete	Description
✕	Every 1 week(s) on MW from 1/29/2018, 1 occurrences

### Filter Options

The filter options define the spaces that are searched for availability. By default, all filter options are set to search, meaning that all rooms are searched and any available item is returned to the

list. However, complex filtering is also supported, allowing multiple options to be provided to restrict the list as desired (such as room, building, room type, features of the room, etc). These settings may be edited repeatedly to refine the list of results returned.

\*If the purpose of your search is to find an alternative space for a class, that space must be classified as a classroom.



To enter filter criteria for your search, perform the following:

1. In the Filter Options box, clicking on the plus sign will pop out another box. Select the desired box. Hit done once you have selected what you would like in that box.
2. Once all of your desired filters are in place, hit ok.
  - \*Avoid a max capacity as it could block rooms that might be appropriate for your needs.

## Search Results

The Search Results panel displays a list of rooms that are available for all the times and dates in your search that meets the filter criteria. The search results list the capacity of the space and the Room Type (classroom, lab, outdoor, etc). The print button provides a printer friendly summary of your search.

Your page should look something like this.

### Available Room and Resource Tool

#### 1. Search Type

Search For:

Purpose of Search:

#### 2. Meeting(s)

Delete	Description
	Every 1 week(s) on MW from 1/29/2018, 1 occurrences

#### 3. Filters

	Field	Filter
	Campus	Biddeford
And	Room Type	Classroom

#### 4. Search & Results

	Room	Capacity	RoomType	
<input type="radio"/>	Art Building CERAMIC CERAMIC	15	Classroom	N
<input type="radio"/>	Art Building STUDIO 1 STUDIO 1	17	Classroom	
<input type="radio"/>	Art Building STUDIO 2 STUDIO 2	15	Classroom	