



CUSTOM REPORTING UNIFIES GROVE CITY COLLEGE

Matt McQuaig, Director of Media Services, and Alan Roberts, Director of Enterprise Services, from Grove City College (GCC) knew that Astra Schedule, the software used to schedule all their campus events, came with more than 100 pre-packaged reports. However, when campus departments requested additional information, they used Crystal Reports, the full reporting system bundled with Astra Schedule, to customize these reports. To make distribution easier, they used Astra Schedule's report subscription service to send reports to stakeholders via email on a schedule that best fit their individual needs.

Providing Access to Data

McQuaig and Roberts made several modifications to the standard reports, including displaying GCC's logo and contact information. They also embedded multiple sub-reports to show additional layers of information. Since the existing reports in Astra Schedule provide an excellent foundation for viewing core information, and Crystal Reports made customizing report views a snap, they saved valuable time without building new reports from scratch.

So when the campus event coordinator's team needed additional data for more productive meetings, McQuaig and Roberts created regularly-delivered custom reports, including event schedules with resource needs, event setup and teardown for Housekeeping and "featured events" for the Web, Communications and Development offices.

Organizing information has eliminated the need to keep track of individual emails for scheduled events. Resource reports allow Operations to create work orders, and Media Services can plan better for AV/technical needs. The HVAC and Campus Safety teams run building usage reports to schedule heating, cooling, lighting and door locks based on when spaces are in use.

A More Efficient Campus

McQuaig reported many benefits from leveraging customized reporting in Astra Schedule, including "improved communication, more efficient event planning, easier access to information, resource accountability, fewer double-bookings, clearer resource needs for events, and more reliable space utilization tracking." He also notes, "We were pleasantly surprised to see so many different campus groups adopting Astra Schedule. We have had overwhelmingly positive feedback from the campus. Everyone can be more productive with relevant information at their fingertips."



GROVE CITY
COLLEGE

FOUNDED: 1876

LOCATED: Grove City, PA

ENROLLMENT: 2,500

OFFERING: 50 fields of study

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—Matthew McQuaig
Director of Media Services



