



# AD ASTRA ROOM CONFLICTS BY BUILDING

BUSINESS PROCESS: *HOW TO VIEW ROOM CONFLICTS BY BUILDING REPORT*  
MODULE: *CURRICULUM MANAGEMENT*

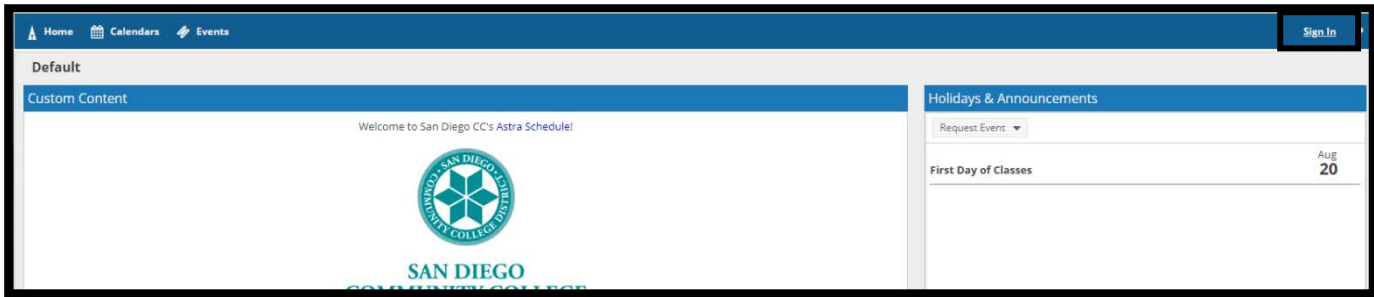
## PREREQUISITES

Must have view access to Ad Astra

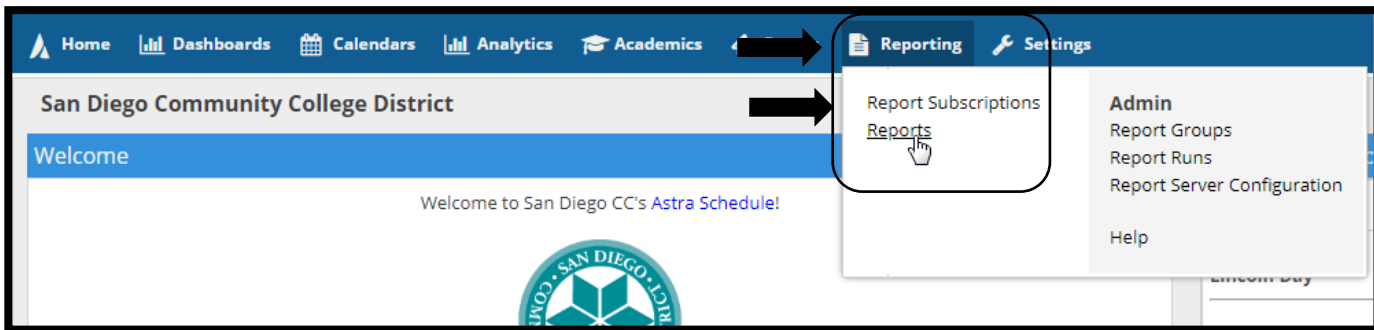
## INSTRUCTIONS

This Job Aid will go over the process necessary to view the Room Conflicts Report in Ad Astra

STEP	Instructions
1)	Navigate to Ad Astra Homepage > <a href="https://www.aaiscloud.com/SanDiegoCCDistrict/default.aspx?home">https://www.aaiscloud.com/SanDiegoCCDistrict/default.aspx?home</a>  Sign in with your SDCCD User Name, and password.

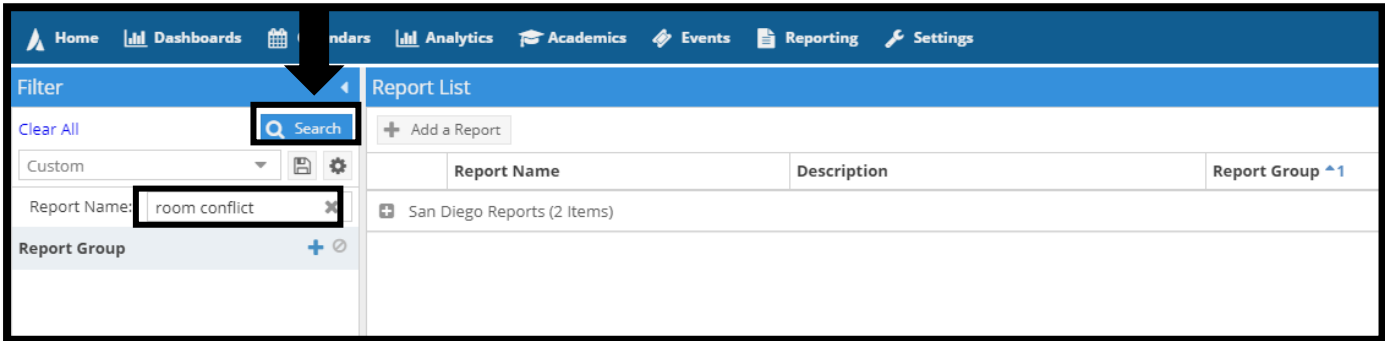


STEP	Instructions
2)	To view the report, navigate to <b>Reporting -&gt; Reports</b>

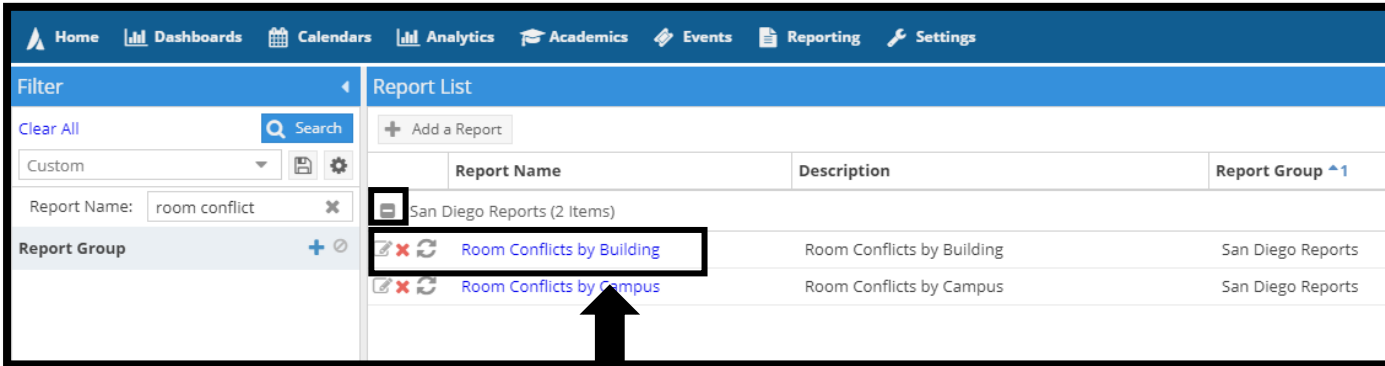




STEP	Instructions
3)	Type in "room conflict" in the <b>Report Name</b> field in the Filter window and click <b>Search</b> .  You can also navigate directly to the report by opening the San Diego Reports folder.



STEP	Instructions
4)	Click the plus sign next to the <b>San Diego Reports</b> folder. You have two options <b>Room Conflicts by Campus</b> and <b>Room Conflicts by Building</b> .  Click <b>Room Conflicts by Building</b> .



STEP	Instructions
5)	Enter <b>Start Date</b> and <b>End Date</b> by typing in or clicking calendar icon, click date and click <b>OK</b> .



**Room Conflicts by Building**

Parameters | 1 / 8 | 100%

Main Report

Apply | Delete

Start Date: 1/14/2019 15:54:27

End Date: 5/31/2019 15:54:27

Enter Campus: Miramar

Enter Building Code: MIRA

Enter Room Number: CLSRM

Calendar: MAY 2019

Time: 15:54:27

Buttons: OK, Cancel

Title/Meeting Name	Course/Reservation #	Subject/Customer	Instructor/Contact	Date	Time
Basic Techs/Applied Calc I	MATH 121 3003 LEC	MATH		1/7/19 - 1/19/19	8:00
Fire Academy Certification	FIPT 381G 3301 LAB	FIPT	Lazaro Lahera	1/12/19 - 1/25/19	8:00
Fire Academy Certification	FIPT 381G 3301 LAB	FIPT	Lazaro Lahera	1/12/19 - 1/25/19	8:00
Applied Calc I	MATH 121 3001 LEC	MATH		1/21/19 - 5/27/19	8:00
Applied Calc I	MATH 121 3001 LEC	MATH		1/21/19 - 5/27/19	8:00
Fundamentals of Chemistry	CHEM 100 3302 LEC	CHEM	Fred Garces	1/28/19 - 5/25/19	8:00

STEP	Instructions
6)	Click into the <b>Enter Campus</b> and the blue edit button will appear at the right side of the field. Click the edit button.

**Room Conflicts by Building**

Parameters | 1 / 8 | 100%

Main Report

Apply | Delete

Start Date: 1/14/2019 15:54:27

End Date: 5/25/2019 15:54:27

Enter Campus: Miramar

Enter Building Code: MIRA

Enter Room Number: CLSRM

Buttons: Edit

Calendar: MAY 2019

Time: 15:54:27

Buttons: OK, Cancel

Title/Meeting Name	Course/Reservation #	Subject/Customer	Instructor/Contact	Date	Time
Basic Techs/Applied Calc I	MATH 121 3003 LEC	MATH		1/7/19 - 1/19/19	8:00
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Fire Academy Certification	FIPT 381G 3301 LAB	FIPT	Lazaro Lahera	1/12/19 - 1/25/19	8:00



## Job Aid

STEP	Instructions
7)	Enter the start and end dates again either by typing in or clicking the calendar icon. Then click <b>OK</b> .

Enter Values

@StartDate  
Please enter DateTime in format "mm/dd/yyyy hh:mm:ss".

Set to Null

@EndDate  
Please enter DateTime in format "mm/dd/yyyy hh:mm:ss".

Set to Null

STEP	Instructions
8)	Choose campus and building from the drop downs. <b>Note:</b> You will only see buildings in the <b>Enter BuildingCode</b> drop down that have room conflicts. Rooms with conflicts in that building will appear in the <b>Available Values</b> field.

Enter Values

Enter Campus:

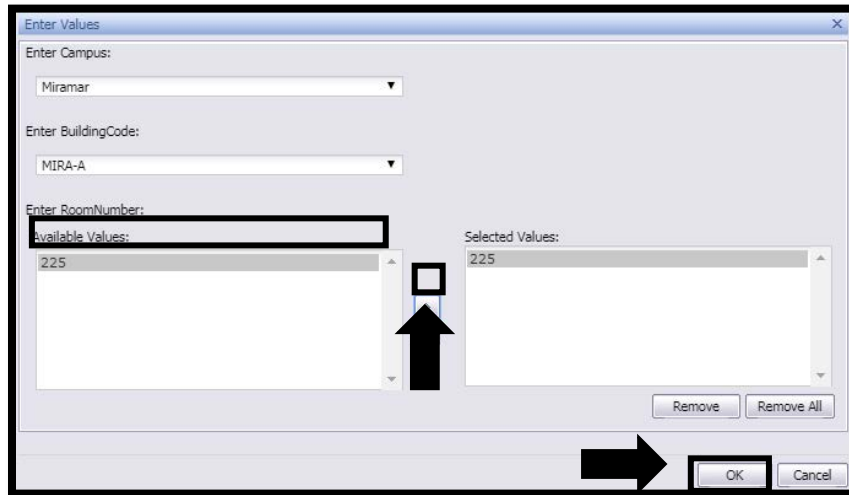
Enter BuildingCode:

Enter RoomNumber:  
Available Values:  
225

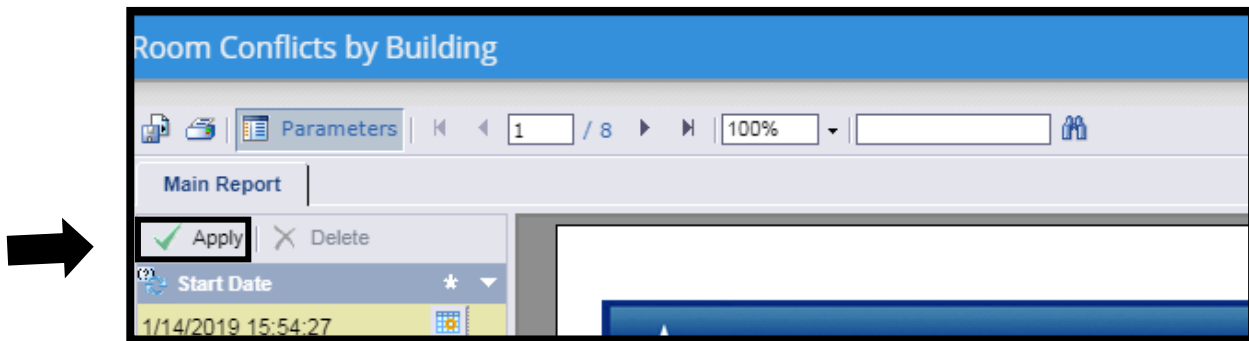
Selected Values:



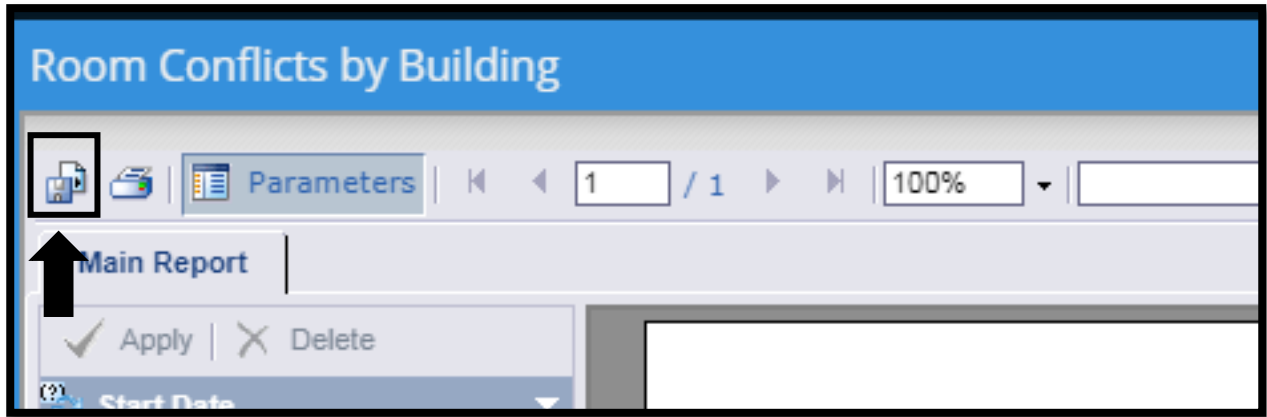
STEP	Instructions
9)	Click the room in the <b>Available Values</b> and click the right arrow icon to move it to the <b>Selected Values</b> field. Repeat for as many rooms as you'd like to view. You can all click the double arrow icon to select all the available rooms. Click <b>OK</b> .



STEP	Instructions
10)	Click <b>Apply</b> .



STEP	Instructions
11)	You can review the report here, print, or export it to Excel, Word, pdf, RTF, or XML. To export the file, click the export button.



STEP	Instructions
12)	Choose the format you want to export to from the drop down and click <b>Export</b> . End of Process.

