



University
of Manitoba

Registrar's Office

ASTRA SCHEDULE: Search for Available Rooms Version 8.7

October 2020

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General Information

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 using the search wizard
3. Check room availability in selected buildings using the calendar search filter

Note: Complete the Room Booking Request form at <http://umanitoba.ca/roombooking/> to submit your request for room booking.

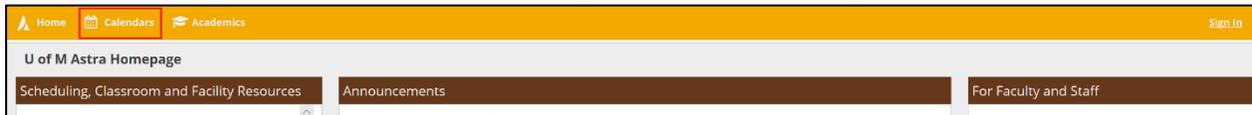
Copy or type the URL below into your browser. Recommended browsers: current versions of Chrome, Firefox, or Microsoft Edge. You may experience problems with Internet Explorer and Safari.

<https://ca.aaiscloud.com/UManitoba>

Check Room Availability for Specific Building

Follow these instructions to find an available room in a specific building.

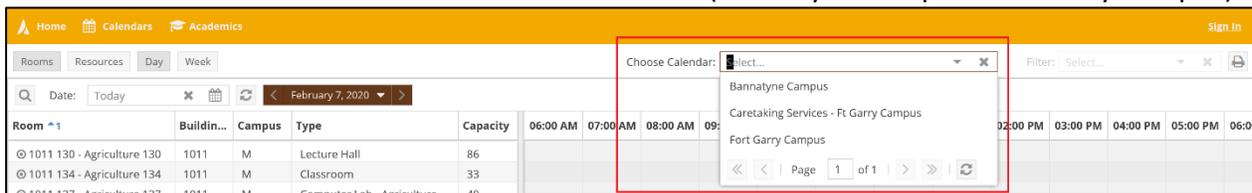
1. Click on the **Calendars** tab. *A user ID and password are not required.*



2. Click on **Scheduling Grids**

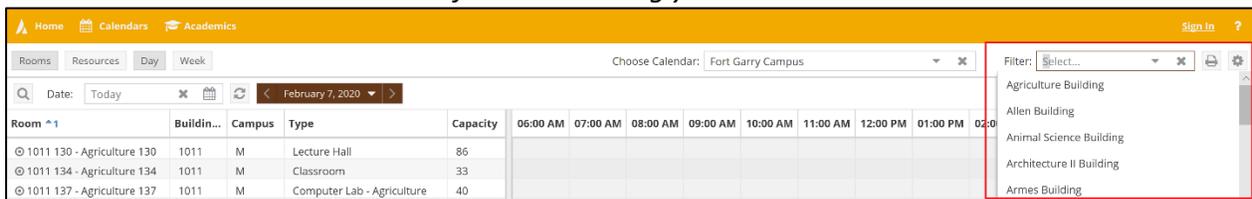


3. Select the desired calendar from **Choose Calendar** (Bannatyne Campus or Ft Garry Campus).

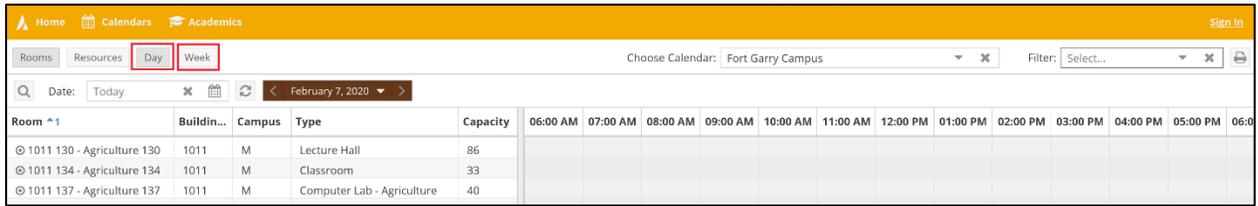


4. Select the desired building from the **Filter** dropdown list

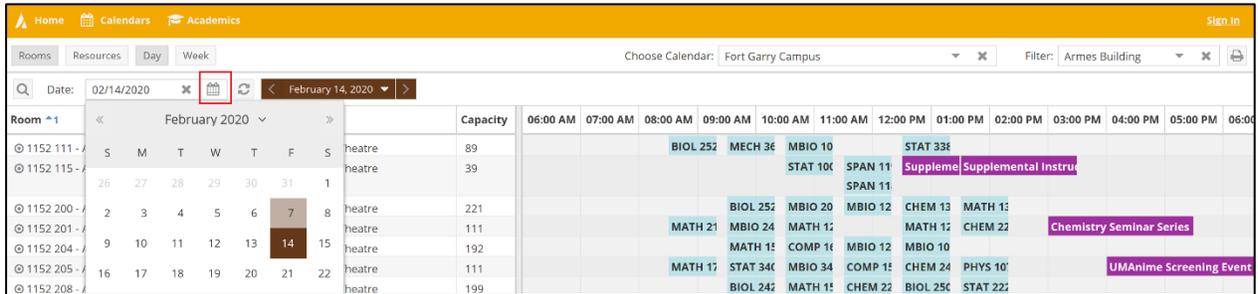
Note: Use the vertical scroll bar to find the building you wish to view.



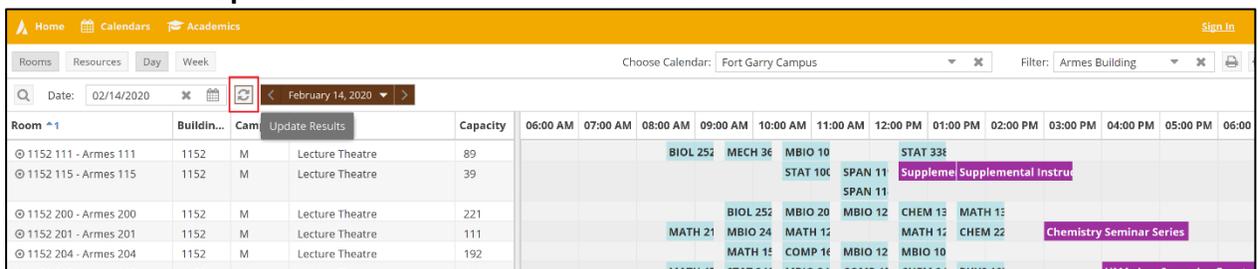
5. Select **Day** or **Week** view of the calendar- click on the appropriate tab



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

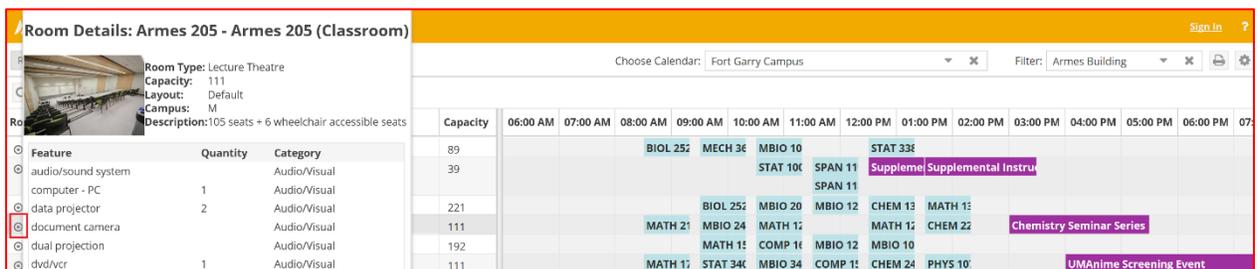


7. Click on the **Update Results** button to retrieve the calendar for the selected date.



White space on the calendar is available space.

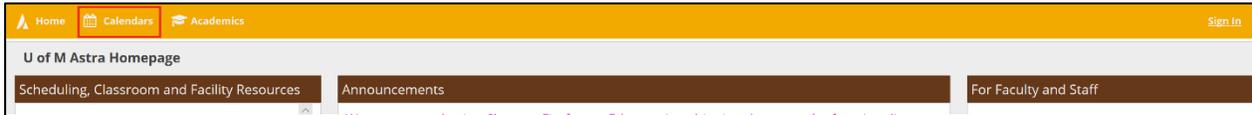
8. To view **Room Details**, hover over the button next to the building and room number to open a window that shows an image of the room, the room type, and technology installed in the room.



Search for an Available Room in Multiple Buildings

Search for an available room in any or all buildings.

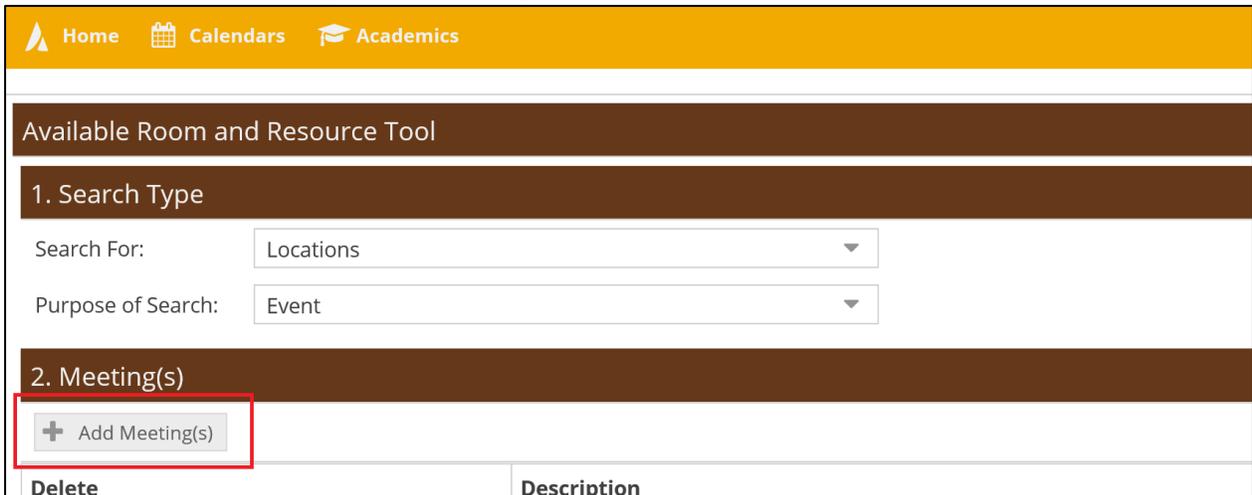
1. Click on the **Calendars** tab. *A user ID and password are not required.*



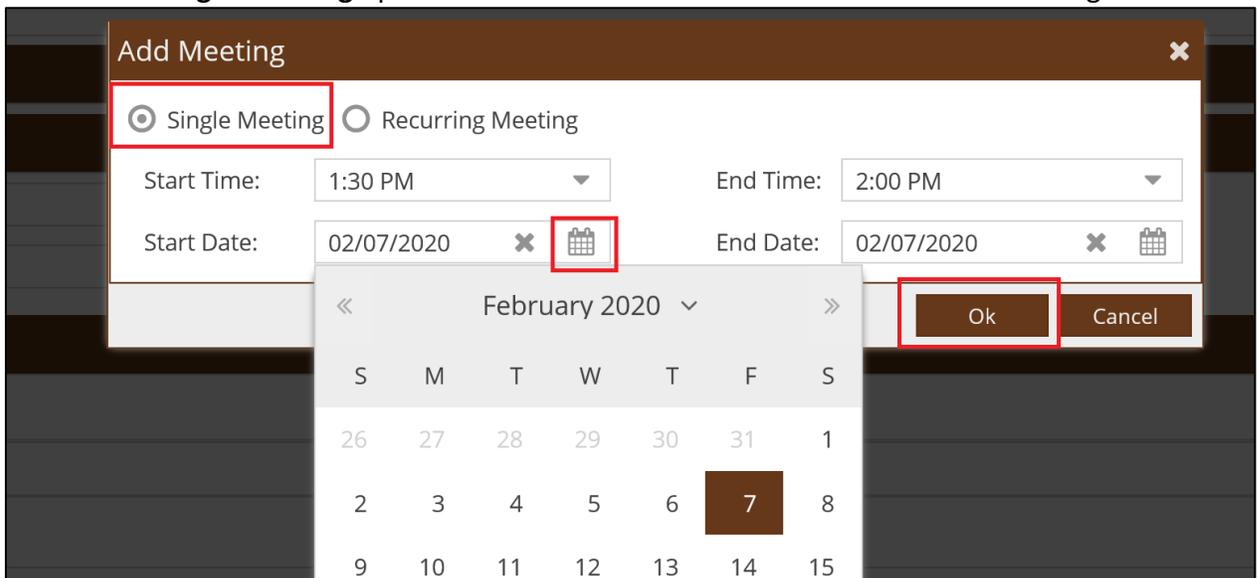
2. Click on **Available Rooms**



3. Click on **Add Meetings in 2. Meeting(s)** to enter the date and time to search



4. Choose the **Single Meeting** option to enter the start and end date and time for a single date.



Or choose the **Recurring Meeting** option to enter the day pattern and date range for recurring dates. Click **OK**.

1. Select **Recurring Meeting**.
2. Select **Start Time** and **End Time**.
- 3-5. Select a recurrence pattern.
6. Select **Start Date**
7. Select occurrence number or end date
8. Review **Recurrence Summary** and click **OK**

5. Use section 3. **Filters, Filter Options** to enter desired search criteria.

Delete	Description
✖	Every 1 week(s) on M from 07/02/2020, 10 occurrences

Field	Filter

6. Select options by clicking on the **+** next to the filter options you wish to use. It is not necessary to select all criteria.

1. Enter minimum and maximum capacity in the capacity field
2. Click on **+** to review detail information (optional)
3. Select Items by clicking on the checkbox.
4. Click **Done** when you have selected all Items
5. Click **OK** to save the filter

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

7. Click **Search** under **4. Search and Results** (it may take a few moments for the results to be displayed). Available rooms matching your search criteria will be displayed under **Search & Results**.

Room	Capacity	RoomType	Equipment/Services	Quantity	Category
Apotex Centre 031 null	10	Conference room	No records		
Apotex Centre 120 null	16	Seminar Room			
Apotex Centre 124 null	16	Seminar Room			
Apotex Centre 141 null	20	Conference room			

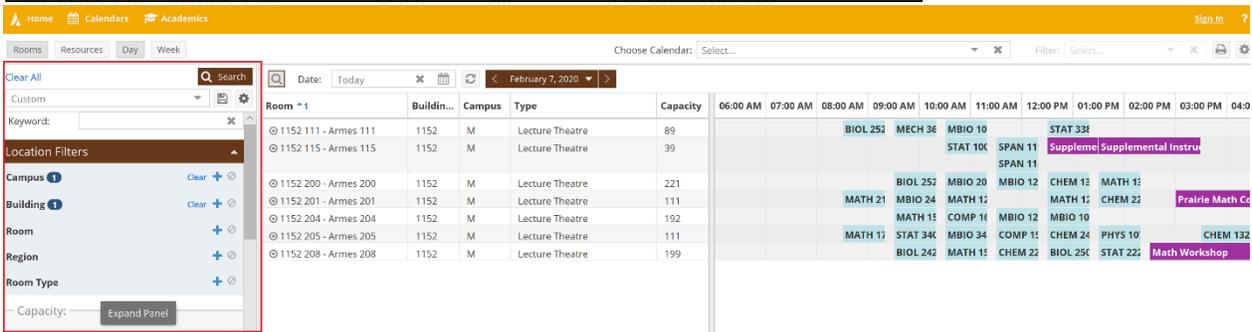
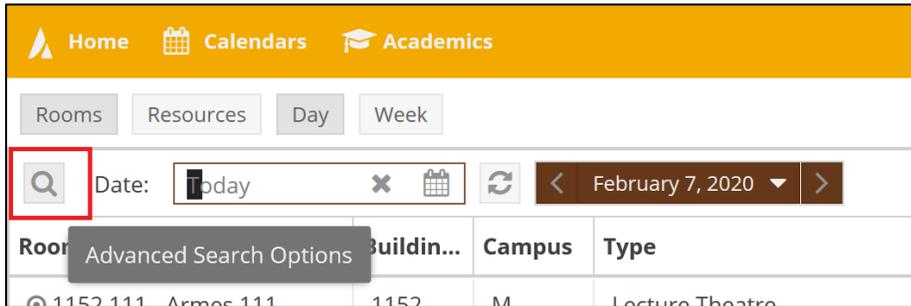
If there are no available rooms matching the search criteria, the message 'No Records' will be displayed.

Check Room Availability using the Calendar Search Filter

Search for an available room in selected buildings.

1. Click on the **Calendars** tab, then **Scheduling Grid**. A user ID and password are not required.

- Click on the **Advanced Search Options** button found in the top left of the screen to open the filter panel.



- Select the desired **Campus** and **Building(s)** to search. Click on the **+** next to **Campus** and **Building**. Multiple buildings can be selected by checking the boxes next to the desired building names. Click **Done** when selections are complete.
- Click the **Search** button to retrieve the calendar with the rooms in the selected building(s). All information fit the filter criteria(s) will appears on the middle and right panels.

