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**UNIVERSITY**  
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EnCampus Portal

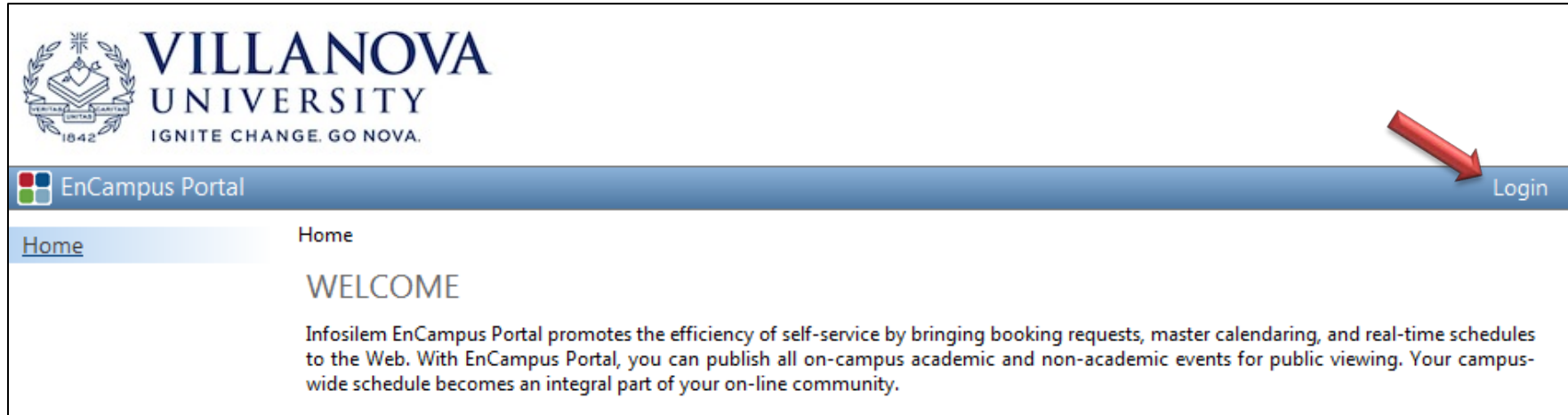
## EnCampus Portal Training Guide


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*Updated 6/6/13*

## Logging In

Users will log in to the [EnCampus Portal](#) with their MyNOVA user ID and password, so there's no need to create or remember any new passwords. For easy access, you might want to bookmark the Portal in your Internet browser, but the link to the Portal can also be found on the [Registrar's Reservations](#) web page.



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EnCampus Portal [Login](#)

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**WELCOME**

Infosilem EnCampus Portal promotes the efficiency of self-service by bringing booking requests, master calendaring, and real-time schedules to the Web. With EnCampus Portal, you can publish all on-campus academic and non-academic events for public viewing. Your campus-wide schedule becomes an integral part of your on-line community.

# Home

After logging in, you will be taken to the Portal Home Page which contains some general information as well as a table indicating the dates on which a user may begin to place requests during the specified date/time ranges.

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EnCampus Portal Dummy Staff User

Home

**THINGS TO NOTE WHEN REQUESTING A RESERVATION**

- Allow at least 15 minutes before and after academic classes to permit for adequate transition time
- Reservation requests are processed during normal business hours (Monday to Friday, 9:00 - 5:00)
- Reservation requests are processed in the order in which they are received
- If the room requested is not available, the Office of the Registrar will attempt to reserve a suitable substitute
- Event reservations are subject to change due to adjustments in Academic Scheduling/Rooming

**The following schedule indicates the dates reservation requests will begin to be accepted for each period within a semester**



Term	Date Range	Reservable Times	Date Reservations will begin to be accepted (after 12:00 noon)	
			Faculty / Staff	Students
Summer 2013	05/20/13 - 08/21/13	All Day / Every Day	04/17/13	04/17/13
Fall 2013	08/26/13 - 12/12/13	Mon - Thur evenings after 9:15 pm Fridays after 1:30 pm Weekends	08/01/13	08/12/13
		Mon - Thur Evenings after 6:00 pm Fridays after 1:30 pm Weekends	08/26/13	09/02/13
		All Day / Every Day	09/02/13	09/09/13
	Reading Day 12/13/13	All Day	08/01/13	10/01/13
	Finals Week 12/14/13 - 12/20/13	Mon - Fri evenings after 9:00 pm Saturdays after 7:00 pm Sundays all day	08/01/13	10/01/13

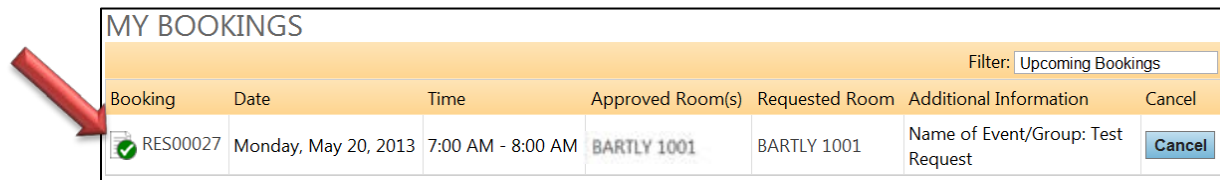
# Home


## My Calendar

You can view a calendar of the self-service reservations you have made under your **My Calendar** section. By default your calendar will show a **Schedule View** (a view of all reservations during a window of time compiled into one 7 day view of a calendar), although it may be more helpful to look at one of the regular calendar views (**Daily**, **Weekly**, **Monthly**, or **Yearly**) by clicking the appropriate tab. You can also look at a list view of all your reservations by clicking the **List View** tab.

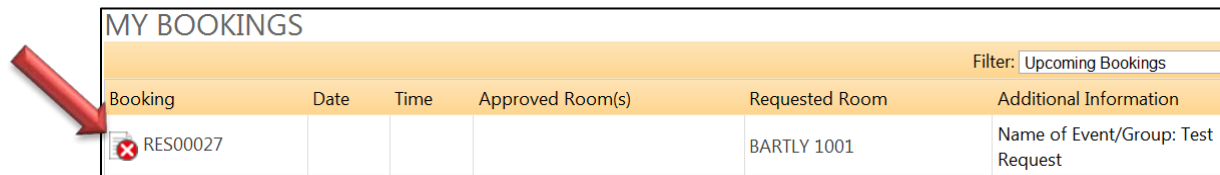
## My Bookings


You can view all of your self-service reservations in table format under your **My Bookings** section. The first column will indicate the reference number associated with your reservation as well as a status indicator (either Approved  or cancelled ) , and the other columns will reflect the details of your reservations.



MY BOOKINGS						
Filter: Upcoming Bookings						
Booking	Date	Time	Approved Room(s)	Requested Room	Additional Information	Cancel
 RES00027	Monday, May 20, 2013	7:00 AM - 8:00 AM	BARTLY 1001	BARTLY 1001	Name of Event/Group: Test Request	<a href="#">Cancel</a>

You can cancel a reservation by simply clicking the **cancel** button in the right hand column of the My Bookings window. The status indicator will change to Cancelled, and the meeting date, time, and approved room information will be removed.



MY BOOKINGS						
Filter: Upcoming Bookings						
Booking	Date	Time	Approved Room(s)	Requested Room	Additional Information	
 RES00027				BARTLY 1001	Name of Event/Group: Test Request	

# Booking Rooms

## Reservation Channels

**SELF-SERVICE:** Allows authorized users to reserve rooms through the Self-Service feature of the Portal. No further approval is required, and reservation is finalized immediately.

### Find a Room vs. Request a Specific Room

1) **FIND A ROOM:** This is used to find an available room when a specific room is not required.

- If you want to specify a particular building, select that building from the **Location** drop down box.
- If you want to specify types of room layouts, types of furniture, or a minimum room capacity, check the box that says **Use additional criteria**.

**FIND A ROOM**

**REQUEST CRITERIA**

Request Type: Meeting  
Location: \*V - Villanova  Use additional criteria

**AVAILABILITY**

Choose one of these options:

**Check a specific date and time**  
Date: 04/17/2013  
Start Time: 3:00 PM  
End Time: 4:00 PM  
Verify Availability

**Find a date**  
Between: 6:00 AM and 11:45 PM  
Duration: 00:15  
Verify Calendar

**Make a recurring request**  
From: 04/17/2013 To: 04/17/2013  
Between: 6:00 AM and 11:45 PM  
Duration: 00:15  
Set Recurrence Options

2) **BOOK A SPECIFIC ROOM:** This is used to book a specific room. You can search that room for different days and times to schedule your event, but you need to have a specific room in mind when using this section.

- Select the building from the **Location** drop down box.
- If you want to specify types of room layouts, types of furniture, or a minimum room capacity, check the box that says **Use additional criteria**.
- Click on the specific room in the list that you would like to request. The line will be highlighted in blue when you have selected it.

**REQUEST A SPECIFIC ROOM**

**REQUEST CRITERIA**

Request Type: Meeting  
Location: WHITE - White Hall  Use additional criteria

**ROOMS: MEETING**

Click on a row to select a room

Building	Room	Room Type	Detail	Calendar
WHITE	115	SEM	Detail	
WHITE	116	CLASS	Detail	
WHITE	120	CLASS	Detail	
WHITE	218	CLASS	Detail	
WHITE	221	SEM	Detail	

**AVAILABILITY**

Choose one of these options:

**Check a specific date and time**  
Date: 04/17/2013  
Start Time: 3:00 PM  
End Time: 4:00 PM  
Verify Availability

**Find a date**  
Between: 6:00 AM and 11:45 PM  
Duration: 00:15  
Verify Calendar

**Make a recurring request**  
From: 04/17/2013 To: 04/17/2013  
Between: 6:00 AM and 11:45 PM  
Duration: 00:15  
Set Recurrence Options

## Options to check availability

### Request a Specific Date/Time

Check a specific date and time

Date: 04/17/2013

Start Time: 2:00 PM

End Time: 3:00 PM

Verify Availability

Use this option when you know the event day/time and the reservation is not recurring

- 1) Select a **Date, Start Time and End Time** of reservation (include any setup/teardown time needed).
- 2) Click **Verify Availability** button
- 3) Click the **Book** button next to the room you would like to reserve.

### Find a Date

Find a date

Between: 6:00 AM and 11:45 PM

Duration: 00:15

Verify Calendar

Use this option when your reservation date is flexible. This may be helpful if you really would like a specific room, or a specific type of room, and are flexible with the time or date

- 1) Select a **Duration** of reservation (include any setup/teardown time needed), and start and end time the **Between** boxes. Note: if your time is somewhat flexible then you can specify a start time and end time greater than your meeting.
- 2) Click **Verify Calendar** button.
- 3) Click a date on the calendar to see the list of available rooms on that date.
- 4) Click the **Book** button next to the room you would like to reserve.

### Make a Recurring Request

Make a recurring request

From: 04/17/2013 To: 04/17/2013

Between: 6:00 AM and 11:45 PM

Duration: 00:15

Set Recurrence Options

Use this option when you need to book a recurring reservation

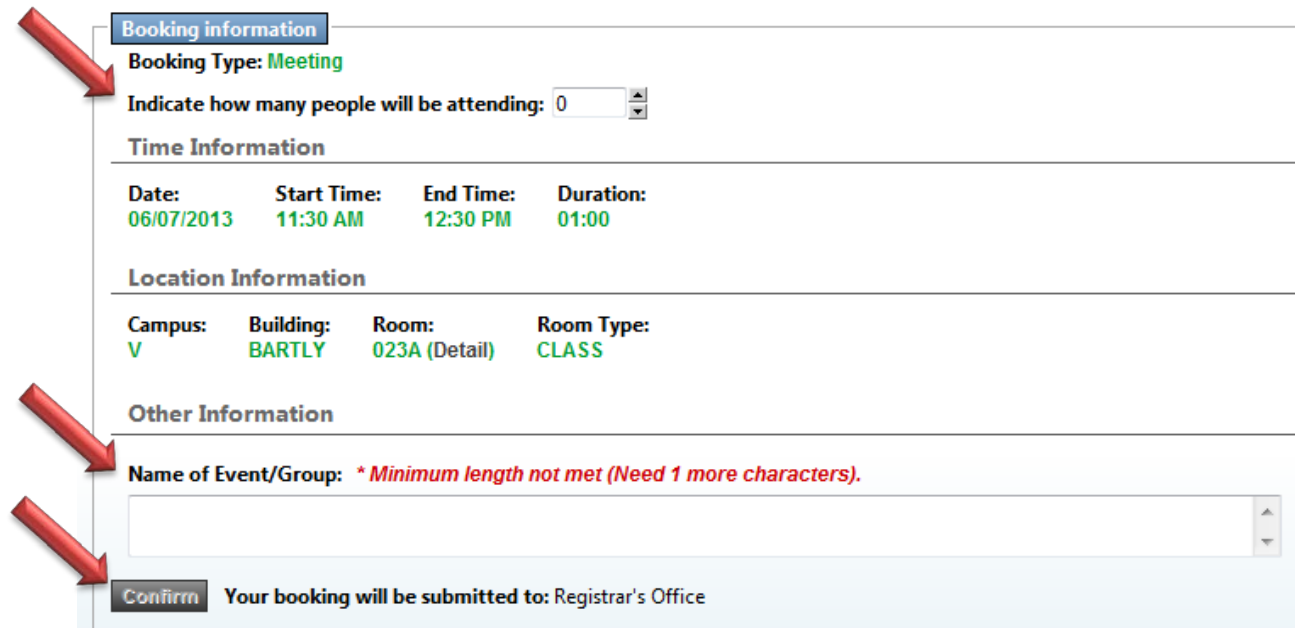
- 1) Select a beginning and ending date for the recurring reservation in the **From/To** boxes, **Duration** of reservation (include any setup/teardown time needed), and start and end time the **Between** boxes. Note: if your time is somewhat flexible then you can specify a start time and end time greater than your meeting.
- 2) Click **Set Recurrence Options** button.
- 3) Set the recurrence options desired and press the **Verify Availability** button.
- 4) Click the **Book** button next to the room you would like to reserve.

## Options to check availability (Cont'd.)

After clicking on the **Book** button, the Booking Confirmation screen will summarize your reservation. Enter the following information on the Booking Confirmation screen before submitting:

- 1) Optional Field: **Number of people attending – not necessary**
- 2) Required Field: **Event or Group Name**
- 3) Press the **Confirm** button

### BOOKING CONFIRMATION



The screenshot shows a 'BOOKING CONFIRMATION' form with the following sections:

- Booking information** (indicated by a red arrow):
  - Booking Type: Meeting
  - Indicate how many people will be attending: 0
- Time Information**:

Date:	Start Time:	End Time:	Duration:
06/07/2013	11:30 AM	12:30 PM	01:00
- Location Information**:

Campus:	Building:	Room:	Room Type:
V	BARTLY	023A (Detail)	CLASS
- Other Information**:
  - Name of Event/Group: *\* Minimum length not met (Need 1 more characters).*
  - (An empty text input field is present below the error message, also indicated by a red arrow.)
- Confirm** button (indicated by a red arrow): Your booking will be submitted to: Registrar's Office

## Calendar Search

### All Activities

This tool can be used to search for a specific course or event (by reservation or course name, building, time, etc.) or simply to show all activities in a given time frame. To see all reservations do not enter a search string.

### Courses

This tool can be used to search for a specific course (by course number, building, time, etc.) or simply show all courses during a given time frame. Do not enter a search string if you want to see all courses. Note: The search string will only look for matches within the course number (i.e. ACS 1000) not the course title (i.e. Ancients). This search will not show any events.

### Events

This tool can be used to search for a specific event (by reservation name, building, time, etc.) or simply to show all events during a given time frame. Do not enter a search string if you want see all events. This search will not show any courses.

### Rooms

This tool allows you to view a list view or calendar view of all rooms, or only rooms that meet your search criteria. You can also click the Details link on the right to see the image of the room (*coming soon*) and details about capacity and seating arrangement.