



AD ASTRA ROOM CONFLICTS BY CAMPUS

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

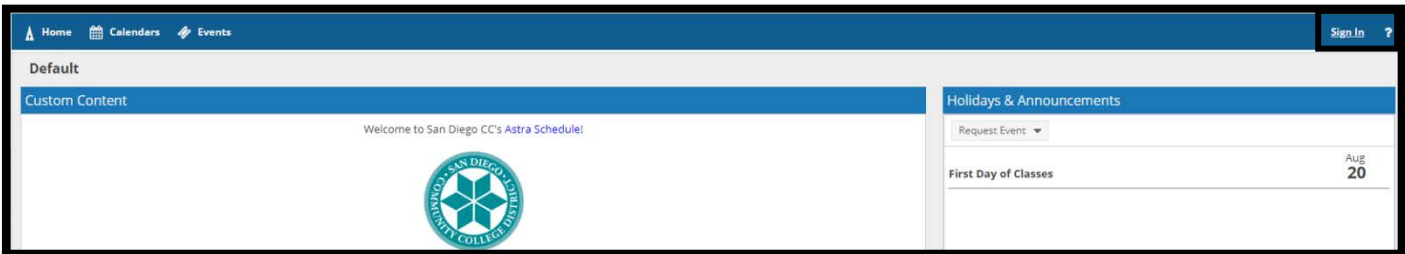
PREREQUISITES

Must have view access to Ad Astra

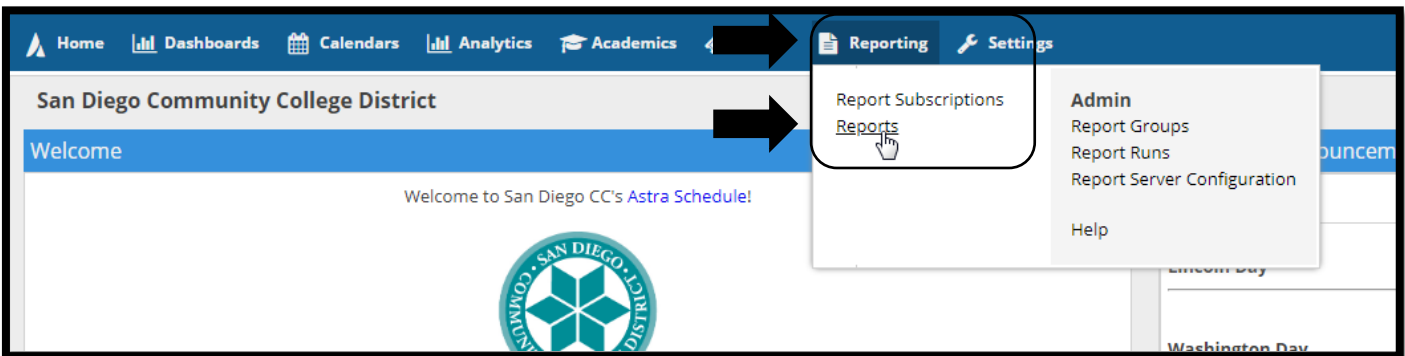
INSTRUCTIONS

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 > https://www.aaiscloud.com/SanDiegoCCDistrict/default.aspx?home Sign in with your SDCCD User Name, and password.

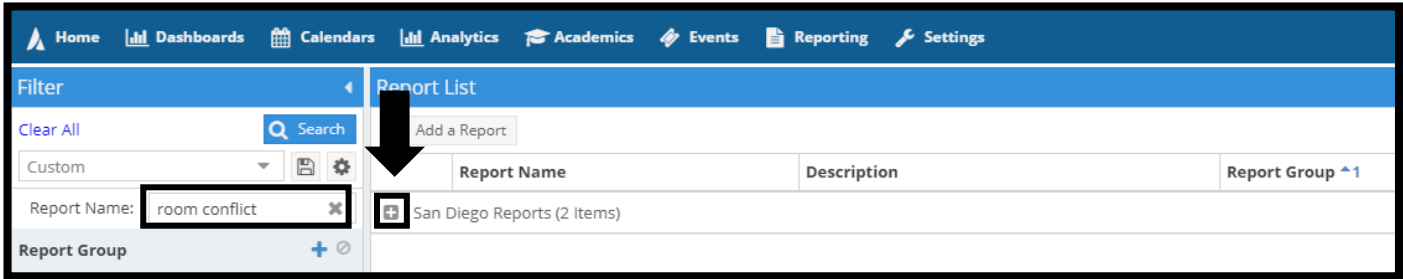


STEP	Instructions
2)	To view the report, navigate to Reporting -> Reports

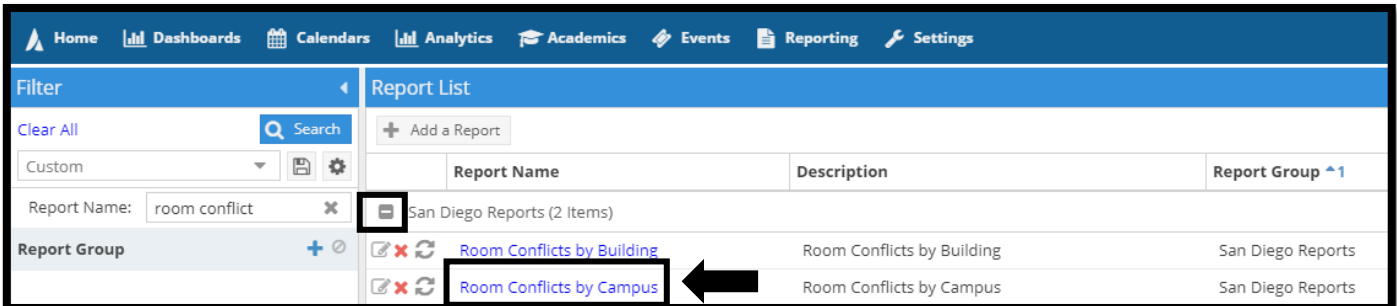




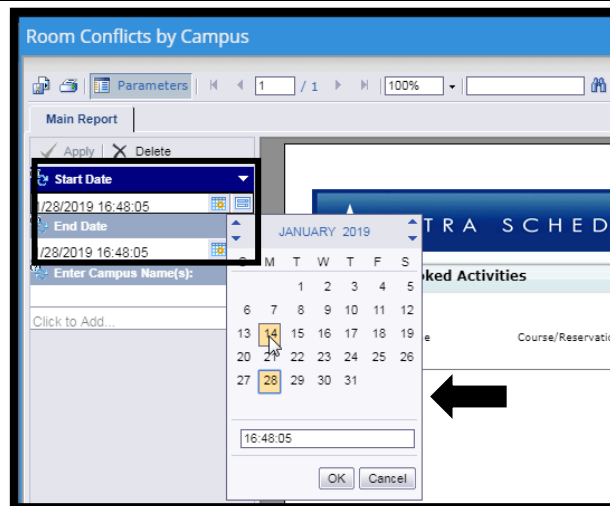
STEP	Instructions
3)	Type in "room conflict" in the Report Name field in the Filter window and click Search . You can also navigate directly to the report by opening the San Diego Reports folder.



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

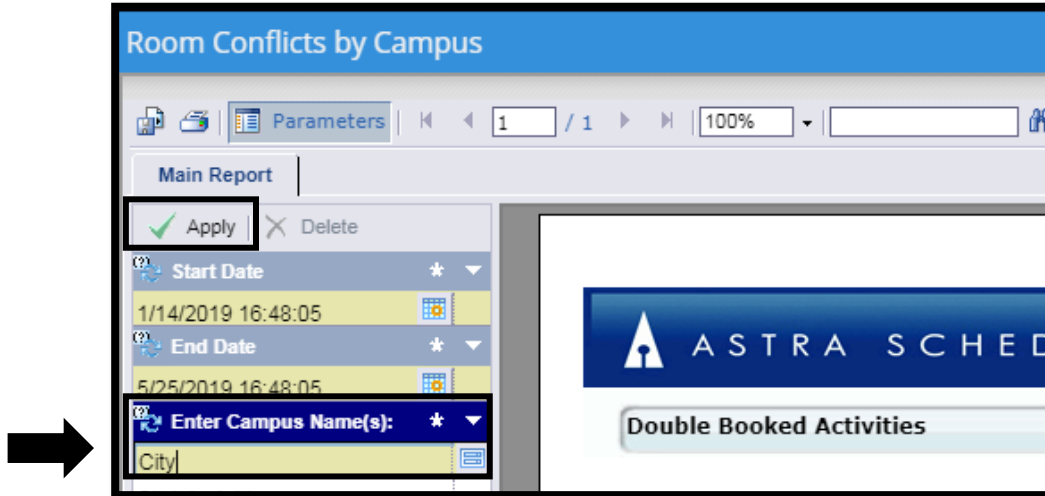


STEP	Instructions
5)	Enter Start Date and End Date by typing in or clicking calendar icon, click date and click OK .

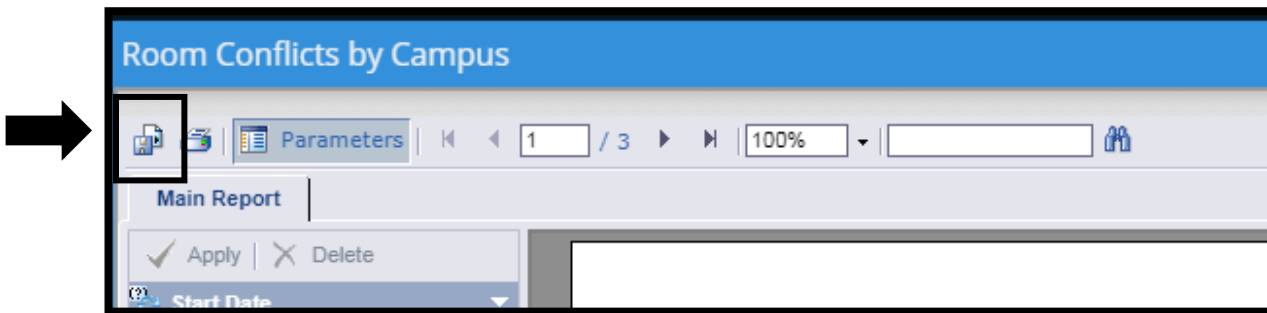




STEP	Instructions
6)	Enter campus name in Enter Campus Name(s) field and click Apply .



STEP	Instructions
7)	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
8)	Choose the format you want to export to from the drop down and click Export . End of Process.

