How to Schedule Space Using the SMPH EMS System

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Contact Laurie Silverberg or Katie Ingalls with any questions

URL: https://smph.ems.wisc.edu/

General guidelines for booking an office:

- Faculty and scientists may book office space whenever they need it, up to 365 days in advance. All other research staff may book an available office up to 48 hours in advance.
- If you no longer plan to use the space, you must cancel your reservation.
- Keys are available at the WiSOR front desk during normal business hours. If you are booking space after hours, please contact Katie Ingalls prior to your reservation to make alternate arrangements.
- Most offices have two workspaces. These appear in the system as 3 separate options:
  - Office A (e.g., K6/132A)
  - Office B (e.g., K6/132B)
  - Office A+B combined (e.g., K6/132 A + B combined)

If you plan to use the space principally for quiet work (with occasional meetings/calls), simply reserve one of the two spaces. This will keep the other space open to another user for quiet work. If your use of the space is not conducive to sharing, then select the A+B combined option.
Booking space (cubicle/office):

1. Log in with your UW-Madison NetID
2. Book now – WiSOR Reservations
3. Input date, start time, end time and click search

4. Select the plus button next to the space you want to reserve

5. Add number of attendees
6. Click add room
7. Click next step

8. Fill in reservation details
   a. Event name: Your name/name of occupant AND short description of office use (e.g., study calls, meetings, quiet work)
   b. Event Type:
      i. Faculty office
      ii. Research Staff Cubicle
      iii. RS [Research Staff] Office: Other
      iv. RS [Research Staff] Office: Quiet work
      v. RS [Research Staff] Office: Study Calls
      vi. RS [Research Staff] Office: Team Meeting/VC [Video Conference]
      vii. Scientist Office
      viii. Other/not listed
   c. Group: SMPH - Surgery
d. 1st Contact: YOUR NAME (Select your name from the dropdown)
e. The rest should autofill

9. Select create reservation
Recurrent booking:

1. Log in “with your UW-Madison NetID”
2. Book now – WiSOR Reservations (You can find the “Book Now” button on the far right hand side of the window)
3. Select Recurrence (directly to the right of the date selection)
   a. Fill in fields according to your needs
   b. Select “Apply Recurrence”

4. Click search
5. Select the plus button next to the room you want to reserve

6. Add number of attendees
   a. Cannot exceed the CAP number
7. Click next step
8. Fill in reservation details
   a. Event name: Event name: Your name/name of occupant AND short description of office use (e.g., study calls, meetings, quiet work)
   b. Event Type: Onsite Work – Touchdown (Select from dropdown)
      i. Faculty office
      ii. Research Staff Cubicle
      iii. RS [Research Staff] Office: Other
      iv. RS [Research Staff] Office: Quiet work
      v. RS [Research Staff] Office: Study Calls
      vi. RS [Research Staff] Office: Team Meeting/VC [Video Conference]
      vii. Scientist Office
      viii. Other/not listed
a. Group: SMPH - Surgery
b. 1st Contact: YOUR NAME/Name of occupant (Select your name from the dropdown)
c. The rest should autofill

9. Select create reservation

Search for a Specific Room:

1. Log in “with your UW-Madison NetID”
2. Book now – WiSOR Reservations

Method 1:

1. Input date, start time, end time and click search
2. Enter room name in “Find a Room” search bar (e.g. K6/124)
3. Click search
4. Proceed as normal

Method 2:

1. Open drop down menu “I know what room I want” (further down on the left hand side)

2. Enter room name in “Room name” search bar

3. Click on the room when it pops up below the search bar

4. Proceed as above
How to view/cancel your existing space reservations in WiSOR:

1. Log in with your UW-Madison NetID
2. Go to the menu on the far left
3. Select “My Events”
4. View your current reservations
5. If you wish to cancel your reservation, click on the specific reservation on the list. You will be directed to a new page that includes reservation details. Under “Reservation Tasks” on the right side of the page, select “Cancel Reservation.”

How to view all existing space reservations in WiSOR:

1. Log in “with your UW-Madison NetID”

Method 1

1. Go to the menu on the far left
2. Select Events (underneath Browse) – Do not select My Events
3. Select the date you are searching for
4. Filters >> add filter
5. Select Locations

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Add Filter
Locations
Room
Group Name
Event Name
Event Type
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6. Select “Clinical Sciences Center – Dept of Surgery”

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Locations

BUILDINGS

Find locations Search

☐ Select All Buildings
☐ AV Equipment
☐ Clinical Sciences Center
☒ Clinical Sciences Center - Dept of Surgery
☐ Health Sciences Learning Center
☐ UW Medical Foundation Centennial Building
☐ Wisconsin Institutes for Medical Research

Selected Locations

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7. You will now be able to see only bookings in the Department of Surgery
8. Click on the list tabs to view days, weeks or months (far right hand side of calendar)

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Method 2

1. Go to the menu on the far left
2. Select Locations (underneath Browse)
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3. You will see a single-day view of all locations in SMPH
4. To view only reservations in WiSOR, click “Add/Remove Locations” under “Filters”

5. Select “Clinical Sciences Center – Dept of Surgery”
6. You should now see a list of locations that is limited to WiSOR workstations
7. You can find a specific room by entering the room name (e.g., K6/117) in the ‘Find a Room’ bar