

### Job Aid

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

A Home	🗎 Calendars 🛷 Events		Sign In ?
Default			
Custom Co	ntent	Holidays & Announcements	
	Welcome to San Diego CC's Astra Schedule!	Request Event 💌	
		First Day of Classes	Aug 20
STEP	Instructions		
2)	To view the report, navigate to <b>Reporting -&gt; Reports</b>		
A Hom	ae 📶 Dashboards 🋗 Calendars 📊 Analytics 🞓 Academics 🧹	Reporting & Settings	
San D	Diego Community College District	Report Subscriptions Admin	
Welco	me	Report Groups	ouncem
	Welcome to San Diego CC's Astra Schedule!	Report Server Configuration	
	SAN DIE GO. LOR	Help	



# Job Aid

#### 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.

A Home 📶 D	ashboards 🛔	🖞 Cal	endar	s [ <mark>.lil</mark> An	alytics	🞓 Academics	🛷 Events	Reporting	;	🖋 Settings	
Filter				Report L	.ist						
Clear All	C	<b>X</b> Sea	rch	Add a	a Report						
Custom	~	Ð	٥		Report	Name		Descript	tior	n	Report Group ^1
Report Name: ro	oom conflict		×	🖬 San 🛙	Diego Re	ports (2 Items)					
Report Group		+	0								

#### 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.

A Home 📶 Dashboa	ards 🋗 Calendar	s 📶 Analytics 🎓 Acad	emics 🛷 Events 📑	Reporting 🖋 Settings	
Filter	•	Report List			
Clear All	<b>Q</b> Search	+ Add a Report			
Custom	• 🖹 🔅	Report Name		Description	Report Group <b>^1</b>
Report Name: room co	onflict 🗙	San Diego Reports (2 Ite	ms)		^
Report Group	+ 0	🖉 🗙 🤁 🛛 Room Conflicts b	y Building	Room Conflicts by Building	San Diego Reports
		🛙 🗶 💭 Room Conflicts b	y Campus	Room Conflicts by Campus	San Diego Reports
STEP Instructio	ons				

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

Room Conflicts by Camp	ous										
Main Report	•	1	]/	1		4  [1	00%		•		<u> </u>
Apply X Delete	•			_							
1/28/2019 16:48:05	• •		IANU	IARY	A 201	9	¢	TR	А	s c	HED
*** Enter Campus Name(s):	•	М	Т	W	Т	F	S	ked	Acti	vities	
	6	7	1	2	3 10	4	12				
Click to Add	13	14	15	16	17	18	19	e		Cou	rse/Reservatio
	20 27	279 28	22 29	23 30	24 31	25	26				
	16	:48:0	15								
		_		0	к	Can	cel				



## Job Aid

#### 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.

	Room Conflicts by Campus
	Image: Parameters     H     1     / 3     >     H     100%     →     Image: Parameters     Image: Parameters       Main Report     Image: Parameters     Image: Parameters<
	Apply X Delete
STEP	Instructions
8)	Choose the format you want to export to from the drop down and click <b>Export</b> . End of Process.
1	Export
	File Format: Microsoft Excel (97-2003)

To:

Export

Pages From: