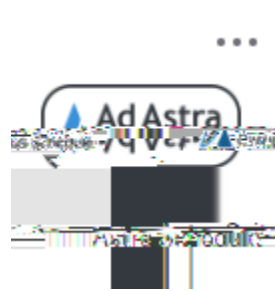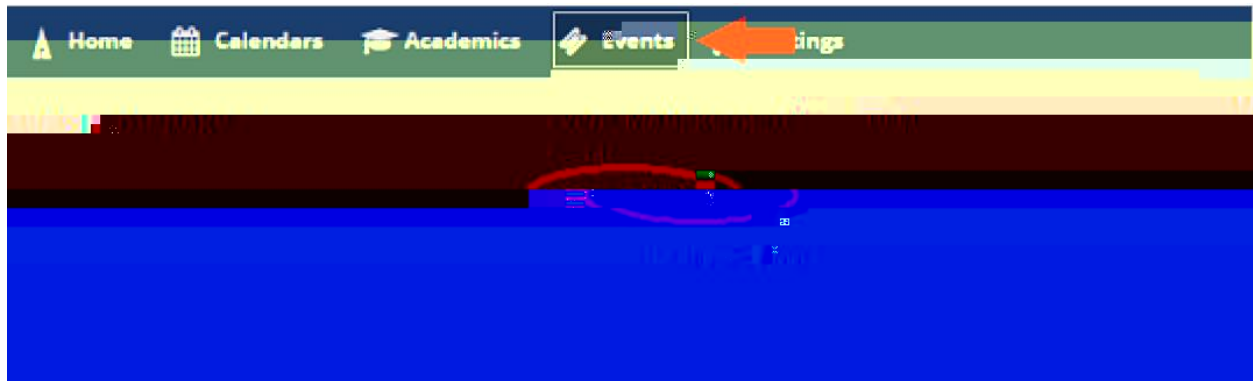# How to Request a *Vehicle* using Ad Astra

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.

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

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

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.

Aft

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).

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**

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.
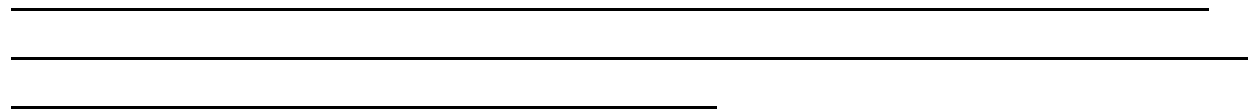
Click **Ok**

Click **Add Meeting**
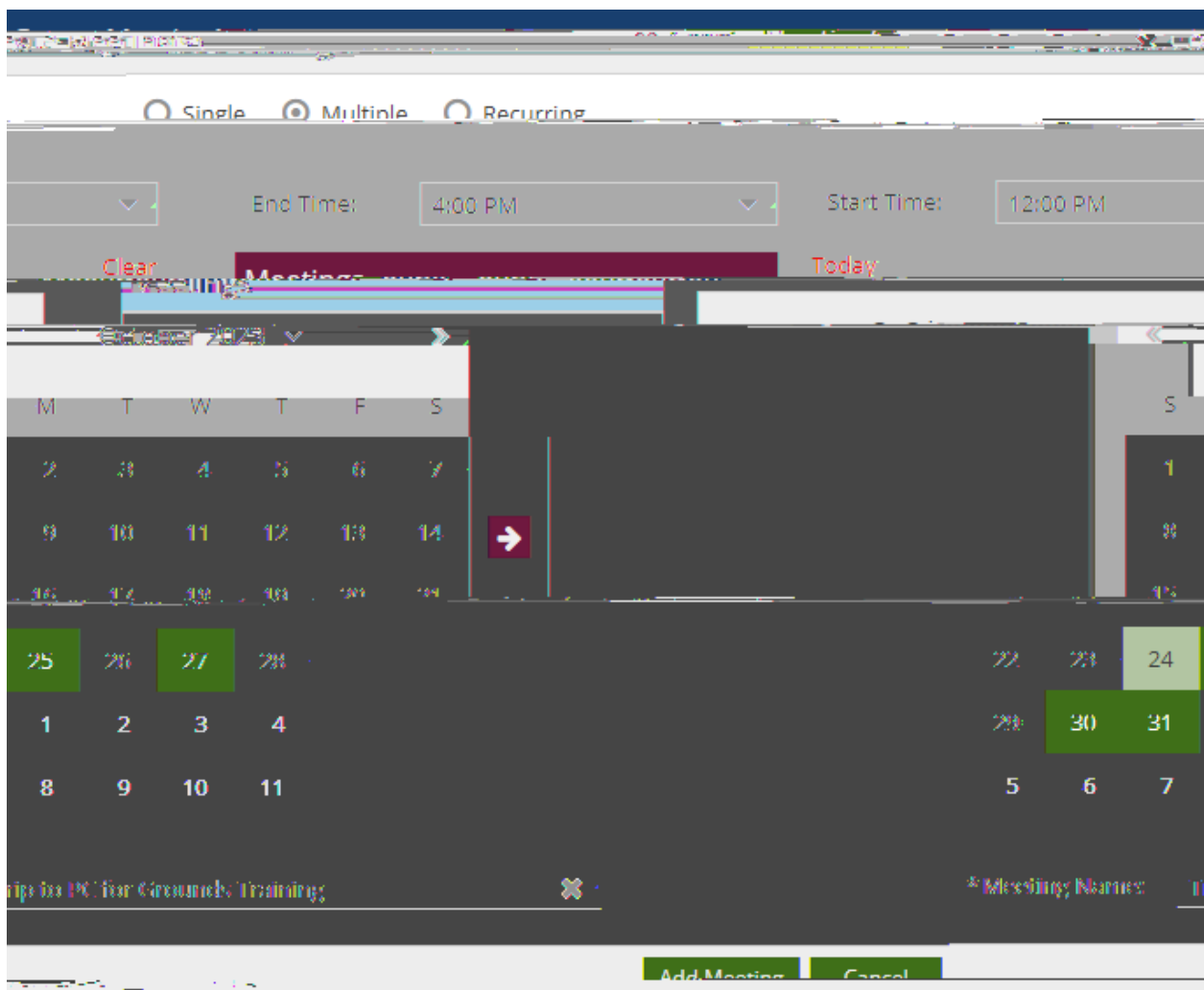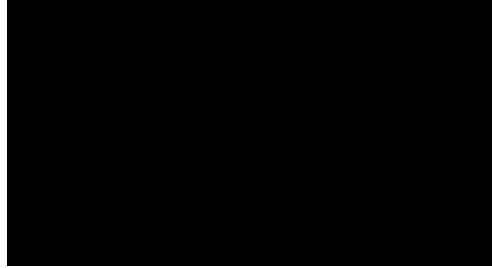
Proceed to page 7   Assign Room

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: | 4:00 PM   ▼ | End Time: | 6:00 PM   ▼ |

⊙ Daily | ⊙ Every | 1 | ⇕ | day(s) |

○ Yearly

Start: 10/24/2023   📅   ○ End after,   10   ⇕ occurrences.

023   📅   ⊙ End by   11/30/2

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

Room = Vehicle

\ ... ...k ... ...u
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

/ ... ... by clicking on Available on
the line of the vehicle you wish to have

Selected will appear in GREEN
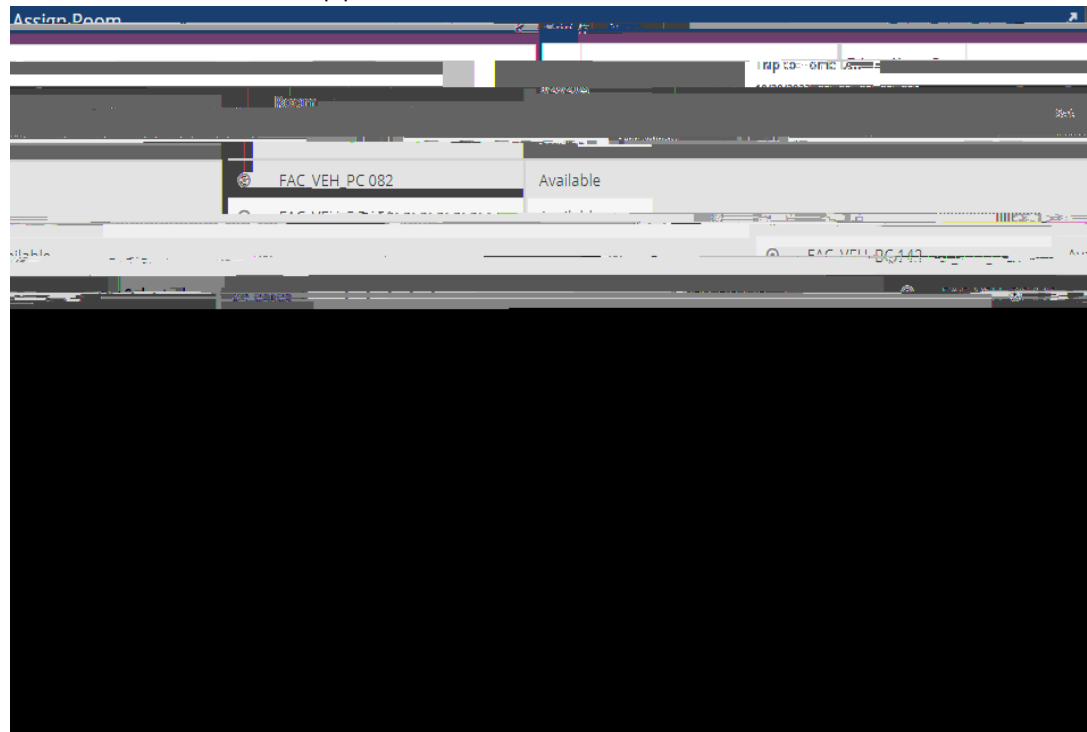
Click **OK**
You will now be back at your reservation   Click **SUBMIT**

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 <u>PENDING status</u> 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.

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, reW* u make previous reservations.