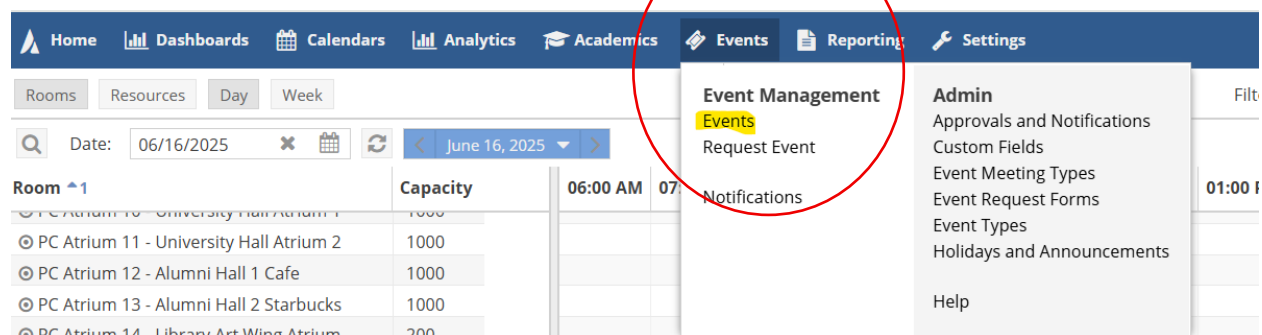**Event and Section Filters**

To view a list of events or meetings scheduled, you can view these items on the **Events List** page. Click on the **Events** tab and select **Events** under **Events Management**.

A list of events is displayed under the **Events List** area. On your initial visit to this page, you must expand the Filters panel. On the far left of the Ad Astra screen, you will see a column with "Filters" vertically written and an arrow on top of filters. Click on the arrow, and a filter panel will appear.

To utilize the filter panel and locate an event or meeting, type the meeting or event name inside the **Keyword:** box. To narrow your search, insert a start and end date range; click calendar across the **From:** box to insert the start date. To insert the end date, click on the calendar across the **To:** box. Click **Search.**

There are several options to view the event details:

- Click on the **Event Name**
- Click on either **View Events** or **View Meetings**

When you click on **Event Name**, you will go to the Event Information Record and view all the event details.

Clicking on the **View Events** tab will only provide you with the Event Name, Reservation, Start

and End Date, Status, and Type of the event. To view all of the similar information, including the dates, times and the room of the event(s), click on the **View Meetings** tab.

View Events tab

View Meetings tab

Along with a keyword, or From and To date, the Filter's panel can be filtered by an **Event's Status**, **Campus**, **Building Room**, **Customer Group**, **Customer**, **Customer Contact**, and **Event Type**. To select any of these filter items, click on the **+** icon across from the filter. Click on **Search** at the top of the Filter panel and view your results.

A key function with the filter panel is saving a default filter; e.g., if you are located at the McKinney Campus, you would save McKinney as your default filter. Here are the steps in creating your default filter:

- Click on **Clear All** to remove any filter options previously selected (This ensures you have no dates saved, which allows you to insert different dates at various times).
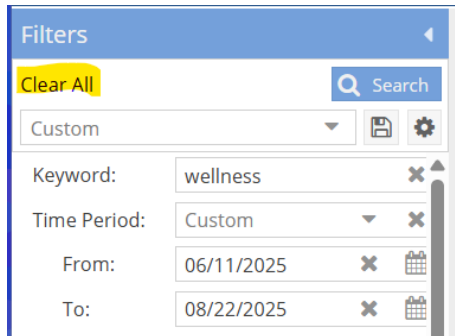

- Select **Scheduled** from the options on **Event Status** and **Scheduled** from **Event Meeting Status** (Make sure you select **Done** after selecting your options).
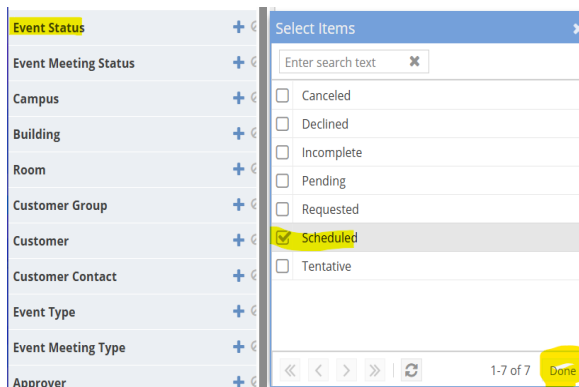
- Select your **Campus** in the **Campus** options (e.g., if you are at McKinney, select the McKinney Campus for both **Campus** and **Building** (again, make sure you always select **Done** when choosing an option; this saves your choice).
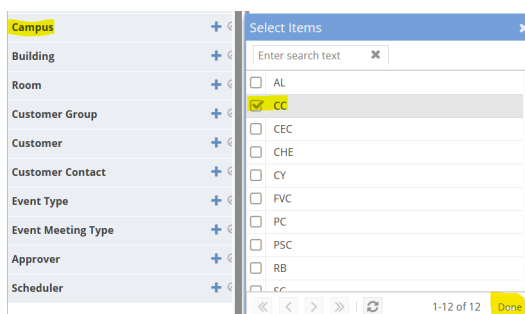
- Click on the **Save** icon below the **Search button with a magnifying glass,** and it will prompt you to name your filter. Place a checkmark in the **Set as Default,** and click **Save.**
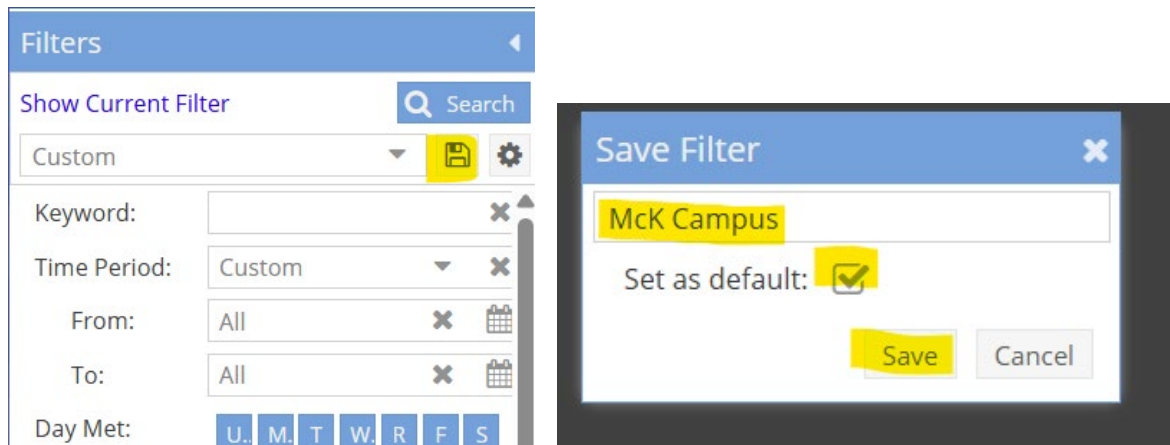

Do note that with a default filter set, you must clear your filter when looking for events or meetings at other campuses.

The **Event** and **Section** filters have common functions, except for the filter options. **Event** filters deliver event details, and **Section** filters deliver academic scheduling details (Subjects, Meeting Times and Instructional spaces). The significant difference with the **Section** filters is selecting a **Term**, **Subject**, **Campus** and **Building** for your filter. You also have the option to select a **Course**, **Instructor** or **Room**.

Section Filters

Follow the same steps above to expand your **Filter** panel. Begin your search by inserting a **Term**. Click on the **+** icon across **Term,** type the year of term you are searching for in the Search box, Click **Done**.
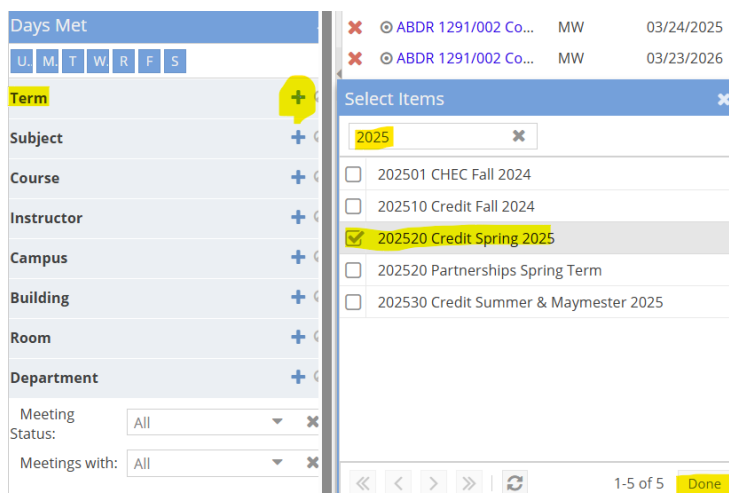
To insert a **Subject**, click the **+** icon, insert the subject in the **Search** box, and click **Done**.

To insert a **Campus**, click the **+** icon, insert the campus code (locate a listing of the campus codes on the Ad Astra Event Scheduler homepage), click **Done**.

Click on the **Search** button at the top to view your results.

To locate an instructor in a specific subject, it is best **not** to have a **Campus** selected. The instructor can have instructor assignments at other campuses. Click the **+ i**con across **Instructor** and type the **last name** of the instructor. Select the instructor's name (if an instructor has two listings, it is best to select both).

Click on the **Search** button to view your results. If you do not see the Instructor's name, scroll to the right of the screen to locate the Instructor's name. The columns operate like an Excel template; you can drag the Instructor's column to your preference.

You can save a **Default Filter** using the same steps as with **Events**. There are several filter options to save: By a **Term** or a **Campus**.

Term Default Filter

Select the **Term**. Click on the **Save** button, type in your Saved Filter name, check the Set as Default, and click **Save.**

Campus Default Filter

For best results when using a **Campus Default** filter, ensure you do not have a term selected. Click on the **Clear All** at the top of the Filter panel.

Select a **Campus** and follow the exact steps above to **Save** the **Campus Default filter**.

Important Note on Section Default Filters: With a Term Default filter, a new Term Default filter must be made at the end of each term.