How Do I Access the Daily/Weekly Room Grids

New Ad Astra VII:
1. Navigate to the Calendars tab

2. Once there, the toolbar shown will be the main navigational tool to view the calendar in many different ways. Each view is available for a snapshot of the days, weeks, or months events depending on the tab you have chosen.

- **Grid View**

  - **NOTE:** Hover over the piece of paper icon next to the room number to see room details without having to leave the calendar.

- **Calendar View**
3. Use the **Calendar icon** to change the range of dates you are looking for or search for a specific item.

4. **Filters** can also be added to narrow down the calendar even further. Please refer to the *How to create a Calendar Filter* FAQ for more instructions on how to use this feature.