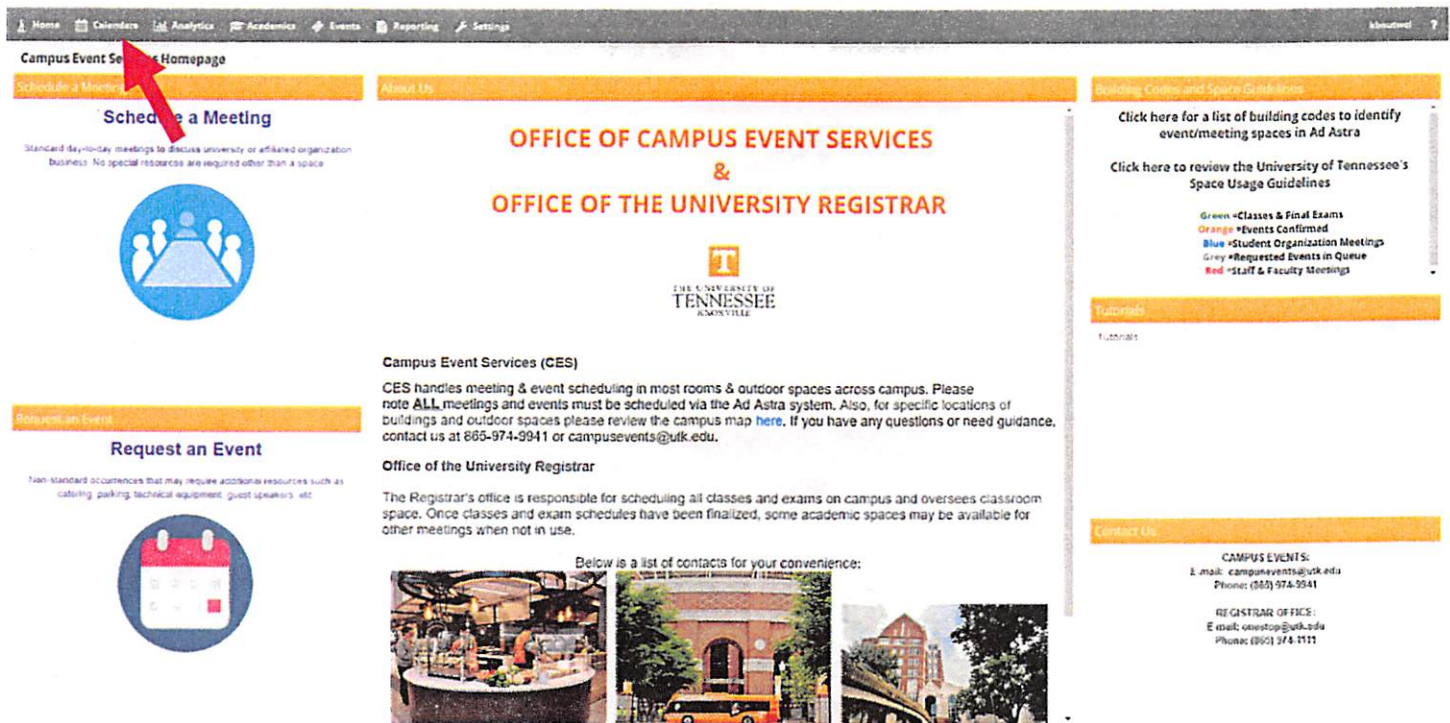
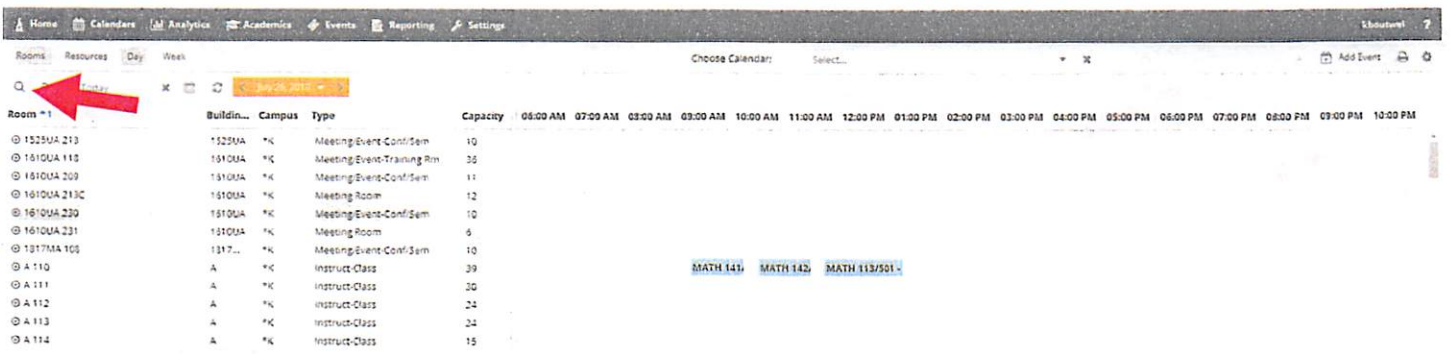


How to View the Scheduling Grid

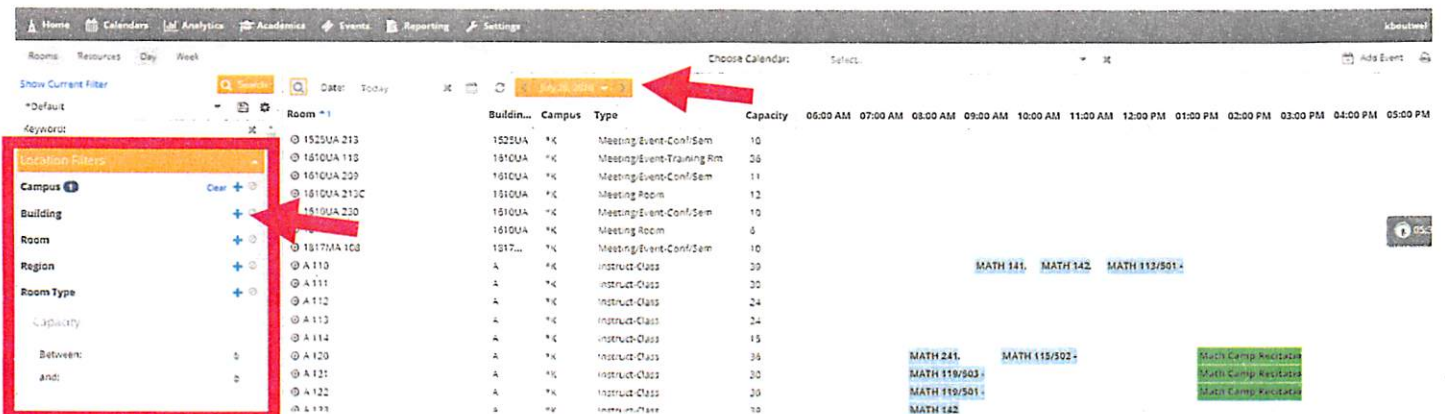
1. Go to the Ad Astra Scheduling Grid by clicking "calendars" and "scheduling grids" from the Ad Astra Homepage



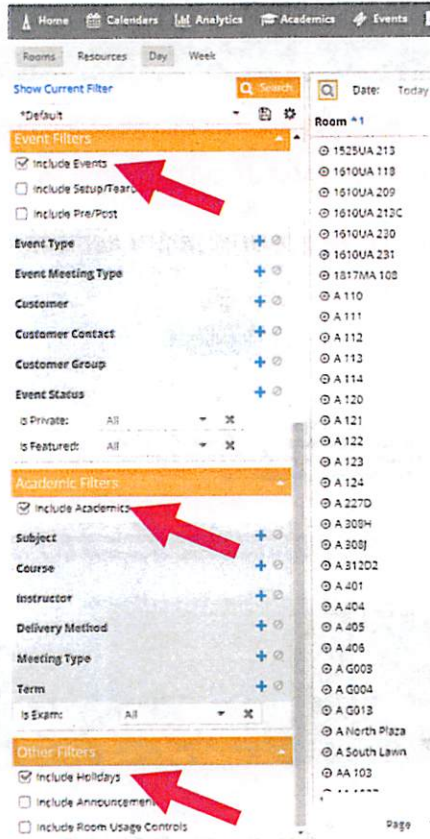
2. You may filter your scheduling grid to find a specific location, room type, or capacity for you meeting's requirements by clicking the magnifying glass icon in the top, left corner of the grid



3. Filter by building code, room type, capacity, etc. by clicking the plus signs to the right of each parameter you would like to set, selecting a date above the grid



4. Be sure to check "Include Events," "Include Academics," and "Include Holidays" on the filter panel



5. Click Search

