

## Search for Available Rooms- Astra

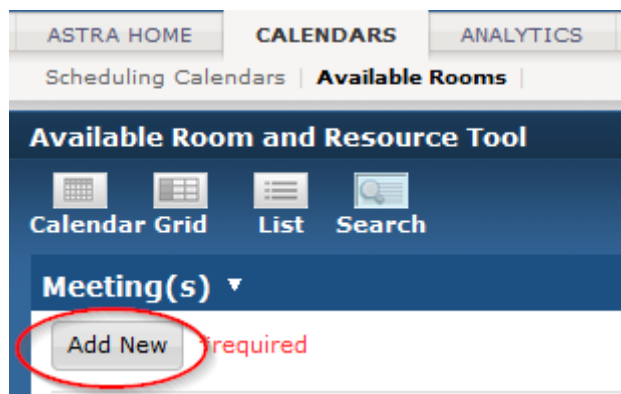
The calendar Search tool provides a quick way to search for available rooms and/or equipment and services. To perform a search, you will create one or more time/date entries, enter filter criteria, and search for availability. Finally, you may print or save the results, or even create an event to reserve the space and/or resource items. This process may be repeated as desired to refine results or perform additional searches.

1. To access the Search tool, click the “Search” icon  near the upper left corner of the calendar page. Or you may click on “Available Rooms” anywhere in the “CALENDARS” tab.



**Times and Dates:** Time and date information may be entered to represent a single meeting, 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.

2. To enter in the meeting parameters, click on “Add New”.



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

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- A. On the Add Meeting window, select the option for Single Meeting or Recurring Meeting.
- B. If Single Meeting is selected, enter the start time, end time, start date, and end date values for the meeting.

If Recurring Meeting is selected, enter the start and end time, the day pattern, and the date range of the meetings.

- C. Click **OK** to add your meeting to the search page.

**Add Meeting**

**Single Meeting**

**Start Time:**  **End Time:**

**Start Date:**  **End Date:**

**Recurring Meeting**

**Start:**  **End:**

**Day Pattern** ?

**Daily**  Every  day(s)

**Weekly**  Every weekday

**Monthly**

**Yearly**

**Date Range** ?

**Start Date:**

**End After:**  occurrences

**End Date:**

**Search Filters:** The search filters define the spaces and resource items that are searched for availability. By default, all filter options are set to “Any”, meaning that all rooms and equipment/service items are searched, and any available item is returned in the list.

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4. To enter filter criteria for your search, perform the following:
- A. In the Search Filters section, choose the option in the drop-down menu that indicates the items for which you would like to search.
  - B. Identify the building or room on which you would like to filter the search.
  - C. Always select “Campus” as ‘M’ and “Room Type” as ‘Classroom (110)’.
  - D. Select the items on the list you would like to include in the search and click the **OK** button making each selection. You may search by multiple filters.

**Meeting(s)** ▼

Add New

Search Dates  
 Fri 4/4/2014 08:00 AM - 08:50 AM

**Search Filters** ▼

**Search For:**

Locations
▼

**Locations**

	Field	Filter	Edit
	Campus	Equals M	✎ -
And	Building	Any	✎
And	Region	Any	✎
And	Room	Any	✎
And	Room Type	Equals Classroom (110)	✎ -
And	Feature	Any	✎
And	Capacity	Between <input style="width: 40px;" type="text" value="20"/> and <input style="width: 40px;" type="text"/>	

**Search Results:** The Search Results panel displays a list of rooms that are available for all times and dates in your search and that meet the filter criteria.

5. Click the **Search** button to generate a list of available items based on the meetings and filters provided. You may change search criteria and re-search as needed.

# Search for Available Rooms- Astra

## Meeting(s) ▾

Add New

Search Dates

Fri 4/4/2014 08:00 AM - 08:50 AM

## Search Filters ▾

Search For:  ▾

### Locations

	Field	Filter	Edit
	Campus	Equals M	
And	Building	Any	
And	Region	Any	
And	Room	Any	
And	Room Type	Equals Classroom (110)	
And	Feature	Any	
And	Capacity	Between <input type="text" value="20"/> and <input type="text"/>	

### Equipment/Services

	Field	Filter
	Type	Any
And	Category	Any
And	Group	Any
And	Resource	Any
And	Keyword	<input type="text"/>

## Search Results

Purpose of Search:  ▾

	Room	Capacity	Room Type	Equipment/Services	Quantity
<input type="radio"/>	AG 00204	95	Classroom (110)		
<input type="radio"/>	ALK 00250	386	Classroom (110)		
<input type="radio"/>	ASBN 00150	110	Classroom (110)		
<input type="radio"/>	ASBN 00407	20	Classroom (110)		
<input type="radio"/>	ASBN 00408	20	Classroom (110)		

