

Infosilem Campus Portal

The Infosilem Campus Portal enables authenticated users to request space for academic events in Central Pool Classrooms through the Office of the University Registrar. The Portal promotes the efficiency of self-service by bringing booking requests, master calendaring, and real-time schedules to the web.

The Portal enables end-users to submit portal requests based upon near-real time Central Pool Classroom availability, and allows users to track the status of their portal requests via email and within the Portal application.

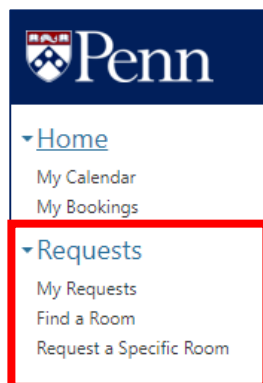
All faculty and staff will have access to submit Central Pool Classroom requests, which will then be submitted to the Office of the University Registrar for review and processing.

The end-user will define the date(s), time(s), capacity, and requested location of their event through the submission of an Event Request form.

Once the request is processed, the end-user will be able to review the status of the request and see the reservation in a calendar format.

SUBMITTING REQUESTS

End-users can elect to request a specific Central Pool Classroom or use a broader search to identify available Central Pool Classrooms at a defined date and time. To submit a request, end-users will click on the option in the “Requests” menu that best suit their needs.



Find A Room

If the end-user does not need to request a specific Central Pool Classroom, the Find a Room option allows the end-user to input specific search criteria to return a list of available Central Pool Classrooms on a given date and time.

There is request criteria available to the end-user to help refine the search. It is recommended that end-users also select to use additional criteria to return available Central Pool Classrooms that will satisfy the request. Recommended Request Criteria to submit includes:

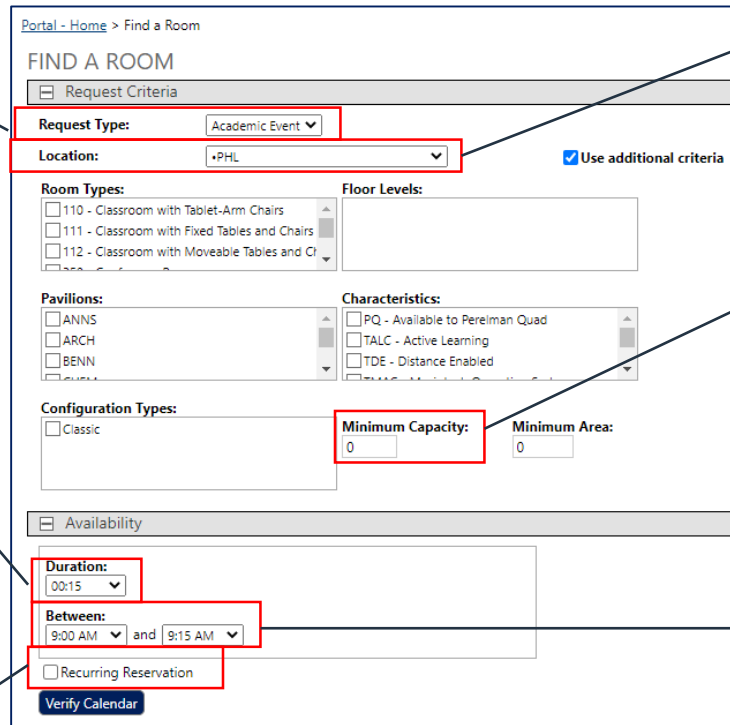
- Location (building, if known or preferred)
- Minimum Capacity
- Duration
- Between (time range)
- Recurring Reservation (if applicable)

The request criteria for the “Find a Room” option includes:

Request Type will default to Academic Event.

Duration indicates the length of time needed for the event request. Duration is available in 15 minute intervals.

Click the box for **Recurring Reservation** if the request will span more than one date.



Portal - Home > Find a Room

FIND A ROOM

Request Criteria

Request Type: Academic Event

Location: PHL Use additional criteria

Room Types:

- 110 - Classroom with Tablet-Arm Chairs
- 111 - Classroom with Fixed Tables and Chairs
- 112 - Classroom with Moveable Tables and Chairs

Floor Levels:

Pavilions:

- ANNS
- ARCH
- BENN

Characteristics:

- PQ - Available to Perelman Quad
- TALC - Active Learning
- TDE - Distance Enabled

Configuration Types:

- Classic

Minimum Capacity: 0 **Minimum Area:** 0

Availability

Duration: 00:15

Between: 9:00 AM and 9:15 AM

Recurring Reservation

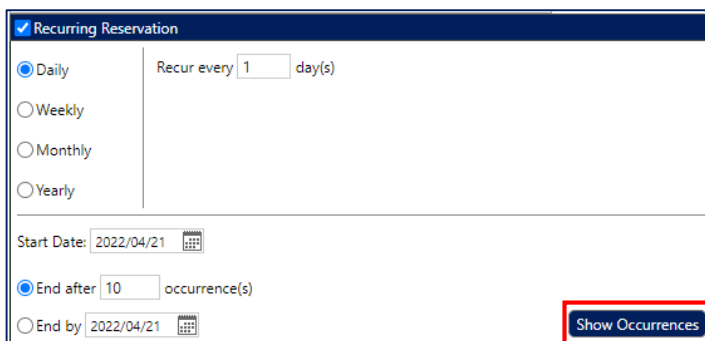
Verify Calendar

Location will default to the Philadelphia Campus. A specific building with Central Pool Classrooms can be selected.

Minimum Capacity should be defined to return only Central Pool Classrooms that meet the required capacity for the event request.

Between refers to the range of time when the event is being requested. If the request must occur within a specific window, the Start and Stop time should be specific. If the request can occur for the defined duration between a range of time, include the earliest start time and the latest stop time the event could occur.

Users have the ability to request a recurring event. The recurrence can be daily, weekly, monthly, or yearly. The start and end date can be defined or the request can end after a specified number of occurrences.



Recurring Reservation

Daily Recur every 1 day(s)

Weekly

Monthly

Yearly

Start Date: 2022/04/21

End after 10 occurrence(s)

End by 2022/04/21

Show Occurrences

Date	DoW	Occurrence Status
2022/04/21	Thursday	Selected
2022/04/22	Friday	Selected
2022/04/23	Saturday	Cancelled
2022/04/24	Sunday	Cancelled
2022/04/25	Monday	Selected
2022/04/26	Tuesday	Selected
2022/04/27	Wednesday	Selected
2022/04/28	Thursday	Selected
2022/04/29	Friday	Selected
2022/04/30	Saturday	Cancelled

If a recurrence will not need to meet on specific dates, the Show Occurrences option can be used to “ignore” specific dates within the recurrence for which the event will not occur. The status of any dates that can be ignored will display as “Cancelled”.

Find a Room (continued)

Click “Verify Calendar” once the search criteria has been defined.

The current month and two following months will be displayed in a calendar view. If the desired month does not appear, click on the right arrow button to tab ahead to a future month.

Click on the date that is being requested. The selected date will turn blue on the calendar. There is a key located below the calendar to inform users of the colors associated with the calendar:

☰ Availability Calendar

💡 Click on a date to view availability

April 2022							May 2022							June 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

Unavailable

Available

Today

Selected

Unavailable dates typically refer to holidays observed by the University. Events are unable to be scheduled on such dates.

Once a date is selected, rooms that are available within the specific time range are presented in chronological order. The earliest start time is listed first, with start times at 15 minute intervals through the latest possible start time. The number of rooms available at each timeslot are also shown.

☰ Available Rooms Requiring Approval

- + 9:00 AM (186 rooms)
- + 9:15 AM (186 rooms)
- + 9:30 AM (186 rooms)
- + 9:45 AM (186 rooms)
- + 10:00 AM (186 rooms)

Click on the desired start to return a list of the available Central Pool Classrooms.

NOTE: If the start and end time align with the duration of the event request, there will only be one (1) start time available and all available Central Pool Classrooms will automatically display.



Find a Room (continued)

A list of available Central Pool Classrooms will appear. Users can sort the results by any of the column headers or can use the search bar to narrow the results.

Available Rooms Requiring Approval								
9:00 AM (186 rooms)								
Click on a row to select a room								
Campus	Building Name	Building	Room	Room Type	Capacity	Detail	Calendar	
PHL	Annenberg School	ANNS	110	611	182	Detail	[Calendar icons]	
PHL	Annenberg School	ANNS	111	611	67	Detail	[Calendar icons]	
PHL	Arts Research Culture House	ARCH	208	610	146	Detail	[Calendar icons]	
PHL	Chemistry Building: 1973 Wing	CHEM	102	611	330	Detail	[Calendar icons]	

Click on the desired room to continue the request process. The user will be prompted to click “Proceed” with the request by completing a brief questionnaire. The questionnaire will be reviewed on page 5 in the Request Confirmation section.

NOTE: Room availability is subject to change and does not guarantee approval of a request.

Request a Specific Room

A request may be submitted for a specific Central Pool Classroom. To request a specific room, the room selection is considered the priority request criteria and the user will be prompted to select a room before defining the date and time.

Users are also encouraged to use the “Additional Criteria” to ensure the room that is being requested satisfies the room requirements.

Portal - Home > Request a Specific Room

REQUEST A SPECIFIC ROOM

Request Criteria

Request Type: Academic Event

Location: PHL Use additional criteria

Rooms: Academic Event

Availability:

Duration: 00:15

Between: 8:00 AM and 10:00 PM

Recurring Reservation

Verify Calendar

Click on a room from the list in the “Rooms: Academic Event” section to proceed with defining the request criteria.

Input the duration and between time. Define the recurrence if applicable.

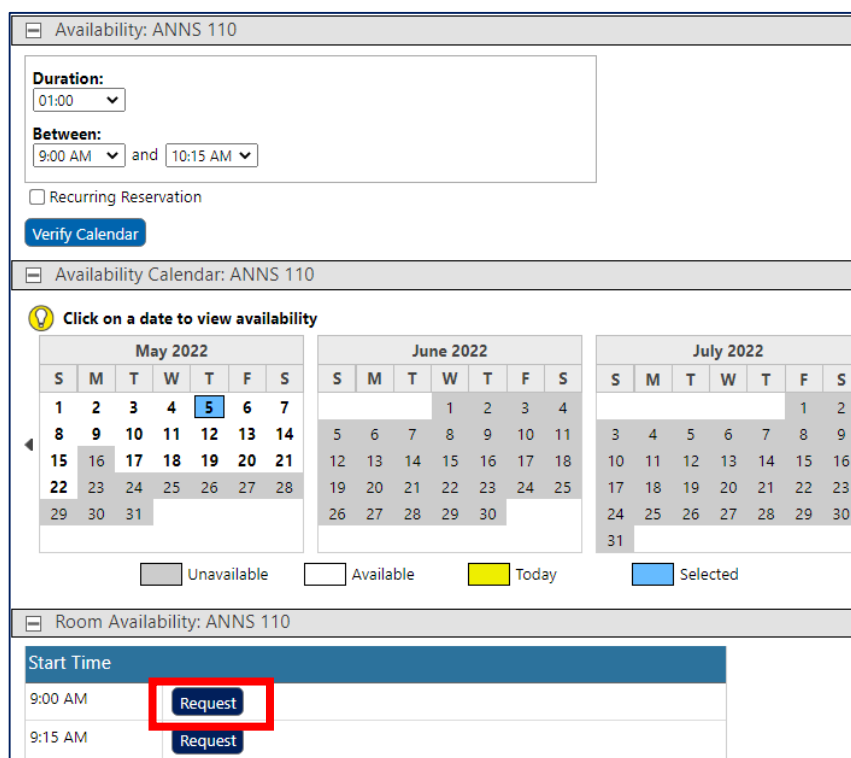
Request a Specific Room (continued)

Click “Verify Calendar” to select a date to view room availability.

NOTE: Using the Request a Specific Room option will typically return less availability. Users are encouraged to use the “Find A Room” option to be presented with a greater range of options.

Click on the date that is being requested. The selected date will turn blue on the calendar.

If the user identifies a range of available start times, the options will be returned in the Room Availability section. Click “Request” to select a start time and proceed with the request.



Availability: ANNS 110

Duration: 01:00

Between: 9:00 AM and 10:15 AM

Recurring Reservation

Verify Calendar

Availability Calendar: ANNS 110

Click on a date to view availability

May 2022							June 2022							July 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

Unavailable Available Today Selected

Room Availability: ANNS 110

Start Time
9:00 AM
9:15 AM

NOTE: Room availability is subject to change and does not guarantee approval of a request.

REQUEST CONFIRMATION

Once a date, time, and room have been selected the user will complete a brief questionnaire that will be submitted to the Office of the University Registrar for review and processing. The Find A Room and Request a Specific Room options will culminate with the completion of this form.

The requestor should review the date, time, and room selection to confirm this information is correct prior to submission. If any of this information needs to be updated, a new request will need to be completed.

The “Other Information” will provide more specific information about the request that will assist the OUR in reviewing and processing the Central Pool Classroom Academic Event Request. Required fields are indicated by “ * Required .” Users will not be able to submit a request until all required questions are answered.

REQUEST CONFIRMATION (continued)

Click “Submit” and then click “OK” once the questionnaire is completed.




The user is redirected to the “My Bookings” page to track the status of submitted requests.

My Bookings

The My Bookings feature allows the requestor to review the status of submitted requests or cancel requests that are no longer needed.

The requestor will also receive email confirmation of approved requests or if additional information about a request is needed.

There are three status indicators that will be associated with a request:

- Green check indicates that the request was approved 
- Yellow triangle indicates that the request is pending review 
- A red “X” indicates that the request was denied or cancelled by the requestor 

A pending or approved request can be cancelled if it is no longer needed. Cancelled requests cannot be changed back to pending as the previously requested room may no longer be available. A new request must be submitted if needed.

Central Pool Classroom requests are booked at the discretion of the Office of the University Registrar Scheduling team. Please refer to <https://www.isc-cts.upenn.edu/finder/schedule.asp> for more information about submitting Academic Event Requests.

Questions can be directed to OURscheduling@registrar.upenn.edu.