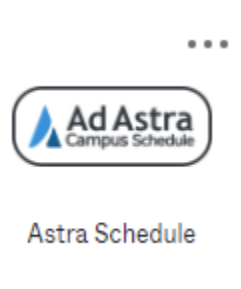


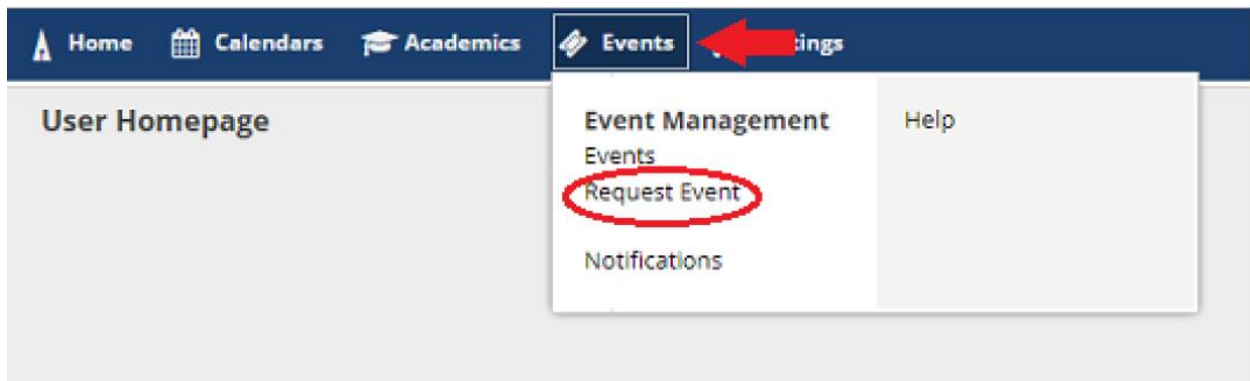
How to Request a *Vehicle* using Ad Astra

- You will log into Ad Astra by logging onto OKTA and selecting the Ad Astra tile



To begin your request, click on Events, then Request Event

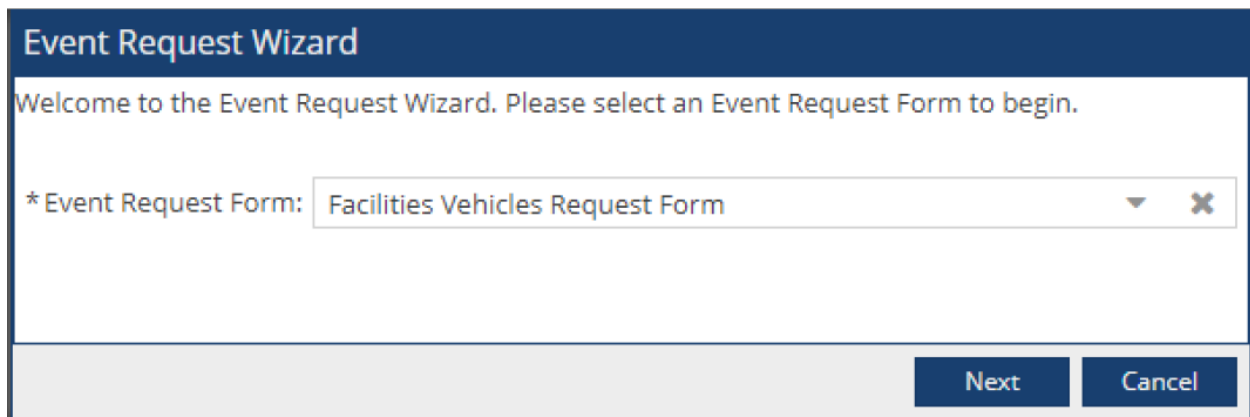
Event = Vehicle Reservation



This will bring you to the Event Request Form. *Completing this form does not guarantee your reservation. You will receive an email stating that your request has been received (if you do not receive a confirmation of receipt email, your request did not go through properly). You will receive a second email with a reservation number once availability has been verified and your space has been reserved.

Event Request Form Selection:

You will now have to select which event request form to use:



Event Request Wizard

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

* Event Request Form: Facilities Vehicles Request Form

Next Cancel

- **Event Request Form** - Click on drop down arrow and select *Facilities Vehicles Request Form*
- Click Next

Review the intro information

- Scroll down and enter the requested information
 - * means it's a required field
- **Event type:** Most often you will select either Department Trip or Sports Outing but this may vary based on your need
- **Gas Pin:** Gas PIN is 4 digits, drivers must know their PIN, if you do not know it please email Facilities@une.edu to request it.
- After all fields are entered select *Add Meeting*

Create Meeting

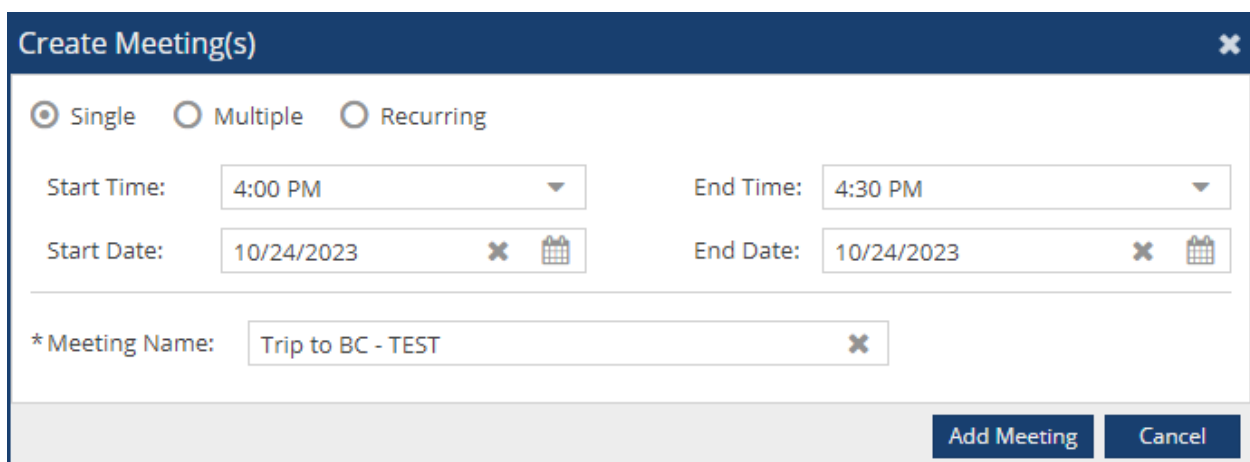
Meeting = Trip

Always select the type of meeting recurrence first (Single, Multiple, or Recurring). Then change the start and end time. Then select your date(s).

Single Meetings/Trips

The default meeting option when creating meetings is Single Meeting(s). Using this option, you can enter a time, browse dates on the calendars, and quickly select a meeting/trip date.

- Note: The Meeting Name will populate from the *Destination* that you chose from the previous screen and can be viewed by anyone looking at the calendars. Be sure to write an appropriate and descriptive destination.
- After you have entered your info, click *Add Meeting* (proceed to page 7)
- See below for Multiple or Recurring trips (pages 4 & 5)



The screenshot shows a 'Create Meeting(s)' dialog box with a dark blue header and a close button (X) in the top right corner. Below the header, there are three radio button options: 'Single' (selected), 'Multiple', and 'Recurring'. Underneath, there are two rows of input fields. The first row has 'Start Time:' with a dropdown menu showing '4:00 PM' and 'End Time:' with a dropdown menu showing '4:30 PM'. The second row has 'Start Date:' with a text box containing '10/24/2023' and a calendar icon, and 'End Date:' with a text box containing '10/24/2023' and a calendar icon. Below these fields is a label '* Meeting Name:' followed by a text box containing 'Trip to BC - TEST' and a close button (X). At the bottom right of the dialog, there are two buttons: 'Add Meeting' and 'Cancel'.

****After you select the dates and times for your trip (whether it is for a single, multiple, or reoccurring trip), you must click the Add Meeting button. Then click on Request Rooms to assign spaces/vehicles****

Multiple Meetings /Trips

Using this option, you can create multiple dates to create a meeting "group". Meeting groups are displayed as individual dates within the group. This is used when there is not a clear recurring pattern. The dates will turn dark blue when selected. When creating multiple meeting dates as a group, the system will prompt you for a group name.

Create Meeting(s) ✕

Single Multiple Recurring

Start Time: End Time:

Today Clear

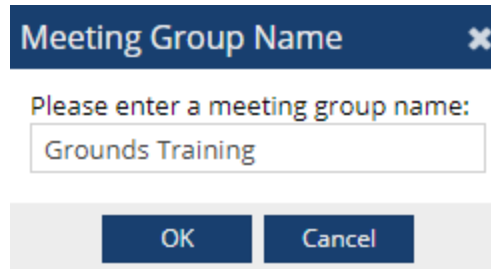
October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

→

Meetings

--

* Meeting Name: ✕

A dialog box titled "Meeting Group Name" with a close button (X) in the top right corner. Below the title, it says "Please enter a meeting group name:" followed by a text input field containing "Grounds Training". At the bottom, there are two buttons: "OK" and "Cancel".

Meeting Group Name ✕

Please enter a meeting group name:

Grounds Training

OK Cancel

Click *Ok*

Click *Add Meeting*

Proceed to page 7 – Assign Room

****After you select the dates and times for your trip (whether it is for a single, multiple, or reoccurring trip), you must click the Add Meeting button. Then click on Request Rooms to assign spaces/vehicles****

Recurring Meetings/Trips

The Recurring option allows you to define a pattern to create a recurring series of meetings. A recurring meeting will appear as a list of meeting/trip dates. Dates can be removed by clicking the red X if not needed.

Work your way down this box starting with the Start and End times. Pay special attention to the Day Pattern for your trip (daily trips, weekly, every two weeks, every Tuesday and Thursday, the first and third Wednesday of every week, etc.)

Select the pattern first (Daily, Weekly, Monthly or Yearly) and then fill in the information that is specific to each pattern. Remember to fill in the Date Range Start and End or select how many occurrences before the event is complete.



Create Meeting(s) ✕

Single Multiple Recurring

Start Time: End Time:

Recurrence Pattern

Daily Every day(s)
 Weekly Every weekday
 Monthly
 Yearly

Start:  End after occurrences
 End by 

Recurrence Summary

Every 1 day(s) effective 10/24/2023 until 11/30/2023 from 4:00 PM to 6:00 PM.

* Meeting Name: ✕

****After you select the dates and times for your trip (whether it is for a single, multiple, or reoccurring trip), you must click the Add Meeting button. Then click on Request Rooms to assign spaces/vehicles****

Assign Room

Room = Vehicle

- Once you have click on Assign Room, you'll see the vehicle options. There are cars, mini-vans, vans and golf carts listed.
 - Hover over the bullseye circle on left to see description of each vehicle, it shows a picture of the vehicle and maximum number of passengers
 - You should select an "Available" vehicle by clicking on Available on the line of the vehicle you wish to have
 - Selected will appear in GREEN

The screenshot shows a window titled "Assign Room" with a table of vehicle options. The table has two columns: "Room" and "Availability". The "Room" column lists various vehicle types with IDs, and the "Availability" column shows their status. The row for "FAC_VEH_BC 145" is highlighted in green and labeled "Selected".

Room	Availability
FAC_VEH_PC 082	Available
FAC_VEH_PC 151	Available
FAC_VEH_BC 142	Available
FAC_VEH_BC 145	Selected
FAC_VEH_BC 135	Available
FAC_VEH_BC 123	Available
FAC_VEH_BC 152	Available
FAC_VEH_BC 175	Available
FAC_VEH_BC 151 Golf	Available
FAC_VEH_BC 152 Golf	Available
FAC_VEH_BC 230 Golf	Available
FAC_VEH_BC 231 Golf	Available

At the bottom of the window, there is a pagination control showing "Page 1 of 1" and two buttons: "OK" and "Cancel".

- Click *OK*
- You will now be back at your reservation – Click *SUBMIT*

IMPORTANT INFO

Once you hit submit, you will receive an email confirming that your request has been submitted. The request alone does NOT guarantee the reservation. If the meeting/trip has been approved, you will receive a Room Request Confirmation.

Reservations will be given on a first-come-first-serve basis.

If your reservation does not have all the correct information or if Facilities has a question about your reservation it will go into PENDING status which means the reservation is being held for you until we have more information. If a reservation is flagged as TENTATIVE, others are still able to book that date/time/vehicle.

Canceling or Changing your reservation

You will need to email Facilities@une.edu

- Failure to do so can result in no-show fees. Changes in times may not always be accommodated based on previous reservations.
- When you make changes, please be as specific as possible
 - Ex: I have a van #135 reservation on 2/4/24 from 3pm – 6pm and need to change it to 2/4/24 from 1pm-3pm
(Don't just say I need to move it 2 hours earlier)

Other Questions? Please contact Facilities