

Double Booking Report

To run/view a Double Booking report, perform the following:

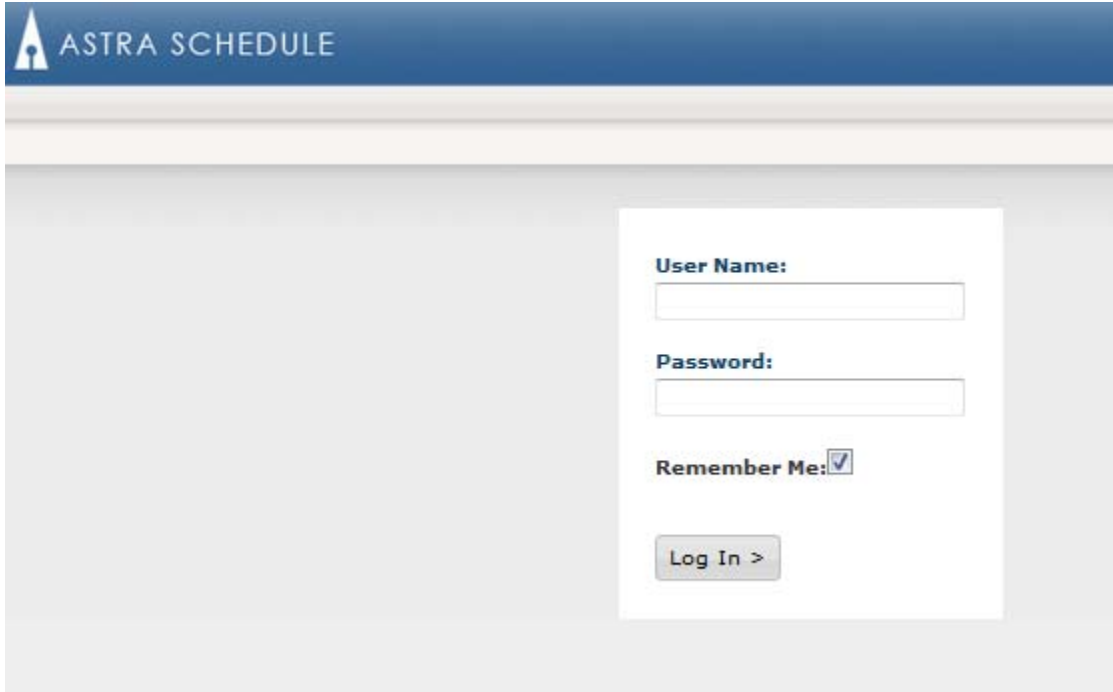
1. Log in to [Astra](https://adastra.txstate.edu/Astra/Logon.aspx). (<https://adastra.txstate.edu/Astra/Logon.aspx>)
2. Click on the Reporting tab.
3. Click on the Reports option. The list of available reports is displayed.
4. Identify the report you would like to view and click the report name.
You may type Double in the Report Name field and click Search.
Report name is Double Booked Activities.
5. The report requires date parameters, these options are displayed in the panel to the left of the report viewer. Click the calendar buttons to the right of the parameter you wish to change and enter or select the required value in the dialog box. *Ex: Fall 2013, start date 8/26/13 and end date 12/13/13.*
6. Click **Apply** to refresh the report to reflect your parameter entries. You may edit these parameters at any time and re-run the report.
7. You have the option to Export or Print this report as needed.



NOTE: The report viewer remembers the parameters used the last time you ran the report and enters these by default the next time you visit. This is a time-saving convenience for reports that are used frequently.

Double Booking Report

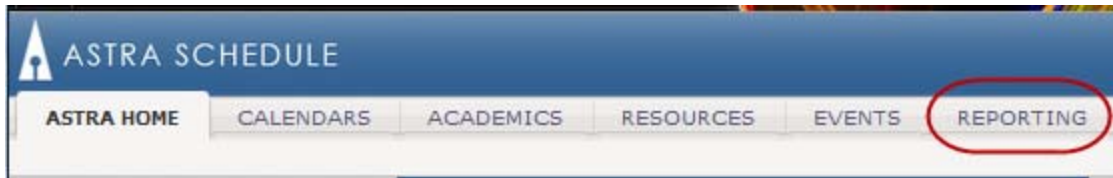
1. Log in to [Astra](https://adastra.txstate.edu/Astra/Logon.aspx). (<https://adastra.txstate.edu/Astra/Logon.aspx>)
Your Net ID and password should allow you log into Astra Schedule. If your access needs to be updated please email classschedule@txstate.edu to request access update.



The screenshot shows the Astra Schedule login interface. At the top left, there is a logo of a stylized 'A' with a person icon inside, followed by the text 'ASTRA SCHEDULE'. Below this, there is a white login box with the following fields and controls:

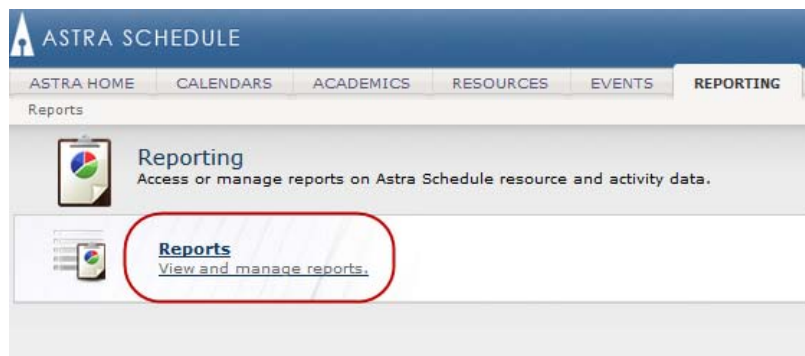
- User Name:** A text input field.
- Password:** A text input field.
- Remember Me:** A checkbox that is checked.
- Log In >** A button with a right-pointing arrow.

2. Click on the Reporting tab.

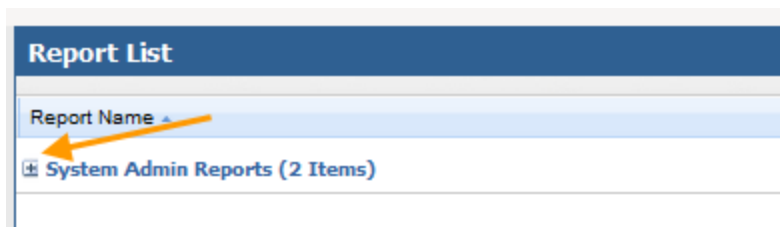
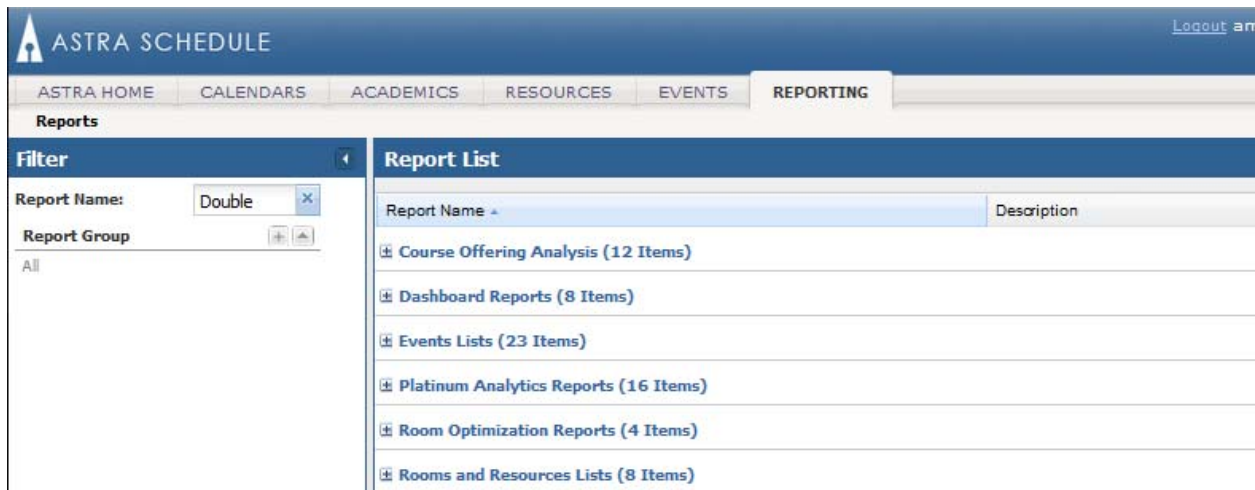


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3. Click on the Reports option. The list of available reports is displayed.



4. Identify the report you would like to view and click the report name.
You may type **Double** in the Report Name field and click Search.
Report name is Double Booked Activities.



Double Booking Report

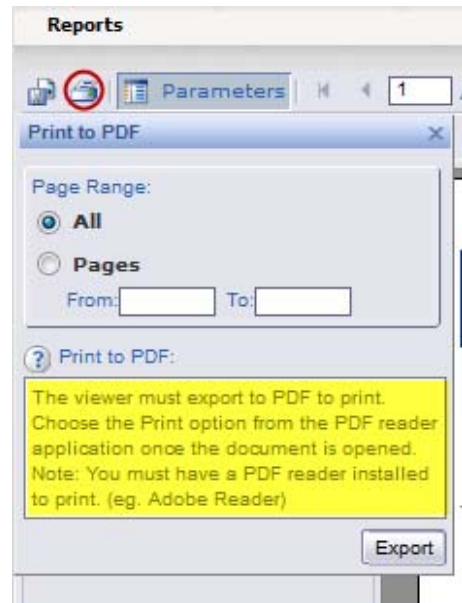
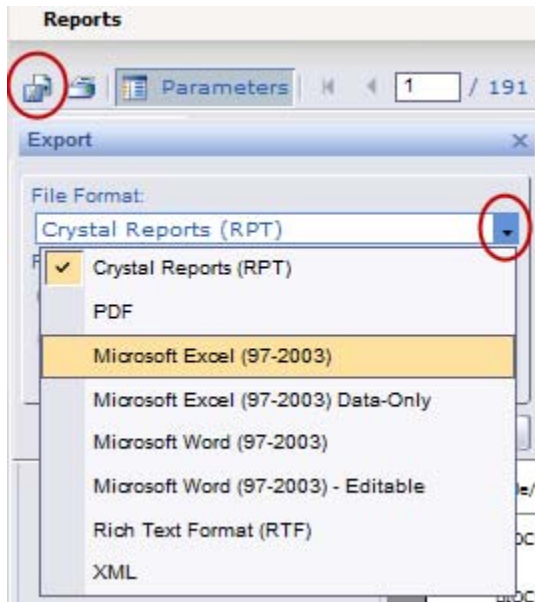
Report List	
Report Name	Description
System Admin Reports (2 Items)	
Double Booked Activities	Double Booked Activities
Double Booked Activities for Selected Campus	Double Booked Activities for Selected Campus

- The report requires date parameters, these options are displayed in the panel to the left of the report viewer. Click the calendar buttons to the right of the parameter you wish to change and enter or select the required value in the dialog box. *Ex: Fall 2013, start date 8/26/13 and end date 12/13/13.*
- Click **Apply** to refresh the report to reflect your parameter entries. You may edit these parameters at any time and re-run the report.

The screenshot shows the ASTRA SCHEDULE REPORTING interface. The top navigation bar includes links for ASTRA HOME, CALENDARS, ACADEMICS, RESOURCES, EVENTS, and REPORTING. The 'Reports' section is active, displaying a list of reports. The 'Main Report' section shows the 'Double Booked Activities' report with parameters for Start Date and End Date. The Start Date is set to 8/26/2013 12:07:11 and the End Date is set to 12/13/2013 12:07:11. A red circle highlights the calendar icon next to the Start Date parameter. The interface also includes an 'Apply' button and a 'Delete' button.

- You have the option to Export or Print this report as needed.

Double Booking Report



Sample of the report.

ASTRA SCHEDULE									
Double Booked Activities									
From 8/26/13 to 12/13/13									
9/11/2013 12:12PM									
Title/Meeting Name	Course/Reservation #	Subject/Customer	Instructor/Contact	Date	Time	Days	Building	Room	
EXAM TECHNIQUES	PT 7328 L04 LAB	PT		8/26/13 - 12/13/13	1:00PM - 4:00PM	W	HPB	00305	
EXAM TECHNIQUES	PT 7328 L03 LAB	PT		8/26/13 - 12/13/13	2:00PM - 4:30PM	W	HPB	00305	
WEB MAPPING	GEO 4422 001 LEC	GEO		8/26/13 - 12/13/13	2:00PM - 2:50PM	TR	ELA	00384	
WEB MAPPING	GEO 5408 001 LEC	GEO		8/26/13 - 12/13/13	2:00PM - 2:50PM	TR	ELA	00384	
GUITAR ENSEMBLE	MUSE 3190 001 PRL	MUSE		8/26/13 - 12/13/13	2:00PM - 2:50PM	MWF	MUS	00236	
GUITAR ENSEMBLE	MUSE 5190 001 PRL	MUSE		8/26/13 - 12/13/13	2:00PM - 2:50PM	MWF	MUS	00236	
ADV HUMAN FACTORS	CS 5326 001 LEC	CS		8/26/13 - 12/13/13	2:00PM - 3:20PM	TR	DERR	00241	
HUMAN FACTORS	CS 4326 001 LEC	CS		8/26/13 - 12/13/13	2:00PM - 3:20PM	TR	DERR	00241	
LATIN AMERICAN	PHIL 4372 002 LEC	PHIL		8/26/13 - 12/13/13	2:00PM - 3:20PM	MW	ED	03069	
PROB IN PHILOSOPHY	PHIL 5388 001 IND	PHIL		8/26/13 - 12/13/13	2:00PM - 3:20PM	MW	ED	03069	
ARCH NORTH AMERICA	ANTH 5347 001 LEC	ANTH		8/26/13 - 12/13/13	2:00PM - 3:20PM	MW	ELA	00225	
ARCHAEOLOGY NRTH AM	ANTH 3347 001 LEC	ANTH		8/26/13 - 12/13/13	2:00PM - 3:20PM	MW	ELA	00225	
ENV PHYS ANIMALS	BIO 4350J 001 LEC	BIO		8/26/13 - 12/13/13	2:00PM - 3:20PM	TR	FAB	00102	
ENV PHYS ANIMALS	BIO 5350J 001 LEC	BIO		8/26/13 - 12/13/13	2:00PM - 3:20PM	T	FAB	00102	