

Where to Find Your Pending PORTAL Requests

Although there is a tab at the top that says “Room Requests to Approve” this is not the correct section.

You will need to go under Scheduling – Events – Portal Bookings

From there you need to make sure you are looking at the correct Scheduling Data Set (should you manage more than one).

The screenshot displays the 'Enterprise' portal interface. On the left is a navigation menu with sections like 'My Workbook', 'Scheduling', and 'Portal Bookings'. The 'Portal Requests' section is active. The main area shows a table titled 'PORTAL REQUESTS' with columns: Status, ID, Portal Booking Type - II, Requestor, First Occurrence, Time, Room, and Additional Information. A single request is listed with ID 'CONF-0005', type 'FM Conferences', requestor 'Bob Burnquist', and time '4:30 PM - 5:30 PM'. The 'Additional Information' column contains a detailed note about audio-visual requirements and security clearances.

Status	ID	Portal Booking Type - II	Requestor	First Occurrence	Time	Room	Additional Information
<input type="checkbox"/>	CONF-0005	FM Conferences	Bob Burnquist	Wednesday, July 01, 2020	4:30 PM - 5:30 PM	KH KH	I understand that Audio Visual requests should be sent to audiovis@nps.edu or call 831-656-2035. Agreed Will the attendees all have CACs and be able to access the base, or will some need to be sponsored/escorted? (Please refer to the base access flow chart: https://nps.edu/documents/103424795/0/Base+Access+Flow+Chart+Nov18.pptx/6057640-0a82-449a-8ba2-21c0f50a3f40?t=1543505722000). All have base access I require the use of classified (SECRET) space. No I will need food and/or beverage service. No I understand that NPS is an Integrated Lodging Program site, so per the JTR, any military or government civilians traveling TDY for the

Once you find the request in question you will click on the action to take at the top. It looks like it is greyed out, but it is a live link and can be selected.

Portal Requests > Portal Request: CONF-0005

Reservations Search...

PORTAL REQUEST: CONF-0005

Accept
 Decline
 Cancel

[Details](#)
[Additional Information](#)
[Workflow](#)

General Information

Scheduling Data Set: FM - Events
ID: CONF-0005
Booking Type: FM Conferences
Description: <not specified>

Requestor: Bob Burnquist
Status: New Request
Number of Attendees: 1

Time Preferences

Start Date: Wednesday, July 01, 2020
End Date: Wednesday, June 09, 2021
Start Time: 4:30 PM
End Time: 5:30 PM
Duration: 01:00

Occurs every week(s) on Wednesday until 6/9/2021.

Note: <not specified>

Room Request

Selected Room

Campus:	Building:	Room:	Room Configuration:
NPS	KH	KH KH	Default (Classic)

Room Request Criteria

Campus:	Building:	Room Types:	Floor Levels:	Pavilions:	Characteristics:	Configuration Types:	Minimum Capacity:	Minimum Area:
NPS	KH	Auditorium - Auditorium	<not specified>	<not specified>	<not specified>	<not specified>	0	0

Note: <not specified>

Once you have chosen your action you can add in notes, assign rooms, etc. You will also change the status from Pending to Approved. And then you will click Save at the top right.

Portal Requests > Portal Request: CONF-0005 > New Reservation

Reservations Search...

NEW RESERVATION

Approve

[Details](#)
[Attendees \(0\)](#)
[Services \(0\)](#)
[Cost Tracking](#)
[Workflow \(0\)](#)
[Reminders \(0\)](#)
[Portal Settings](#)
[Attachments \(0\)](#)
[Note](#)
[Additional Information](#)

Classification

Scheduling Data Set: Events
Event: Conferences
Activity: 01

General Information

Status: Pending
Managed By: Ryan Stewart
Reservation Type: Meeting
Requestor's Unit: XXX
ID: CONF-0005
Requestor Contact: Bob Burnquist
 Automatically generate an ID number

Reference Number:
Description:
Website URL:

Number of Attendees: 1

Time and Room Information

Start Date: 2020/07/01
Start Time: 4:30 PM
End Time: 5:30 PM
Duration: 01:00
Setup: 00:00
Teardown: 00:00

Recurrence: Occurs every week(s) on Wednesday until 6/9/2021. [Edit](#)

Occurrences

[Rooms \(1\)](#)
[Room Request Criteria \(1\)](#)

Status	Room	Room Type - ID	Room Configuration - Capacity
<input type="checkbox"/>	KH KH	Auditorium	1330

Room Setup Instructions and Notes:

Once you confirm you will be given the option to change your automatic messages and confirm it is going to the correct people .

Please enter a comment: 1024 character(s) left.

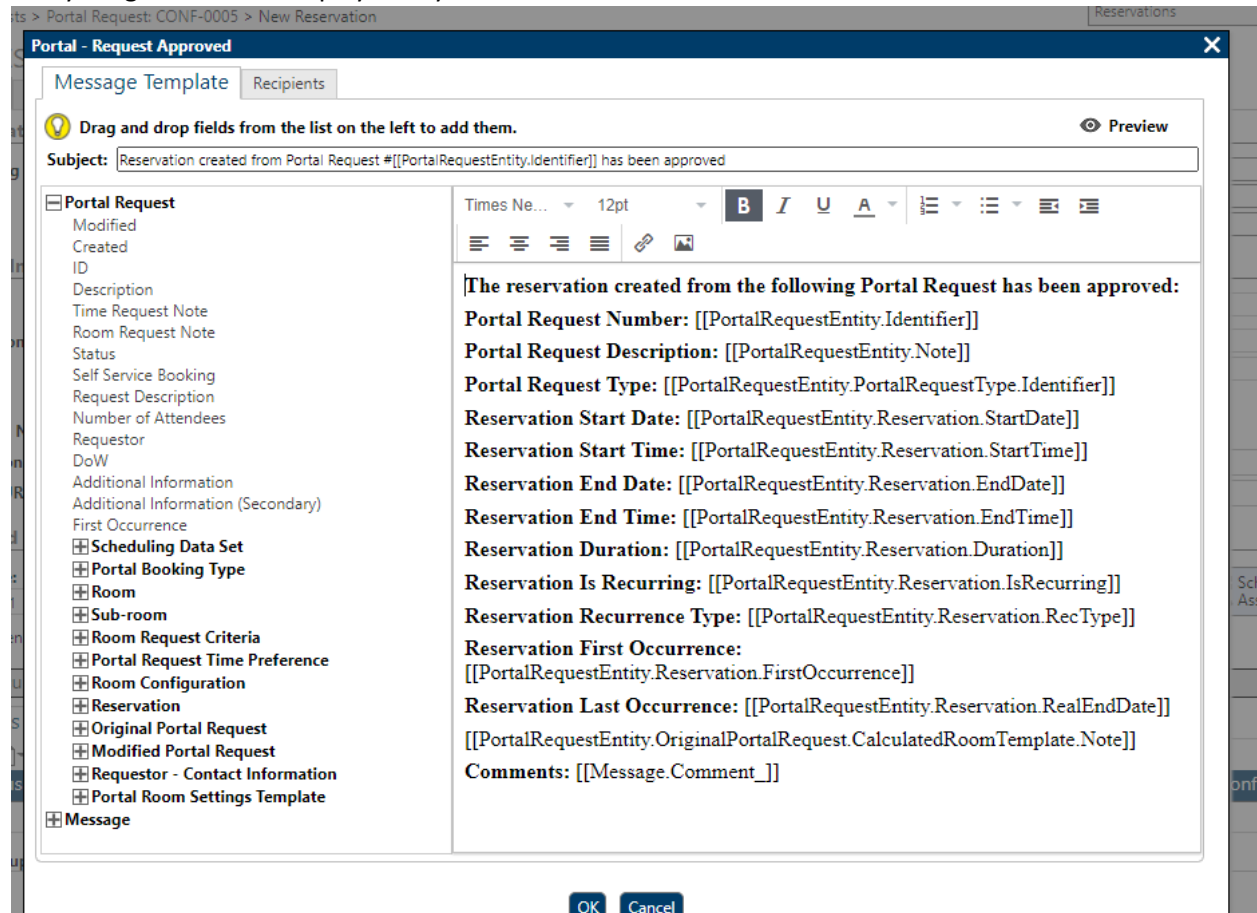
A notification will be sent to all recipients in the following messaging templates:

- *Portal - Request Approved [View Recipients](#) [Edit Message](#)
- *Portal - Reservation Created for Request (Conferences - 01 - CONF-0005) [View Recipients](#) [Edit Message](#)
- Reservation Approved (Conferences - 01 - CONF-0005) [View Recipients](#) [Edit Message](#)
- *Room Approved (KH KH) [View Recipients](#) [Edit Message](#)

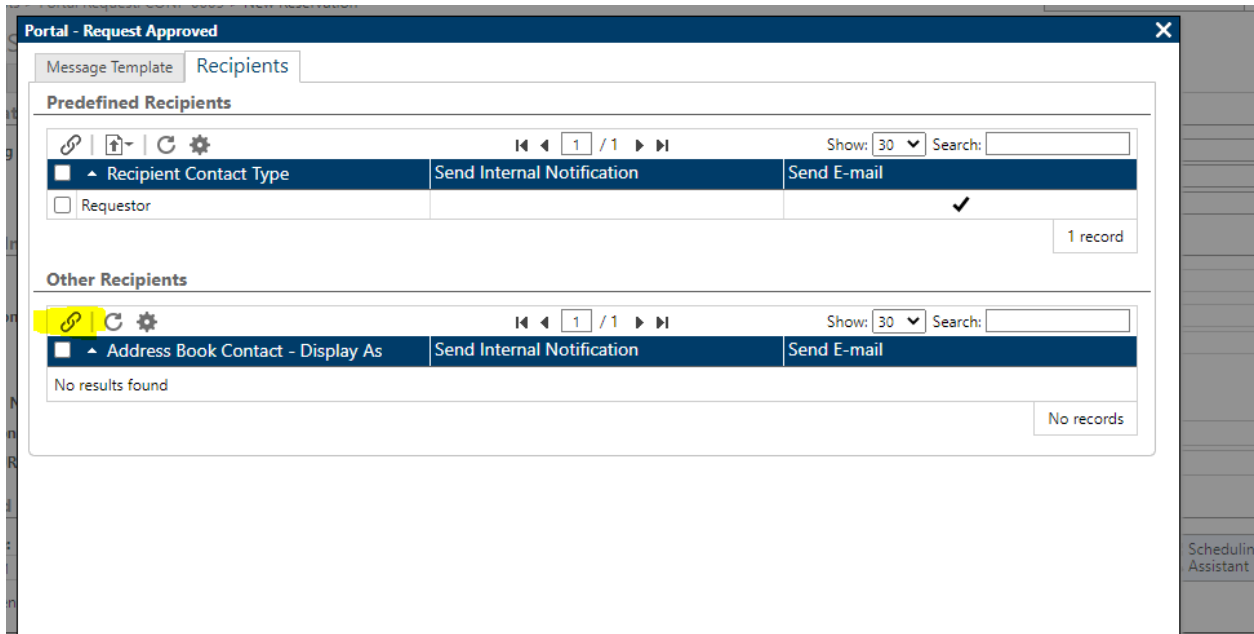
**Messaging templates that will receive the attached files*

Room	Room Type - ID
KH KH	Auditorium

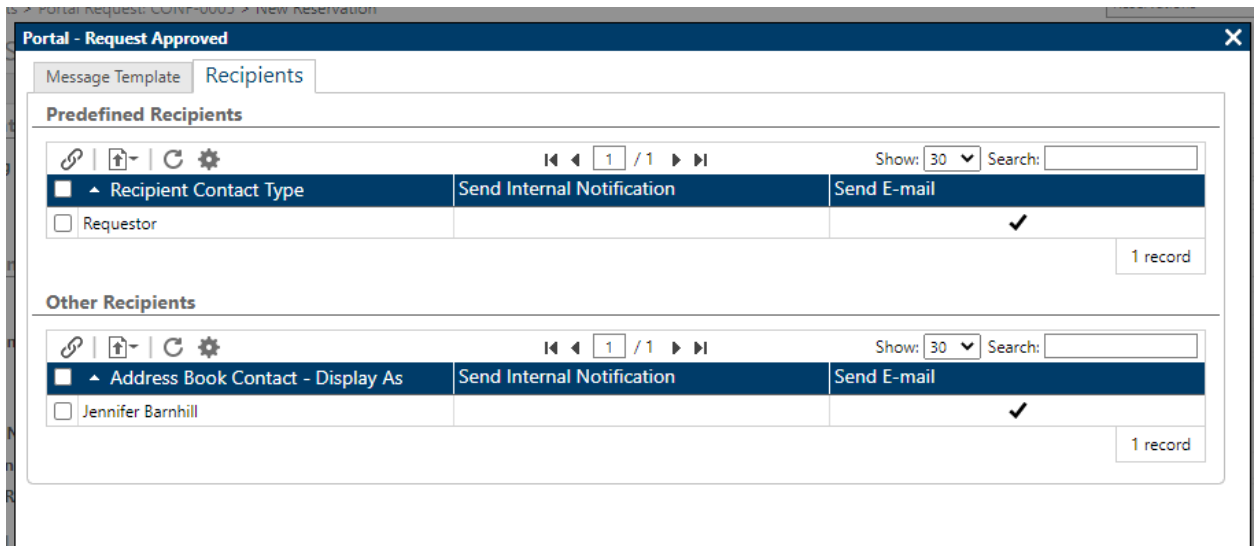
When you “Edit the Message” template you will see the following image where you can adjust everything that will be displayed in your confirmation email.



If you want to adjust the recipients, you will click on the tab to the right to find this screen. To add a recipient, you will click on the link to attach a new email address.



Once you add the new email you can close the window and proceed to your confirmation.



When you are finished customizing your message you will come to the final reservation page. Both the admin and requestor will have access to this confirmation.

Portal Requests > Portal Request: CONF-0005 > New Reservation > Reservation: Conferences - 01 - CONF-0005

Reservations Search...

RESERVATION: CONFERENCES - 01 - CONF-0005

This reservation is created for this portal request: ✔ CONF-0005

[Create Copy](#)
[Calendar](#)
[Print](#)
[iCalendar](#)
[Edit](#)

[Details](#)
[Attendees \(0\)](#)
[Services \(0\)](#)
[Cost Tracking](#)
[Workflow \(1\)](#)
[Reminders \(0\)](#)
[Portal Settings](#)
[Attachments \(0\)](#)
[Note](#)
[Additional Information](#)

Classification

Scheduling Data Set: FM - Events
Event: Conferences
Activity: 01

General Information

Status: ✔ Approved	Managed By: Ryan Stewart
Reservation Type: Meeting	Requestor's Unit: XXX
ID: CONF-0005	Requestor Contact: Bob Burnquist
Reference Number: <not specified>	Number of Attendees: 1
Description: <not specified>	
Website URL: <not specified>	

Time and Room Information

Start Date: Wednesday, July 01, 2020	End Date: Wednesday, June 09, 2021	Start Time: 4:30 PM	End Time: 5:30 PM	Duration: 01:00	Setup: 00:00	Teardown: 00:00
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Occurs every week(s) on Wednesday until 6/9/2021.

Rooms (1) Room Request Criteria (1)

Status	Room	Room Type - ID	Room Configuration - Capacity
<input checked="" type="checkbox"/>	KH KH	Auditorium	1330

Room Setup Instructions and Notes:
<not specified>