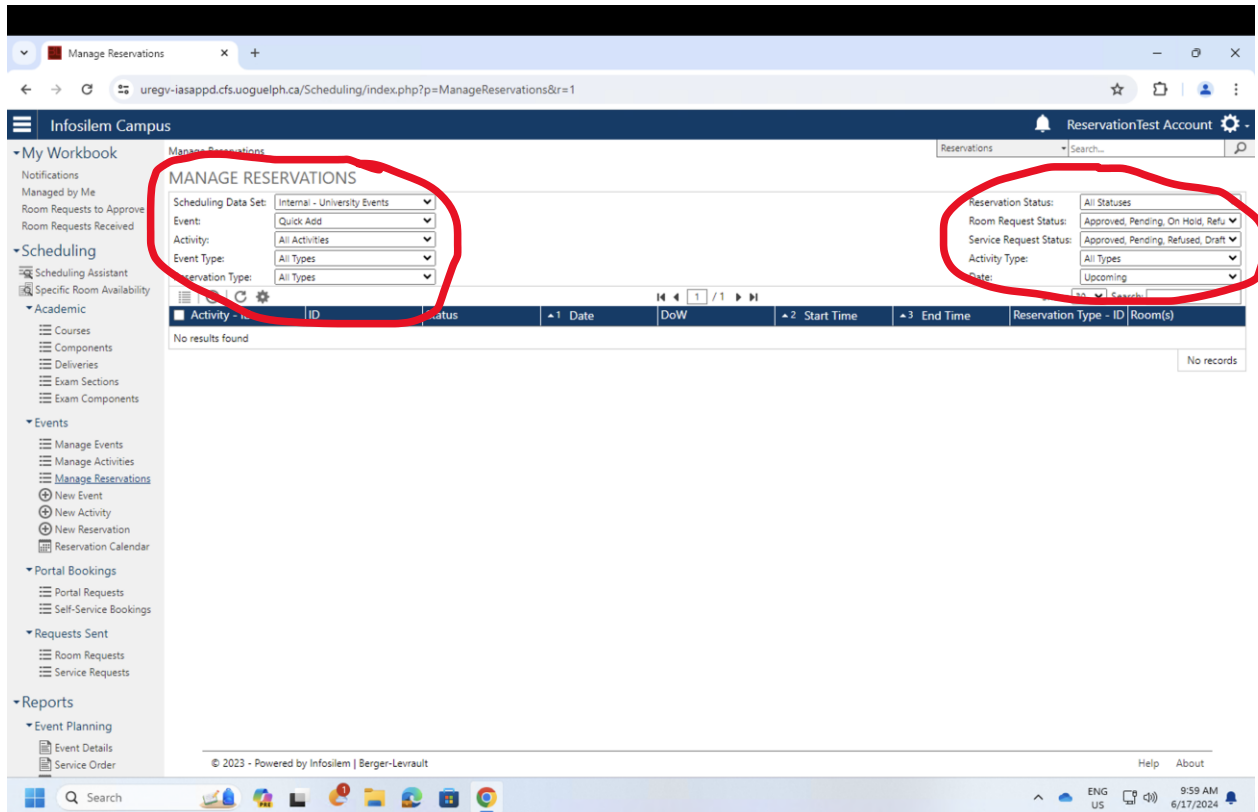
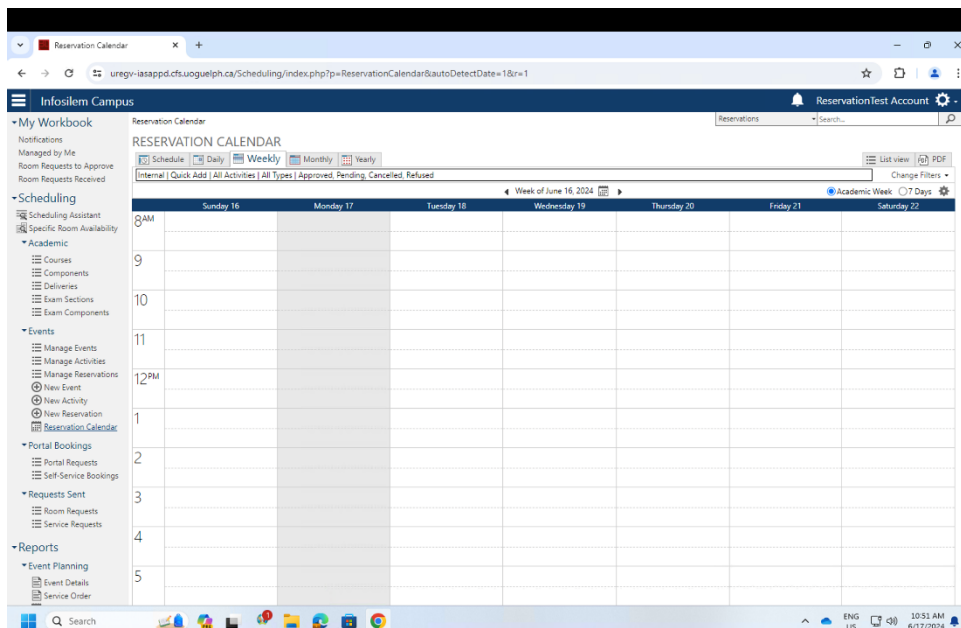


# Infosilem User Documentation

Same overall format as previous versions with a few changes introduced in this document.



Ability to filter **Manage Reservations** by drop-down categories.



You can also **create reservations** directly from the **calendar** by pressing on a timeslot.

## Scheduling Assistant:

Scheduling Assistant

SCHEDULING ASSISTANT

Date

Start Date: 2024/06/18

☒ Single occurrence  
☐ Recurrence  
☐ Specific dates

Time

Duration: 01:00 Between: 12:00 AM and 11:59 PM

Verify Availability

Setup and Teardown

Setup: ☐ Default Teardown: ☐ Default

You can use the **scheduling assistant** to find rooms significantly quicker, allowing you to select a **duration and time space** to narrow down your search. You can even select a **Setup and Teardown** time which refers to the amount of time you may need to clean up the room, and factors that into your searches.

Scheduling Assistant

Reservations

Setting

SCHEDULING ASSISTANT

Date

Start Date: 2024/06/18

☒ Single occurrence  
☐ Recurrence  
☐ Specific dates

Time

Duration: 01:00 Between: 12:00 AM and 11:59 PM

Verify Availability

Room Availability

Location: H5 - Guelph Campus Filter: RD-ALL Central Inventory

Set as Default Advanced

☐ Include rooms that require approval  
☐ Include unavailable rooms

Room	Configuration	Room Type - ID	Reservation Time
<input type="checkbox"/> G ALEX 028	Default	TEACHING-CLASSROOM	12:00 AM to 1:00 AM
<input type="checkbox"/> G ALEX 100	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G ALEX 117	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G ALEX 200	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G ALEX 218	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G ALEX 259	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G ALEX 309	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G ANNU 002	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G ANNU 156	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G ANNU 204	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G ANNU 306	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G CRSC 101	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G CRSC 116	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G CRSC 117	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G CRSC 403	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G PSA 241	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G GRHM 2302	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G GRHM 2310	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G JTP 2266	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G LA 204	Default	TEACHING-CLASSROOM	
<input type="checkbox"/> G MAC 148	Default	TEACHING-CLASSROOM	

This is what the assistant looks like, and you can **drag** to change the times you intend to book the rooms. You can use the **search bar** to find **specific** rooms.



You can select rooms and right-click to add them to a Resource List. These rooms will appear at the bottom of the Scheduling Assistant.

When selecting Recurrence as the schedule mode and viewing in Occurrence View, you can select different rooms for different occurrences from the menu by clicking on the desired time slots.

Academic Reservations/Deliveries are the same as regular reservations except for the way you access them. To do so, you must create the reservation under the components in Academic.

Component (Activity)

uregy-lasappd.cfs.uoguelph.ca/Scheduling/index.php?p=ViewActivity&id=8063185c-7e2d-4b0e-af30-01389a6abe9d

Infosilem Campus

ReservationTest Account

Components (Activities) > Component (Activity): 30255-0190-ACCT1220 - AA-M-MIDTERM

COMONENT (ACTIVITY): 30255-0190-ACCT1220 - AA-M-MIDTERM

Create Copy Calendar Print iCalendar Edit

Details Portal Settings Note

**General Information**

**Scheduling Data Set:** RO - Academic-RO  
**Faculty:** 30255 - Lang School of Business  
**Course:** ACCT1220  
**Section:** M  
**Component:** Midterm  
**Description:** <not specified>

**Event Type:** Academic  
**Department:** 0190 - Management  
**Title:** INTRODUCTORY FINANCIAL ACCOUNTING  
**Term:** AA (September 05, 2013 - January 19, 2038)  
**Activity Type:** Midterm

**Deliveries (Reservations)**

ID	Date	DoW	Start Time	End Time	Room(s)	Enrollment	Date max	Teaching R
01	2018/02/09	Fr	6:00 PM	9:00 PM	G MACN 113 G MCLN 102 G ROZH 101 G ROZH 102 G ROZH 103	0	February 05, 2018 10:54 AM	Sara Wick
04	2018/03/10	Sa	9:00 AM	12:00 PM	G ROZH 101 G ROZH 104	0	February 02, 2018 3:59 PM	Sara Wick

2 records

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10:20 AM 6/25/2024