

AUB Event Reservation User Guide

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Event Reservation

A) Accessing the system

1. Link <https://reservations.aub.edu.lb>
2. Login using your AUB net user (e.g. ma999) and AUB net password.

The image shows two screenshots of the Enterprise Portal interface. The top screenshot displays the portal's home page with a blue header bar containing the text 'Enterprise Portal' and a 'Log in' button circled in red. Below the header, there is a 'Home' link and a 'WELCOME' message. The bottom screenshot shows the same portal page with an 'Authentication Required' dialog box overlaid in the center. The dialog box contains the text 'Please enter your credentials below:' and two input fields: 'Username' with the value 'ma999' and 'Password' with masked characters. There are 'Log in' and 'Cancel' buttons at the bottom of the dialog box. The footer of the portal page includes the text 'Last update: 2020/02/11 3:09 PM', '© 2019 - Powered by Infosilem', and links for 'Help' and 'Technical Support'.

Enterprise Portal

Portal - Home

Home

WELCOME

[InfosilemPortal] promotes the efficiency of self-service by bringing booking requests, master calendaring, and real-time schedules to the Web. With 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.

Last update: 2020/02/11 3:09 PM

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Help Technical Support

Log in

Authentication Required

Please enter your credentials below:

Username : ma999

Password :

Log in

Cancel

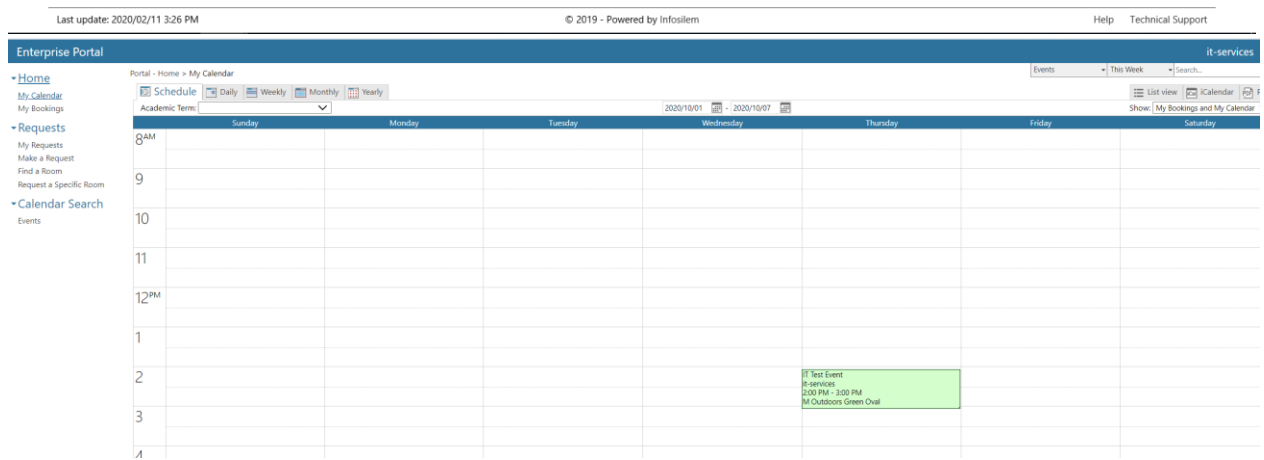
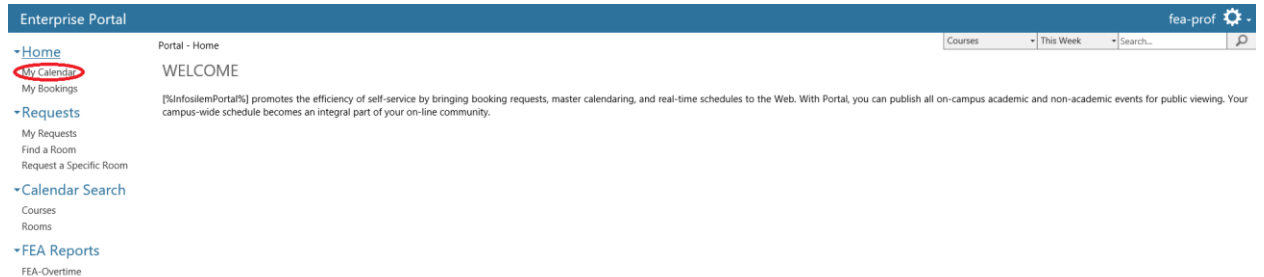
Last update: 2020/02/11 3:09 PM

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Help Technical Support

B) My Calendar

1. Under 'Home', you can view your reservations by clicking on 'My Calendar'. This includes both room and event reservations.



You can also export your calendar to iCalendar or PDF.



C) My Bookings

1. You can also view your reservations under 'My Bookings' and active requests under 'My Requests'.

Enterprise Portal

Portal - Home

WELCOME

[InfosilemPortal] promotes the efficiency of self-service by bringing booking requests, master calendaring, and real-time schedules to the Web. With 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.

My Bookings

My Requests

Find a Room

Request a Specific Room

Calendar Search

Courses

Rooms

FEA Reports

FEA-Overtime

Last update: 2020/02/11 3:26 PM

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Help Technical Support

reservations.aub.edu.lb/Portal/index.php?p=MyRequests&bookingListFilter=1

Enterprise Portal

Portal - Home > My Requests

MY REQUESTS

☐ By occurrence

Filter: This Week

Request	Date	Time	Approved Room(s)	Requested Room	Additional Information
AUB-EV-0039	Thursday, October 01, 2020	2:00 PM - 3:00 PM	M Outdoors Green Oval	M Outdoors Green Oval	<p>Event Title IT Test Event</p> <p>Organizer's Name: IT Services</p> <p>Organizer's Email: it.services@aub.edu.lb</p> <p>Organizer's Extension: 0000</p> <p>Organizing Unit Information Technology</p> <p>Event Type Conference</p> <p>Event Topic: Test Event</p> <p>Event objective (e.g. building awareness, educational, fundraising, community engagement, etc.) educational</p> <p>Is your event academic or non-academic? Non-Academic</p> <p>Is your event public or private? private</p> <p>Is your event sponsored or co-sponsored by a third entity? No</p> <p>Is there an attendance fee? No</p> <p>Is your event taking place online? No</p> <p>Please indicate the target audience of your event Students, Faculty, Alumni</p> <p>Is anyone from the AUB Leadership invited to the event? If yes, please select all that apply Provost</p> <p>Is the event under the patronage of the President of the Republic, the Prime Minister, or the Speaker of the Parliament?</p> <p>Please note that events can only be under the patronage of one of the three listed above No</p> <p>Additional Info Please prepare 10 extra chairs</p> <p>Indicate how you intend to advertise your event Media</p> <p>Cancel</p>

Here, you may also check the status of your reservations (accepted/pending/rejected) or cancel them.

2. When reserving a room, there are two types of rooms you can come by:
 - Self-Service: rooms that do not require approval
 - By Request: rooms that require approval

D) Reserving an Event

There are four ways to reserve an event and book the corresponding room (if any)

- Virtual Events: Make a request
 - For virtual/on-line events. No rooms would be selected in this case.
- Find a room
 - The user knows the timing and would like to search for all available rooms that fit his/her criteria before submitting the event request
- Request a Specific Room
 - the user would like to find available slots in a specific room to book it for the event request
- Calendar Search
 - the user would visually check the calendar of a set of rooms and clicks on an empty timeslot to reserve it for the event

1- Virtual Events: Make a request

a) Under 'Requests', click on 'Make a request'

Enterprise Portal

Portal - Home

WELCOME

Infocsem Portal promotes the efficiency of self-service by bringing booking requests, master calendaring, and real-time schedules to the Web. With 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

Click here to check the user guide:
<https://services.infocsem.hu/Portal/5/Shared/FileOpen/AttachmentID=4C3ED10E4-A973-491C-900F-58E9A489567D&ItemID=664776&ItemComponent=26&inline=1>

Room Reservation Quick Link:
<https://reservations.infocsem.hu/Portal/index.php?r=RoomSearch&r=1>

Enterprise Portal

Home

My Calendar

My Bookings

Requests

My Requests

Make a Request

Find a Room

Request a Specific Room

Calendar Search

Events

b) Make sure to select Request Type: **Event Reservation**

Enterprise Portal

Portal - Home > Make a Request

MAKE A REQUEST

Request Criteria

Request Type: Event Reservation

Location: All

Use additional criteria

Time Information

Date: 2020/10/01

Start Time: 1:30 PM

Duration: 00:30

Recurring Reservation

Process

c) Select Date/Time and duration

Enterprise Portal

Portal - Home > Make a Request

MAKE A REQUEST

Request Criteria

Request Type: Event Reservation

Location: All

Use additional criteria

Time Information

Date: 2020/10/01

Start Time: 2:00 PM

Duration: 02:00

Recurring Reservation

Process

d) Complete the Events Form and click Submit

Enterprise Portal

Portal - Home - Make a Request - Request Confirmation

Events This Week search

it-services

- Home
 - My Calendar
 - My Bookings
- Requests
 - My Requests
 - Make a Request
 - Find a Room
 - Request a Specific Room
- Calendar Search
 - Events

REQUEST CONFIRMATION

Request Information

Request Type: Event Reservation

Number of Attendees:

Time Information

Date:

2020/10/01

Start Time:

2:00 PM

End Time:

4:00 PM

Duration:

02:00

Please enter additional time requirements here:

Location Information

Campus:

Building:

Room:

Room Type:

< not specified >

< not specified >

< not specified >

< not specified >

Other Information

Event Title: * Minimum length not met (Need 1 more characters).

Organizer's Name: * Minimum length not met (Need 1 more characters).

Organizer's Email: * Minimum length not met (Need 1 more characters).

Organizer's Extension: * Minimum length not met (Need 4 more characters).

Organizing Unit: * Minimum length not met (Need 4 more characters).

Event Type: * Required

Event Topic: * Minimum length not met (Need 1 more characters).

Event objective (e.g. building awareness, educational, fundraising, community engagement, etc.): * Minimum length not met (Need 1 more characters).

Is your event academic or non-academic? * Required

Is your event public or private? * Required

- e) At this stage the event request is complete and would be forwarded to your faculty/department's responsible Events Unit for approval. You should receive a confirmation email and the request would appear in the list of My Requests/My Bookings as Pending.

2- Find a room: Reserve an event and search for a room

a) Under 'Requests', click on 'Find a Room'

b) Make sure to select Request Type: **Event Reservation**

The screenshot shows the 'Find a Room' form in the Enterprise Portal. The 'Request Criteria' section has 'Request Type' set to 'Event Reservation' (highlighted with a red box). The 'Location' dropdown is also open, showing 'Event Reservation' as the selected option. The 'Availability' section shows a duration of '00:30' and a time range 'Between: 12:30 PM and 1:00 PM'. A 'Verify Calendar' button is at the bottom.

c) Select a Location

The screenshot shows the 'Find a Room' form with the 'Location' dropdown menu open. The menu lists several options: 'Outdoors', '-M - Main Campus', 'ASSEM - Assembly Hall', 'COLL - College Hall', 'ISSAM - Issam Fares Inst for PP&Int-Af', 'Outdoors', and 'WEST - West Hall'. The 'Request Type' is 'Event Reservation' and the 'Duration' is '01:00'.

d) If necessary you can click on additional criteria

The screenshot shows the 'Find a Room' form with the 'Use additional criteria' checkbox highlighted with a red box. The 'Request Type' is 'Event Reservation' and the 'Location' is 'Outdoors'. The 'Availability' section shows a duration of '01:00' and a time range 'Between: 12:30 PM and 1:30 PM'.

In the newly opened fields, you may specify whatever additional criteria you may have for the to-be-reserved room; for example, minimum capacity.

Enterprise Portal it-services

Portal - Home > Find a Room

FIND A ROOM

Request Criteria

Request Type: Event Reservation

Location: Outdoors ☒ Use additional criteria

Room Types: Others - Others

Floor Levels:

Pavilions:

Characteristics:

Configuration Types: Classic

Minimum Capacity: 25

Minimum Area: 0

e) Choose the duration and the timing of the reservation.

Enterprise Portal it-services

Portal - Home > Find a Room

FIND A ROOM

Request Criteria

Request Type: Event Reservation

Location: Outdoors ☒ Use additional criteria

Room Types: Others - Others

Floor Levels:

Pavilions:

Characteristics:

Configuration Types: Classic

Minimum Capacity: 25

Minimum Area: 0

Availability

Duration: 01:00

Between: 2:00 PM and 3:00 PM

☐ Recurring Reservation

Verify Calendar

f) Finally, click on 'Verify Calendar'

From the calendars that appear below, choose a date

Availability

Duration: 01:00

Between: 2:00 PM and 3:00 PM

☐ Recurring Reservation

Verify Calendar

Availability Calendar

Click on a date to view availability

October 2020							November 2020							December 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Unavailable
Available
Today
Selected

You will get the below tables with the two categories: “Available Rooms Requiring Approval” and “Available Self Service Rooms”

The screenshot displays a web interface for room booking. At the top, there are three calendar views for October, November, and December 2020. Below the calendars are legend boxes for 'Unavailable' (grey), 'Available' (white), 'Today' (yellow), and 'Selected' (blue). The main content area is divided into two sections:

- Available Rooms Requiring Approval:** This section shows a filter for '6:00 PM (1 room)'. Below the filter is a table with one record:

Building	Room	Room Type	Capacity	Detail	Calendar
BECHTA	Bechtel East Terrace	Event Space	200	Detail	[Calendar icon]
- Available Self Service Rooms:** This section shows a filter for '6:00 PM (6 rooms)'. Below the filter is a table with six records:

Building	Room	Room Type	Capacity	Detail	Calendar
BECHTA	107	Classroom	49	Detail	[Calendar icon]
BECHTA	109	Classroom	48	Detail	[Calendar icon]
BECHTA	111	Classroom	60	Detail	[Calendar icon]
BECHTA	205	Classroom	48	Detail	[Calendar icon]
BECHTA	208	Classroom	42	Detail	[Calendar icon]
BECHTA	211	Classroom	60	Detail	[Calendar icon]

At the bottom of the interface, there is a footer with the text: 'Last update: 2020/02/11 3:35 PM', '© 2019 - Powered by Infosilem', and 'Help Technical Support'.

g) If you choose a room under “Available Rooms Requiring Approval”:
Select the room you want

This screenshot shows the same interface as the previous one, but with the 'Available Rooms Requiring Approval' section selected. The filter is set to '2:00 PM (4 rooms)'. The table below shows four records, with the 'Green Oval' room highlighted by a red circle:

Building	Room	Room Type	Capacity	Detail	Calendar
Outdoors	Ada Dodge Garden	Others	999	Detail	[Calendar icon]
Outdoors	Green Oval	Others	999	Detail	[Calendar icon]
Outdoors	Jafet Courtyard	Others	999	Detail	[Calendar icon]
Outdoors	Observatory Courtyard	Others	999	Detail	[Calendar icon]

At the bottom right of the table, it says '4 records'.

Then click on ‘Proceed’

The screenshot shows a confirmation dialog box with a blue header bar and a close button (X) in the top right corner. The dialog contains the following text:

You are about to submit a request.
Room: M Outdoors Green Oval

You must complete the request information page to confirm the

At the bottom of the dialog, there are two buttons: 'Proceed' and 'Cancel'.

h) Events Form should open up. Complete the form and click submit.
Please note that information in this form will be used to assess the request.

Enterprise Portal it-services

Portal - Home > Find a Room > Request Confirmation

Events | This Week | Search...

REQUEST CONFIRMATION

[Home](#)
[My Calendar](#)
[My Bookings](#)
[Requests](#)
[My Requests](#)
[Make a Request](#)
[Find a Room](#)
[Request a Specific Room](#)
[Calendar Search](#)
[Events](#)

Request Information

Request Type: Event Reservation

Number of Attendees: 20

Time Information

Date: 2020/10/01 **Start Time:** 2:00 PM **End Time:** 3:00 PM **Duration:** 01:00

Please enter additional time requirements here:

(Please need the room 30 mins before the event)

Location Information

Campus: M **Building:** Outdoors **Room:** Green Oval (Details) **Room Type:** Others

Room Configuration: Default

Other Information

Event Title: IT Test Event 35 character(s) left.

Organizer's Name: IT Services 9989 character(s) left.

Organizer's Email: it.services@aub.edu.lb 9978 character(s) left.

Organizer's Extension: 0000 0 character(s) left.

Organizing Unit: Information Technology 8 character(s) left.

Event Type: Conference

Event Topic: Test Event 9990 character(s) left.

Event objective (e.g. building awareness, educational, fundraising, community engagement, etc.): educational 9989 character(s) left.

Is your event academic or non-academic? Non-Academic

Is your event public or private? private

Is your event sponsored or co-sponsored by a third entity? No

Is there an attendance fee? No

Is your event taking place online? No

Please indicate the target audience of your event

☒ Students ☒ Alumni

☒ Faculty ☐ AUB affiliated volunteer groups

☐ Staff ☐ Other

Is anyone from the AUB Leadership invited to the event? If yes, please select all that apply

☐ Chairman of the Board ☒ Provost

☐ AUB Trustees ☐ Deans

☐ President of the University ☐ Vice Presidents

Is the event under the patronage of the President of the Republic, the Prime Minister, or the Speaker of the Parliament? Please note that events can only be under the patronage of one of the three listed above No

Additional Info

Please prepare 10 extra chairs

9970 character(s) left.

Indicate how you intend to advertise your event

☐ AUB website ☒ Media

☐ Social Media ☐ Direct email

☐ Events news letter ☐ Other

Your request will be submitted to:
Events Unit - Office of Advancement

[Submit](#)

i) If you choose a room under “Available Self Service Rooms”:
Select the room you want and repeat the above process.

Click on ‘Proceed’

×

Request saved successfully. (Request #AUB-EV-0039)
This request is now awaiting approval.

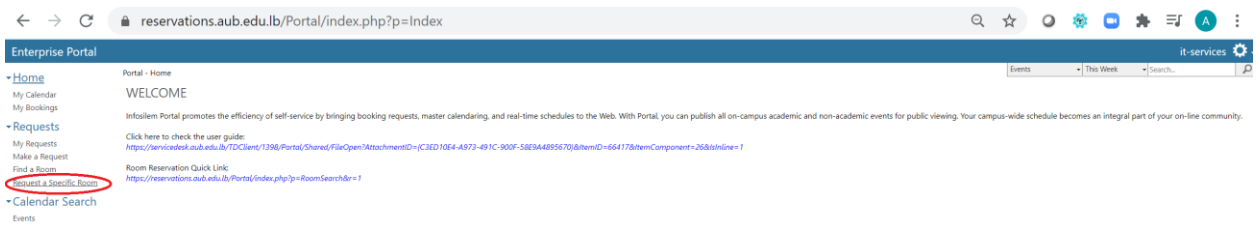
OK

j) At this stage the event request is complete and would be forwarded to your faculty/department’s responsible Events Unit for approval.

This is an automated e-mail generated by the Resource Reservation System, please do not reply.

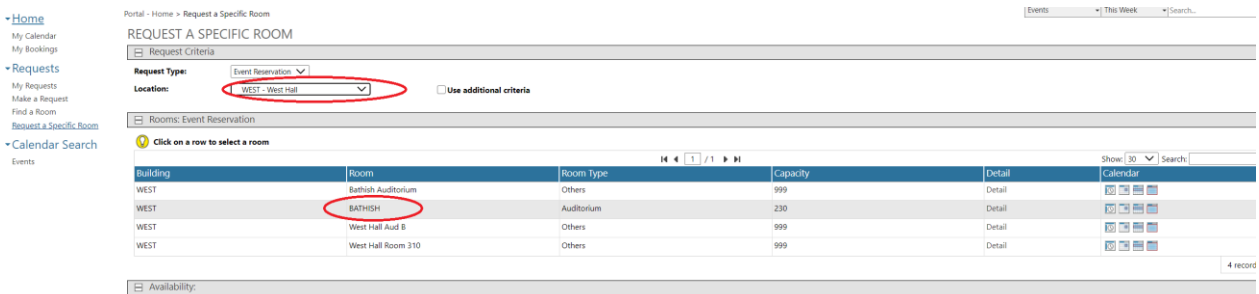
3- Request a Specific Room: Place an event request in the room of your choice

a) Under 'Request', click on 'Request a Specific Room'



b) Make sure to select Request Type: **Event Reservation**

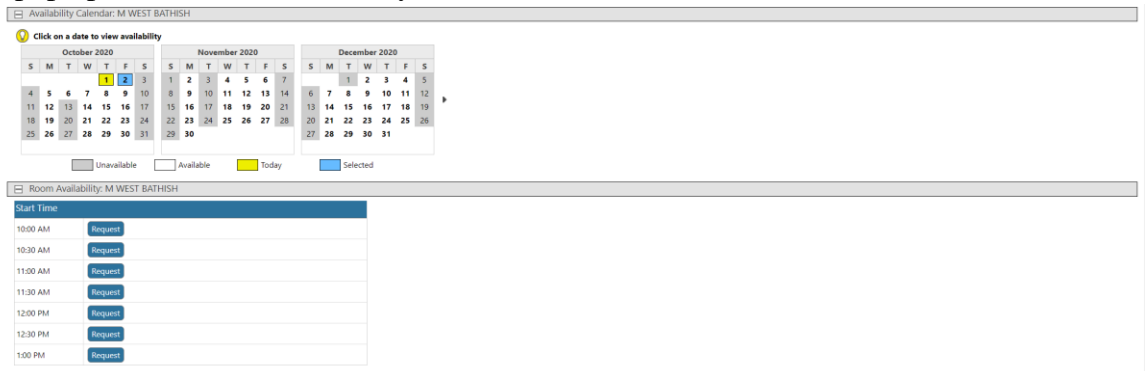
c) Choose a location and a room



d) Choose the duration and time, then click on 'Verify Calendar'



e) From the pop up calendars, choose a day



f) Then choose a time and click on 'Request'

Complete the Events Form as in Part 2

Enterprise Portal

[Home](#)
My Calendar
My Bookings

[Requests](#)
My Requests
Make a Request
Find a Room
Request a Specific Room

[Calendar Search](#)
Events

Portal - Home > Find a Room > Request Confirmation

Events | This Week | Search...

it-services

REQUEST CONFIRMATION

Request Information

Request Type: Event Reservation

Number of Attendees: 20

Time Information

Date: 2020/10/01

Start Time: 2:00 PM

End Time: 3:00 PM

Duration: 01:00

Please enter additional time requirements here:
Please need the room 30 mins before the event

Location Information

Campus: M

Building: Outdoors

Room: Green Oval (Details)

Room Type: Others

Room Configuration: Default

Other Information

Event Title: IT Test Event 35 character(s) left.

Organizer's Name: IT Services 9989 character(s) left.

Organizer's Email: it.services@aub.edu.lb 9978 character(s) left.

Organizer's Extension: 0000 0 character(s) left.

Organizing Unit: Information Technology 6 character(s) left.

Event Type: Conference

Event Topic: Test Event 9990 character(s) left.

Event objective (e.g. building awareness, educational, fundraising, community engagement, etc.): educational 9989 character(s) left.

Is your event academic or non-academic? Non-Academic

Is your event public or private? private

Is your event sponsored or co-sponsored by a third entity? No

Is there an attendance fee? No

Is your event taking place online? No

Please indicate the target audience of your event

☒ Students

☒ Alumni

☒ Faculty

☐ AUB affiliated volunteer groups

☐ Staff

☐ Other

Is anyone from the AUB Leadership invited to the event? If yes, please select all that apply

☐ Chairman of the Board

☒ Provost

☐ AUB Trustees

☐ Deans

☐ President of the University

☐ Vice Presidents

Is the event under the patronage of the President of the Republic, the Prime Minister, or the Speaker of the Parliament? Please note that events can only be under the patronage of one of the three listed above No

Additional Info

Please prepare 10 extra chairs

9970 character(s) left.

Indicate how you intend to advertise your event

☐ AUB website

☒ Media

☐ Social Media

☐ Direct email

☐ Events news letter

☐ Other

Your request will be submitted to:
Events Unit - Office of Advancement

Submit

4- Calendar Search: Book an event from the room calendar

a) Under 'Calendar Search', click on 'Rooms'

Enterprise Portal

Portal - Home

WELCOME

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feaprof

Courses This Week Search...

- Home
 - My Calendar
 - My Bookings
- Requests
 - My Requests
 - Find a Room
 - Request a Specific Room
- Calendar Search
 - Courses
 - Rooms**
- FEA Reports
 - FEA-Overtime Weekly
 - FEA-Overtime Daily

Last update: 2020/02/11 4:16 PM

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Help Technical Support

b) Select location and if necessary additional criteria

Enterprise Portal

Portal - Home > Room Search

ROOM SEARCH

Location: **BECHTA - Bechtel Engineering Bldg** ☐ Use additional criteria

Result List Calendar View

Show: 30 Search:

Building	Room	Room Type	Capacity	Calendar
BECHTA	107	Classroom	49	
BECHTA	109	Classroom	48	
BECHTA	110	Classroom	45	
BECHTA	111	Classroom	60	
BECHTA	201	Classroom	48	
BECHTA	202	Classroom	80	
BECHTA	203	Classroom	48	
BECHTA	204	Classroom	60	
BECHTA	205	Classroom	48	
BECHTA	208	Classroom	42	
BECHTA	209	Classroom	42	
BECHTA	211	Classroom	60	
BECHTA	212	Classroom	60	
BECHTA	344	Event Space	40	
BECHTA	434 CR		16	
BECHTA	435 CR		22	
BECHTA	536		16	
BECHTA	Bechtel East Terrace	Event Space	200	

Then click on 'Calendar View'

Enterprise Portal

Portal - Home > Room Search

ROOM SEARCH

Location: ☐ Use additional criteria

Result List **Calendar View**

Feb 11, 2020

Show: 15

Room	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
M BECHTA 107			MECH430-6 MECH430-7	CIVE451-1 11:00 AM - 12:15 PM			MECH513-1 2:00 PM - 3:15 PM	MECH663-1 MECH663-2					
M BECHTA 109	ECE230-7 ECE230-8	MECH436-4 MECH436-5	ECE340-4 11:00 AM - 12:15 PM			ECE642-1 ECE642-2	ECE693-1 ECE693-2				ENST320-1 8:00 PM - 8:30 PM		
M BECHTA 110	ECE230-5 8:00 AM - 9:15 AM ECE230-6 8:00 AM - 9:15 AM	CHEN415-1 9:30 AM - 10:45 AM M BECHTA 110				ECE663-1 ECE663-2 MECH656-1 MECH656-2				ENMG603-1 5:31 PM - 7:59 PM M BECHTA 110			
M BECHTA 111	ECE311-1 8:00 AM - 9:15 AM	ECE230-11 ECE230-12	CIVE421-2 11:00 AM - 12:15 PM			CHEN612-1 2:00 PM - 3:20 PM	CHEN541-2 3:30 PM - 4:45 PM						
M BECHTA 201	MECH436-1 MECH436-2 MECH436-3	ECE476-1 9:30 AM - 10:45 AM M BECHTA 201	MECH230-3 11:00 AM - 12:15 PM M BECHTA 201							CIVE642-1 5:00 PM - 6:20 PM M BECHTA 201	CIVE541-1 6:30 PM - 7:45 PM M BECHTA 201		
M BECHTA 202	CHEN310-1 8:00 AM - 9:15 AM CHEN310-4 8:00 AM - 9:15 AM	ECE430-1 9:30 AM - 10:45 AM M BECHTA 202	MECH520-2 11:00 AM - 12:15 PM M BECHTA 202			MECH220-1 MECH220-2 MECH220-3 MECH220-4	INDES34-2 2:00 PM - 3:15 PM M BECHTA 202		CIVE460-1 4:00 PM - 5:15 PM M BECHTA 202				
M BECHTA 203		MECH230-1 9:30 AM - 10:45 AM	MECH230-2 11:00 AM - 12:15 PM			MECH320-2 12:30 PM - 1:45 PM			ECE602-1 ECE602-2	ECE401-1 5:00 PM - 6:15 PM			
M BECHTA 204	INDE410-4 8:00 AM - 9:15 AM	INDE410-3 9:30 AM - 10:45 AM	INDE301-2 11:00 AM - 12:15 PM			MECH797-1 12:30 PM - 1:45 PM	ECE646-1 ECE646-2						

c) Double click on an empty slot in order to reserve it, the click 'Verify Availability'

d) Make sure to select Request Type: **Event Reservation**

Enterprise Portal

Portal - Home > Room Search

ROOM SEARCH

Location: ☐ Use additional criteria

Result List **Calendar View**

Oct 01, 2020

Show: 30

Room	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
M BECHTA 107	MECH420-2 8:00 AM - 9:15 AM	MECH420-1 9:30 AM - 10:45 AM	CIVE310-2 11:00 AM - 12:20 PM				MECH340-2 2:00 PM - 3:15 PM	MECH673-1 MECH673-2				
M BECHTA 109		CHEN417-1 9:30 AM - 10:45 AM	MECH691-1 MECH691-2				CHEN501-1 2:00 PM - 4:50 PM					
M BECHTA 110	CIVE460-1 8:00 AM - 9:15 AM	CIVE461-1 9:30 AM - 10:50 AM	CIVE461-2 11:00 AM - 12:20 PM			CIVE460-1 12:30 PM - 1:50 PM	CIVE460-2 2:00 PM - 3:20 PM	MECH663-1 MECH663-2		CIVE210-4 5:00 PM - 6:20 PM		
M BECHTA 111	ECE460-1 8:00 AM - 9:15 AM	ECE443-2 9:30 AM - 10:45 AM	ECE443-3 11:00 AM - 12:15 PM									
M BECHTA 201	MECH314-1 8:00 AM - 9:15 AM M BECHTA 201	CIVE210-6 9:30 AM - 10:50 AM M BECHTA 201	MECH310-2 11:00 AM - 12:15 PM M BECHTA 201									
M BECHTA 202	CHEN480-1 8:00 AM - 9:15 AM M BECHTA 202	INDE302-1 9:30 AM - 10:45 AM M BECHTA 202	ECE422-1 11:00 AM - 12:15 PM									
M BECHTA 203	ECE330-7 ECE330-8	ECE380-3 9:30 AM - 10:45 AM	ECE481-1 11:00 AM - 12:15 PM									
M BECHTA 204	INDE301-2 8:00 AM - 9:15 AM M BECHTA 204	CIVE310-1 9:30 AM - 10:50 AM M BECHTA 204	MECH421-1 11:00 AM - 12:15 PM									
M BECHTA 205												
M BECHTA 208												

Create a Booking

Room: M BECHTA 204

Booking Type: **Event Reservation**

Date: 2020/10/01

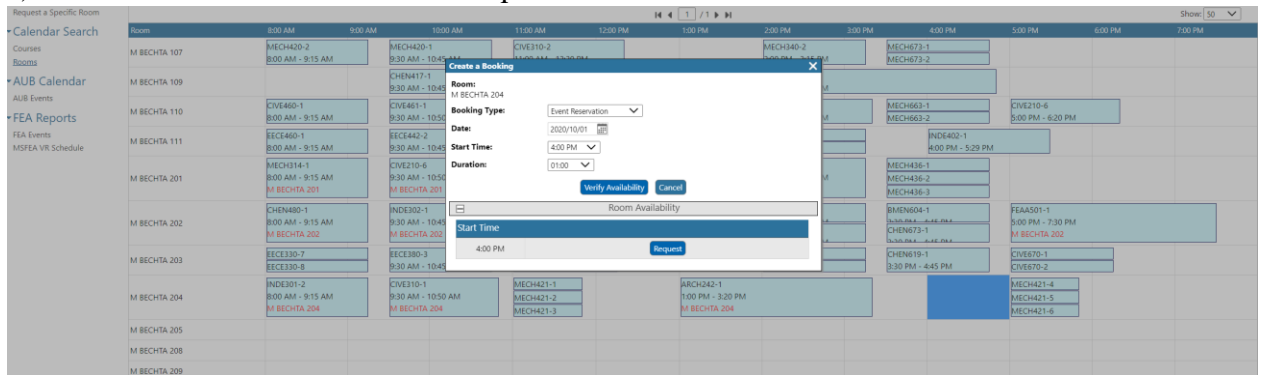
Start Time: 4:00 PM

Duration: 01:00

Verify Availability

Cancel

e) If room is available then click ‘Request’



f) Complete the Events Form as in Part 2 and click submit

Enterprise Portal it-services

Portal - Home > Find a Room > Request Confirmation

Events | This Week | Search...

REQUEST CONFIRMATION

Request Information

Request Type: Event Reservation

Number of Attendees: 20

Time Information

Date: 2020/10/01 **Start Time:** 2:00 PM **End Time:** 3:00 PM **Duration:** 01:00

Please enter additional time requirements here:

Please need the room 30 mins before the event

Location Information

Campus: M **Building:** Outdoors **Room:** Green Oval (Details) **Room Type:** Others

Room Configuration: Default

Other Information

Event Title: IT Test Event (35 character(s) left)

Organizer's Name: IT Services (9999 character(s) left)

Organizer's Email: it.services@aub.edu.lb (9978 character(s) left)

Organizer's Extension: 0000 (0 character(s) left)

Organizing Unit: Information Technology (6 character(s) left)

Event Type: Conference

Event Topic: Test Event (9999 character(s) left)

Event objective (e.g. building awareness, educational, fundraising, community engagement, etc.): educational (9989 character(s) left)

Is your event academic or non-academic? Non-Academic

Is your event public or private? private

Is your event sponsored or co-sponsored by a third entity? No

Is there an attendance fee? No

Is your event taking place online? No

Please indicate the target audience of your event

☒ Students ☒ Alumni

☒ Faculty ☐ AUB affiliated volunteer groups

☐ Staff ☐ Other

Is anyone from the AUB Leadership invited to the event? If yes, please select all that apply

☐ Chairman of the Board ☒ Provost

☐ AUB Trustees ☐ Deans

☐ President of the University ☐ Vice Presidents

Is the event under the patronage of the President of the Republic, the Prime Minister, or the Speaker of the Parliament? Please note that events can only be under the patronage of one of the three listed above No

Additional Info

Please prepare 10 extra chairs

9970 character(s) left.

Indicate how you intend to advertise your event

☐ AUB website ☒ Media

☐ Social Media ☐ Direct email

☐ Events news letter ☐ Other

Your request will be submitted to:

Events Unit - Office of Advancement

Submit

E) Canceling / Modifying an Event

a) Go to My bookings- > Cancel

Enterprise Portal

Portal - Home > My Bookings


Events - This Week - Search...

MY BOOKINGS

☐ By occurrence

Filter: This Week

Show: 30 Search:

Booking	Date	Time	Approved Room(s)	Requested Room	Additional Information
 AUB EV-0039	Thursday, October 01, 2020	2:00 PM - 3:00 PM	M Outdoors Green Oval	M Outdoors Green Oval	<div>Event Title IT Test Event</div> <div>Organizer's Name IT Services</div> <div>Organizer's Email it.services@aub.edu.lb</div> <div>Organizer's Extension 0000</div> <div>Organizing Unit Information Technology</div> <div>Event Type Conference</div> <div>Event Topic Test Event</div> <div>Event objective (</div> <div>e.g. building awareness, educational, fundraising, community engagement, etc.) educational</div> <div>Is your event academic or non-academic? Non-Academic</div> <div>Is your event public or private? private</div> <div>Is your event sponsored or co-sponsored by a third entity? No</div> <div>Is there an attendance fee? No</div> <div>Is your event taking place online? No</div> <div>Please indicate the target audience of your event Students, Faculty, Alumni</div> <div>Is anyone from the AUB Leadership invited to the event? If yes, please select all that apply Provost</div> <div>Is the event under the patronage of the President of the Republic, the Prime Minister, or the Speaker of the Parliament? Please note that events can only be under the patronage of one of the three listed above No</div> <div>Additional Info Please prepare 10 extra chairs</div> <div>Indicate how you intend to advertise your event Media</div>

Cancel

N.B. Event request can only be modified from the same screen while it is still pending approval, but it will require re-filling the events form.

F) Viewing AUB Events Calendar

Click on AUB Calendar - > AUB Events

Enterprise Portal fas-user

Portal - Home

WELCOME

Infosilem Portal promotes the efficiency of self-service by bringing booking requests, master calendaring, and real-time schedules to the Web. With 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.

Click here to check the user guide:
<https://servicesdesk.aub.edu.lb/TCClient/1396/Portal/Shared/FileOpen/AttachmentID=C3ED10E4-A573-491C-900F-58E3A4895670&ItemID=66417&ItemComponent=26&inline=1>

Room Reservation Quick Link:
<https://reservations.aub.edu.lb/Portal/index.php?pr=RoomSearch&id=1>

- Home
 - My Calendar
 - My Bookings
- Requests
 - My Requests
 - Make a Request
 - Find a Room
 - Request a Specific Room
- Calendar Search
 - Courses
 - Rooms
 - AUB Calendar**
 - AUB Events
- FAS Reports
 - FAS Events

Enterprise Portal fas-user

Portal - Home > View Filter: AUB Events

AUB EVENTS

☒ Schedule
 ☐ Daily
 ☐ Weekly
 ☐ Monthly
 ☐ Yearly

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		OSB Test Event OSB User 9:00 AM - 1:00 PM M OSB Theater Auditorium	TEST PISON Event PISON User 9:00 AM - 1:00 PM M PISON 103			
	BIRK Study data collector training Kate Chaffee 9:00 AM - 1:00 PM M VANDUYK PHS-Computer lab	BIRK Study data collector training Kate Chaffee 9:00 AM - 1:00 PM M VANDUYK PHS-Computer lab	BIRK Study data collector training Kate Chaffee 9:00 AM - 1:00 PM M VANDUYK PHS-Computer lab			
		Nursing Event Test PISON User 1:00 PM - 2:00 PM M PISON AUDITORIUM				
			Test event (partial) Kasha Bohdal 1:00 AM - 3:00 PM	Kasha's Birthday Kasha Bohdal 1:00 AM - 3:00 PM M OSB Theater Auditorium	BIRK Test Event BIRK User 1:00 PM - 1:00 PM M ANNEX 307	
	BAP's Test Event BAP User 12:30 PM - 12:30 PM Test Campus Test Building 1 Test Room 1	BAP's Test Event 2 BAP User 12:30 PM - 1:00 PM Test Campus Test Building 1 Test Room 1				
	BAP's Test Event BAP User 12:30 PM - 1:00 PM Test Campus Test Building 1 Test Room 1	BAP's Test Event BAP User 12:30 PM - 1:00 PM M AGRIC 203				

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