Search for Rooms using the Astra Schedule Calendar

The following topics are covered in this document:

1. Check room availability in a specific building
2. Search for an available room in any or all buildings

Copy or type the URL below into your browser. Recommended browsers: Internet Explorer 7, 8 9, 10 (compatibility mode recommended); Mozilla Firefox 2.0+, Safari 6.0+, Google Chrome

http://astraprod.cc.umanitoba.ca/Astprod/Portal/GuestPortal.aspx

Check Room Availability (find an available room in a specific building)

1. Click on the Calendars tab. A userid and password are not required.

2. Click on Scheduling Calendars
3. Select the desired calendar from the **Calendar** dropdown list (Bannatyne Campus or Ft Garry Campus)

4. Select the desired building from the **Filter** dropdown list

   Note: the buildings are not listed in alphabetical order. Type the first few characters of the building you wish to retrieve in the Filter field.
5. Select **Day, Week, or Month** calendar view - click on the appropriate tab

6. Select a **specific date** - click on the **calendar button** next to the Day/Week/Month tabs, and select the desired date

7. View the **room details** - hover over the icon next to the building and room number to open a window that shows an image of the room, the room type, and technology installed in the room.
Search for An Available Room (search for an available room in any or all buildings)

1. Click on the Calendars tab. *A userid and password are not required.*

2. Click on the Search button

3. Click on Add New to enter the date and time to search
4. Use the **Single Meeting** section to enter the start and end date and time for a single date. Use the **Recurring Meeting** section to enter the day pattern and date range for recurring dates. Click OK

5. Click on the **pencil buttons** under **Locations** to enter desired search criteria (it is not necessary to select all criteria). Enter minimum and maximum capacity in the capacity field.

   Note: to search for a room in all of the buildings on the Bannatyne Campus, select **Bannatyne Campus – All Rooms** from the Region Filter.

6. Click **Search** (it may take a few moments for the results to be displayed)
Available rooms matching your search criteria will be displayed under **Search Results**.

If there are no available rooms matching the search criteria, the message ‘Search Returned no Locations’ will be displayed.