

How to Schedule Space Using the SMPH EMS System

Updated 8/23/2021

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.

Rooms You Can Reserve		7 AM	8	9	10	11	12 PM	1
 WISOR K6/132 A	1							
 WISOR K6/132 A&B	1							
 WISOR K6/132 B	1							
 WISOR K6/136	1							
 WISOR K6/139 A	1							
 WISOR K6/139 A&B	1							
 WISOR K6/139 B	1							

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

The screenshot shows a booking form with the following fields and options:

- Date & Time** section:
 - Date:** Mon 11/16/2020, with a calendar icon and a **Recurrence** button.
 - Start Time:** 2:30 PM, with a clock icon.
 - End Time:** 3:30 PM, with a clock icon.
 - Create booking in this time zone:** A dropdown menu set to **Central Time**.
- Locations:** Clinical Sciences Center - Dept of Surgery, with an **Add/Remove** link.
- Search:** A blue button at the bottom.

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

The screenshot shows the "New Booking for Mon Nov 16, 2020" page. It has two tabs: "1 Rooms" (active) and "2 Reservation Details". A "Next Step" button is in the top right corner. The "Selected Rooms" section shows "WISOR K6/145" with a red minus sign. Below it is the "Room Search Results" section with a "LIST" tab selected and a "SCHEDULE" tab. There is a "Favorite Rooms only" checkbox and a "Find A Room" search box with a "Search" button.

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

1 Rooms ▶ 2 Reservation Details

Reservation Details

Event Details

Event Name * **Event Type ***

Group Details

Group *

1st Contact

1st Contact Phone * **1st Contact Fax**

1st Contact Email Address *

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”

Recurrence

Repeats: Daily

Every: 1 day(s)

Weekdays Only

Start Date: Mon 11/16/2020

End Date: Tue 11/17/2020 (2 occurrences)

End after: 1 occurrence(s)

Start Time: 3:00 PM

End Time: 4:00 PM

Create booking in this time zone: Central Time

2 occurrences

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:

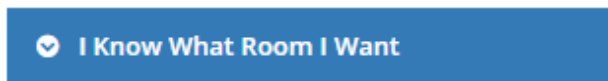
1. Log in “with your UW-Madison NetID”
2. Book now – WiSOR Reservations

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)



Room Name

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

Room Search Results

LIST SCHEDULE

Favorite Rooms only.

→

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

Room Name

✓ **WiSOR K6/124**
(Reserve) - Clinical Sciences Center - Dept of Surge...

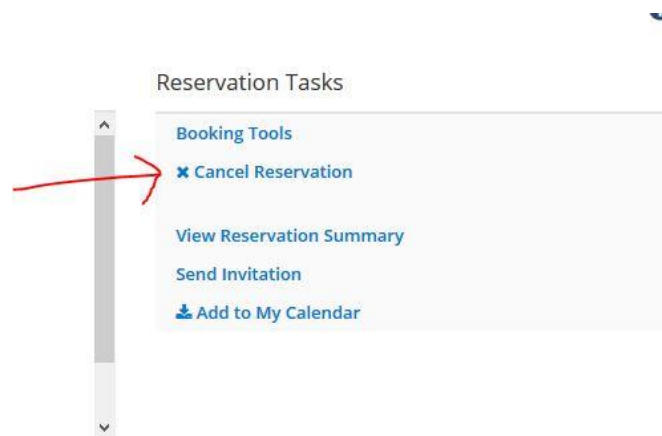
4. Proceed as above

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

NAME	DATE	LOCATION	GROUP	SERVICES	ID	STATUS
Rebekah Olson	Mon Nov 16, 2020/ Mon Nov 16, 2020 (single booking)	Clinical Sciences Center - Dept of Surgery - WiSOR K6/145	SMPH - Surgery		275487	Confirmed

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

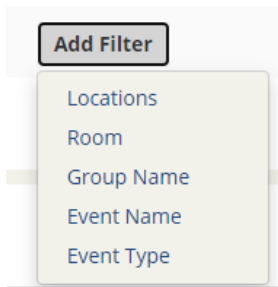
1. Go to the menu on the far left
2. Select Events (underneath Browse) – **Do not select My Events**



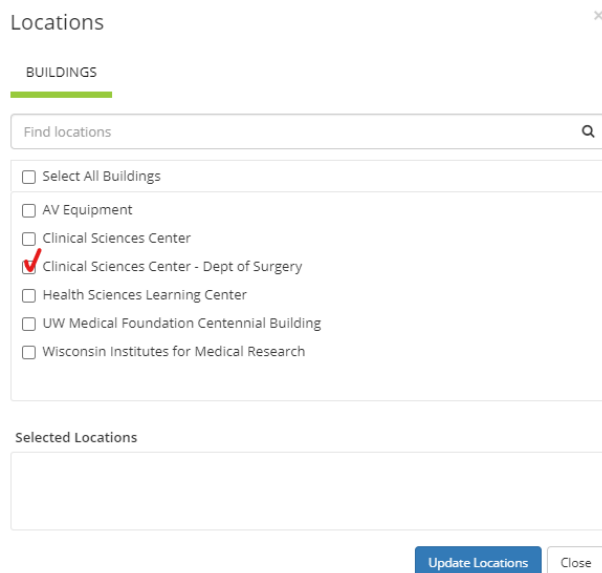
3. Select the date you are searching for

Date  

- Filters >> add filter
- Select Locations



- Select "Clinical Sciences Center – Dept of Surgery"



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

DAILY LIST WEEKLY LIST MONTHLY LIST

< Oct November 2020 Dec >						
SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	31
1	2	3	4	5	6 11:00am Laurie in office, CSC K6/146	7
8	9	10	11	12	13	14
15	16 4:00pm Rebekah Olson, CSC K6/145	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Method 2

- Go to the menu on the far left
- Select Locations (underneath Browse)

