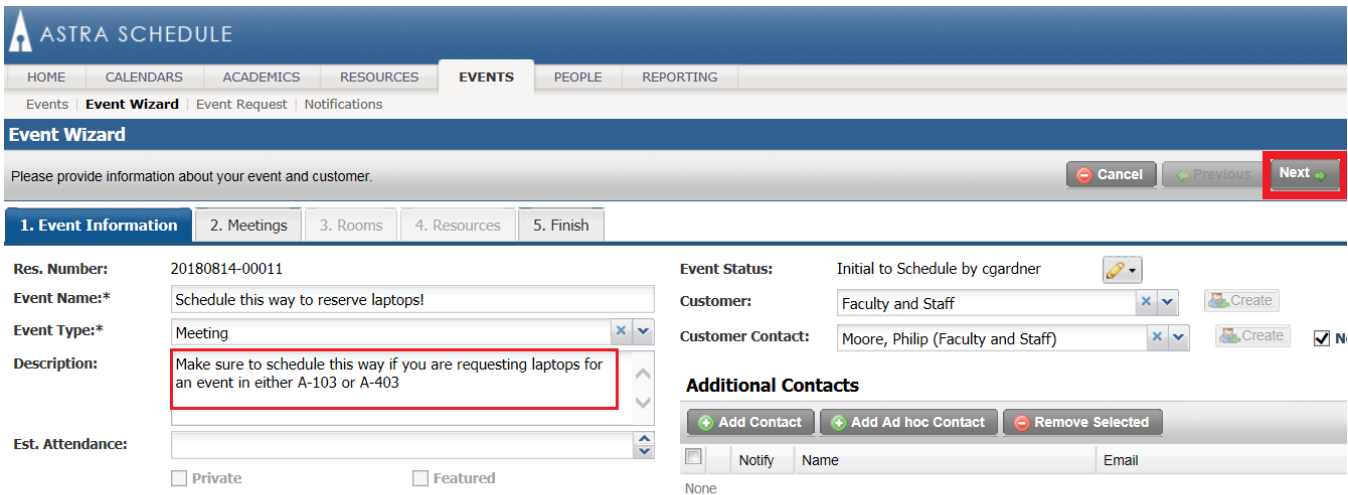
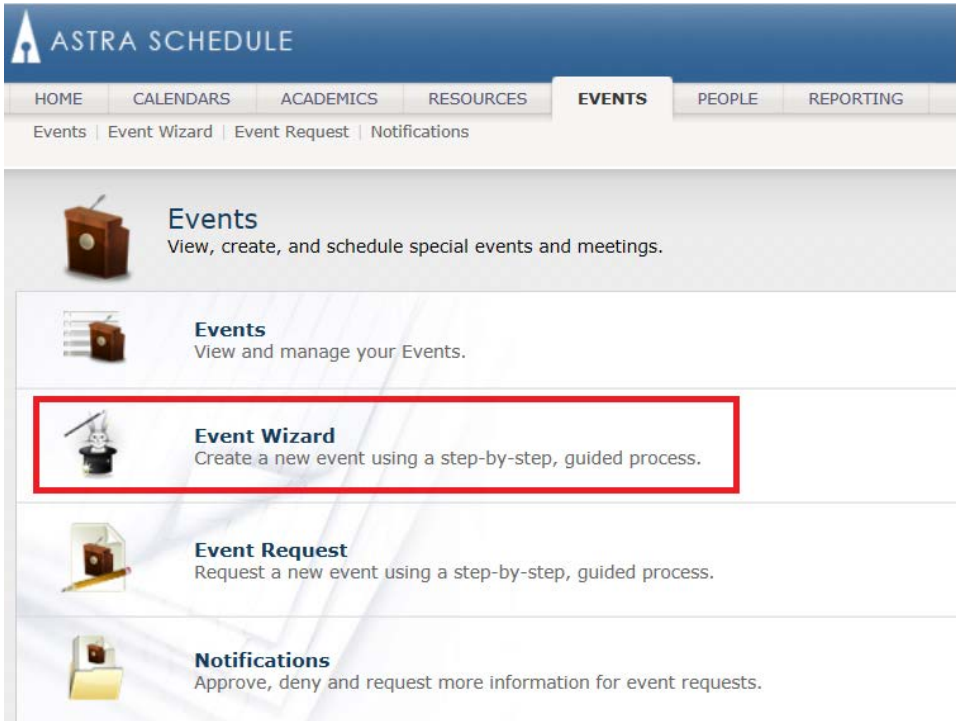
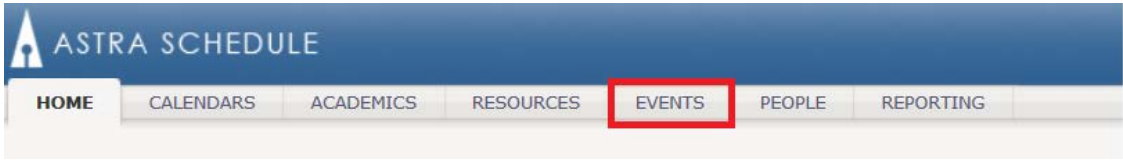


If you need the laptops in either A-103 or A-403 when you are requesting either of those two rooms, please follow the steps below.



Event Wizard

Please select dates and times and create meetings for your event.

Cancel Previous **Next**

- 1. Event Information
- 2. Meetings**
- 3. Rooms
- 4. Resources
- 5. Finish

Meeting Name\*:

Meeting Type\*:

Description:

Max Attendance:

Meeting Notes:

Private  Featured

Meeting Recurrence

- Single Meeting(s)**
- Recurring
- Spanning

Start Time:  End Time:

August 2018							September 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	31	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	1	2	3	4	5	6

Meetings

Name	Start Date	Start Time	End Time	End Date	Room
Schedule this way to reserve laptops!	09/23/2018	10:00 AM	2:00 PM	09/23/2018	

**Filter**

**Room**

Show Shared Rooms

Show Alt Room Configs

Capacity:  
Between  and

Campus

All

Room Type

All

Feature

All

Region

All

Building

All

**Room (2)**

A Student Services 103

A Student Services 403

All

Room	Score	Schedule this...
		8/23/2018 <b>Thu</b> 10:00-2:00pm
<input type="checkbox"/> O 217 - 217 (St...	100	Unavailable
<input type="checkbox"/> ANDERS GYM...	100	Unavailable
<input type="checkbox"/> LAPURM CLA...	100	Unavailable
<input type="checkbox"/> CLPKAP COM...	100	Unavailable
<input type="checkbox"/> MBUREN ROO...	100	Unavailable
<input type="checkbox"/> O 306 - 306 (St...	100	Avail (Request)
<input type="checkbox"/> I 115 - 115 (Sta...	100	Unavailable
<input type="checkbox"/> OAKNHV COM...	100	Unavailable
<input type="checkbox"/> I 111 - 111 (Sta...	100	Unavailable
<input type="checkbox"/> DISCOV COM...	100	Unavailable
<input type="checkbox"/> LUISOC ROIS...	100	Unavailable
<input type="checkbox"/> GRCBPT CLA...	100	Unavailable
<input type="checkbox"/> I 113 - 113 (Sta...	100	Unavailable

Enter search text

A Student Services 103

A Student Services 403

AAKDN COMMUNITY

ADAME CAFETERIA

100 101-200 of 14

ASTRA SCHEDULE

HOME CALENDARS ACADEMICS RESOURCES **EVENTS** PEOPLE REPORTING

Events **Event Wizard** Event Request Notifications

**Event Wizard**

Please select the room(s) for your meeting(s). Cancel Previous Next

1. Event Information 2. Meetings **3. Rooms** 4. Resources 5. Finish

**Filter**

**Room**

Show Shared Rooms  
 Show All Room Configs

Capacity:  
Between [ ] and [ ]

Campus: [ ]

All

**Room Type**: [ ]

All

**Feature**: [ ]

All

**Region**: [ ]

All

**Building**: [ ]

All

**Room (2)**: [ ]

A Student Services 103  
 A Student Services 403

**Facility Layout**: [ ]

All

Room	Score	Schedule this way to reserve laptops!
A 103 - 103 (Standard)	94	Unavailable
A 403 - 403 (Standard)	50	Available

Only room A-403 is available for this day/time. Click on "Available", which will then change to "Selected", and then click on "Next".

Room	Score	Schedule this way to reserve laptops!
A 103 - 103 (Standard)	94	Unavailable
A 403 - 403 (Standard)	50	Selected

ASTRA SCHEDULE

HOME CALENDARS ACADEMICS RESOURCES **EVENTS** PEOPLE REPORTING

Events **Event Wizard** Event Request Notifications

**Event Wizard**

Please select the resource(s) for your meeting(s). Cancel Previous Next

1. Event Information 2. Meetings 3. Rooms **4. Resources** 5. Finish

**Filter**

**Resources**

**Resource Type**: [ ]

All

**Resource Category**: [ ]

All

**Resource Group**: [ ]

All

**Resource**: [ ]

All

Resources	Type	Category	Groups	Qty	Schedule this...
Student laptops with cart A-103	Equipment	Computers	Student Services Laptops	1	Unavailable
Student laptops with cart A-403	Equipment	Computers	Student Services Laptops	1	Available

Since you selected A-403 within the Rooms tab, you can only request the laptops for that room. Notice that A-403 states "Available" for laptops. Click on "Available", which will then change to "Selected", and then click on "Next".

Student laptops with cart A-103	Equipment	Computers	Student Services Laptops	1	Unavailable
Student laptops with cart A-403	Equipment	Computers	Student Services Laptops	1	Selected

ASTRA SCHEDULE

HOME CALENDARS ACADEMICS RESOURCES **EVENTS** PEOPLE REPORTING

Events **Event Wizard** Event Request Notifications

**Event Wizard**

Please review the details below and click Finish when you are ready to create your event. Cancel Previous **Finish**

1. Event Information 2. Meetings 3. Rooms 4. Resources **5. Finish**

Res. Number: 20180815-00005  
 Event Name\*: Schedule this way to reserve laptops!  
 Event Type\*: Meeting  
 Description: Make sure to schedule this way if you are requesting laptops for an event in either A-103 or A-403  
 Est. Attendance:  Private  Featured

Event Status: Initial to Schedule by cgardner  
 Customer: Faculty and Staff  
 Customer Contact: Moore, Philip (Faculty and Staff)  Notify

**Additional Contacts**  
 Add Contact Add Ad hoc Contact Remove Selected

Notify	Name	Email
<input type="checkbox"/>	None	

Below is the **Approval Process**. There is always a chance that although the room request may be approved, the laptops may not be available. Christian Gardner maintains the master schedule for the laptop carts in both A-103 and A-403. Christian will receive an Astra notification for the room AND the resource (the laptops), and he will review the laptop master schedule. If the laptops are available, he will approve the room and the laptops from within Astra. If the laptops are not available, he will contact you directly to let you know. Kara Mushegan is also an approver for rooms A-103 and A-403. However, she is not the approver for the laptops. Below are a few screenshots of the approval process for the rooms and resources (laptops).

Inbox - cgardner@hancockcollege.edu - Outlook

All Unread

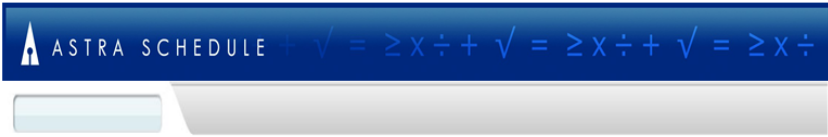
FROM	SUBJECT	SIZE	RECEIVED	CATEGORIES
Date: Today				
Astra Schedule 8/15/2018	New Astra Schedule Notifications...	106 KB	Wed 8/15/2018 11:00 AM	

Wed 8/15/2018 11:00 AM

**Astra Schedule**

New Astra Schedule Notifications...

To: Christian Gardner



8/15/2018  
**Notification Alert**







The following new notifications are in your Notifications List:

[Click here to go to your Notifications List](#)

Description	Type	Created Date
Event Reservation #20180815-00005: Schedule this way to reserve laptops! - Meeting Scheduled	Event Meeting	08/15/2018
Event Reservation #20180815-00005: Student laptops with cart A-403 - Resource Scheduled	Resource	08/15/2018

**Notifications**

My Preferences Dismiss All

	Description	Name	Start Date	End Date	Start Time	End Time	Created Date
  	Event Reservation #20180815-00005: Schedule this way to reserve laptops! Meeting Scheduled	Schedule this way to reserve laptops!	08/23/2018	08/23/2018	10:00 AM	2:00 PM	08/15/2018 12:56 PM
  	Event Reservation #20180815-00005: A 403 Resource Scheduled	A 403	08/23/2018	08/23/2018	10:00 AM	2:00 PM	08/15/2018 12:56 PM

Approve Not Approved

**Reminder** - If the laptops are not available, Christian will contact you directly to let you know.

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Christian L. Gardner  
 Student Success and Support (3SP) Technical Specialist  
 805.922.6966 x3600  
[cgardner@hancockcollege.edu](mailto:cgardner@hancockcollege.edu)