



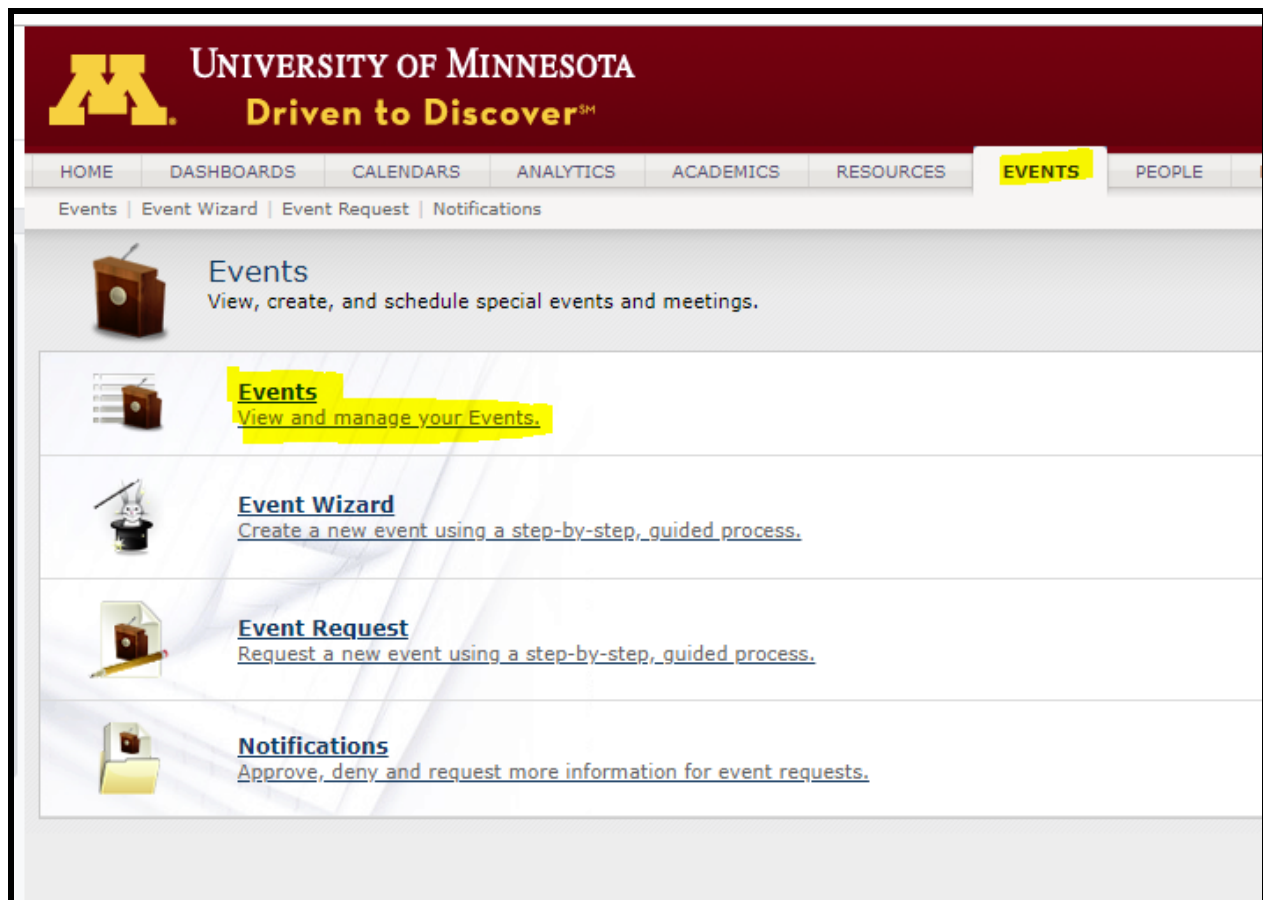
Events - Daily Academic Room Report

How to Guide

Daily Room Use report

Steps

1. Log into ASTRA
2. Select "EVENTS"
3. Select Events View and manage your Events
4. Add or clear out Filter options (see example below) and **SEARCH**.
5. Report results can be exported to EXCEL by using the icon at the bottom of the page



Driven to DiscoverSM

HOME DASHBOARDS CALENDARS ANALYTICS ACADEMICS RESOURCES **EVENTS** PEOPLE REPORTING

Events | Event Wizard | Event Request | Notifications

Filter

Keyword:

1 Time Period: Today

Start Date: 06/28/2019

End Date: 06/28/2019

Days Met: U M T W R F S

Is Private: All

Is Featured: All

My Events: All

Event Status: All

Event Meeting Status: All

Campus (1): ☒ Duluth

Building:

Room: All

Customer Group: All

Customer: All

Customer Contact: All

Event Type: All

Event Meeting Type: All

Approver: All

Scheduler: All

(custom)

Event List

Name	Reservation	Status
Admissions Meeting	20190226-00060	Scheduled
Chem Bldg Maintx	20181210-00029	Scheduled
Data BootCamp - Math and Stat...	20190623-00021	Scheduled
ESLI Summer session	20190411-00008	Scheduled
Fall 2019 Orientation	20190312-00248	Scheduled
Fall 2019 Orientation	20190204-00346	Scheduled
Fall 2019 Orientation - afternoon...	20190204-00420	Scheduled
Meeting	20190619-00143	Scheduled
MWAH maintx	20190523-00027	Scheduled
North Shore Summer Music Camp	20181011-00135	Scheduled
North Shore Summer Music Exp...	20180911-00160	Scheduled
North Shore Summer Music Exp...	20180911-00148	Scheduled
One Stop Staff meeting	20181205-00048	Scheduled
One Stop Staff meeting	20190417-00213	Scheduled
Room Update	20190502-00091	Scheduled
Student Life	20190205-00065	Scheduled
UMD Football Camp	20190524-00090	Scheduled
UMD Football Workouts	20190425-00122	Scheduled
UMD KIDSROCK	20190226-00017	Scheduled
UMD WBB Camp	20190321-00173	Scheduled

Page 1 of 1 Show 25 results

Export Example:

	A	B	C	D	E	F	G	H	I
1	Name	Reservation	Status	Days Met	Start Date	End Date	Start Time	End Time	Room
2	Admissions Meeting	20190226-00060	Scheduled	F	6/28/2019	6/28/2019	12:00 PM	1:30 PM	Solon Campus Center 6
3	Chem Bldg Maintx	20181210-00029	Scheduled	F					
4	Chem Bldg Maintx	20181210-00029	Scheduled	F	6/28/2019	6/28/2019	7:00 AM	6:00 PM	Chemistry 200
5	Chem Bldg Maintx	20181210-00029	Scheduled	F	6/28/2019	6/28/2019	7:00 AM	6:00 PM	Chemistry 155
6	Chem Bldg Maintx	20181210-00029	Scheduled	F	6/28/2019	6/28/2019	7:00 AM	6:00 PM	Chemistry 251
7	Chem Bldg Maintx	20181210-00029	Scheduled	F	6/28/2019	6/28/2019	7:00 AM	6:00 PM	Chemistry 153
8	Chem Bldg Maintx	20181210-00029	Scheduled	F	6/28/2019	6/28/2019	7:00 AM	6:00 PM	Chemistry 150
9	Data BootCamp - Math and Stats Department	20190623-00021	Scheduled	F	6/28/2019	6/28/2019	8:00 AM	5:00 PM	Kirby Plaza 385
10	ESLI Summer session	20190411-00008	Scheduled						