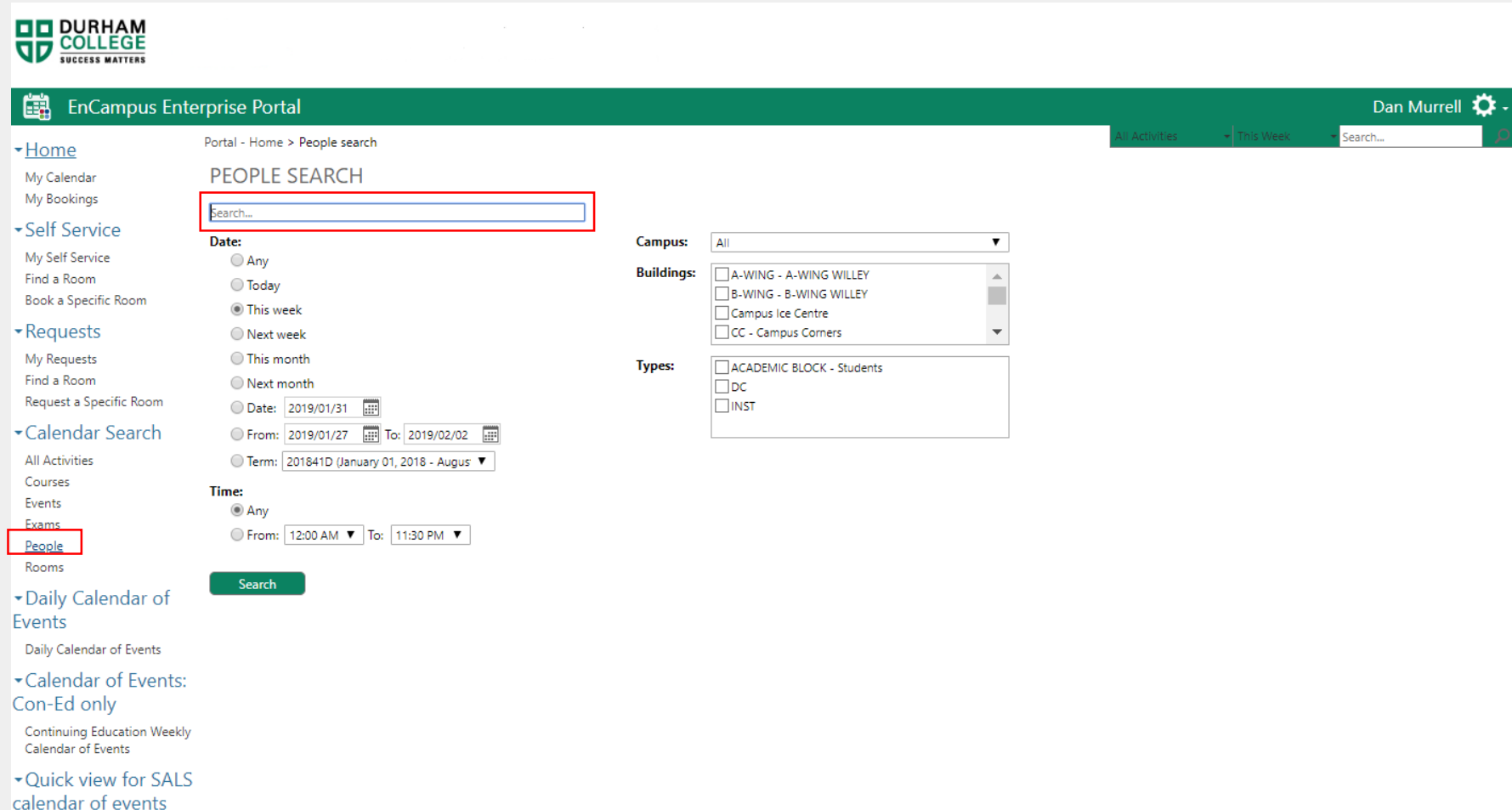




Enterprise Room Booking System

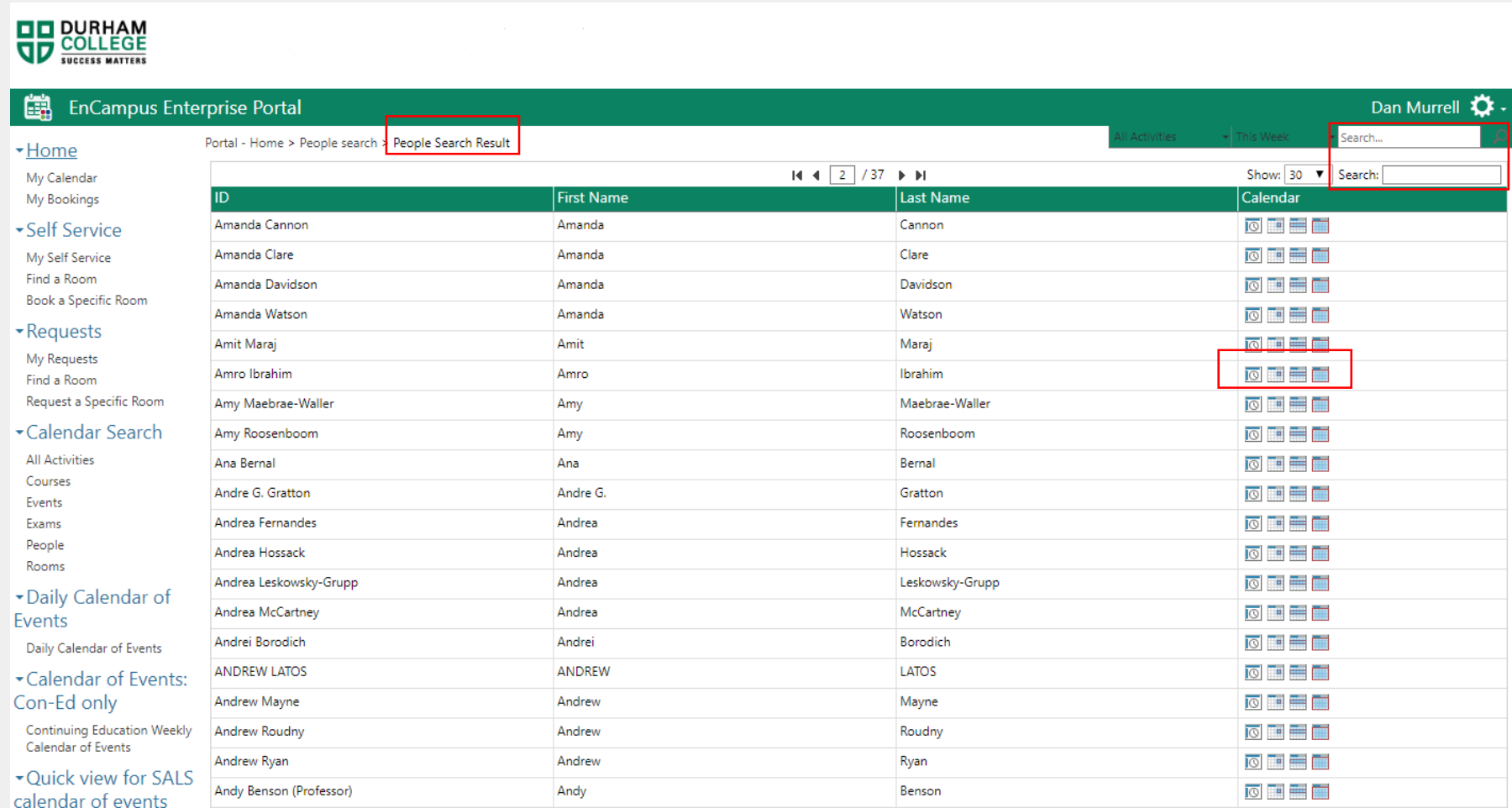
People Search

- Under Calendar Search, click on **People** – This will allow you to view an instructors academic schedule.
- In Search, enter in name of instructor, or leave blank, and a list of all instructors for the time period selected will appear.
- Search is not case sensitive.



The screenshot shows the EnCampus Enterprise Portal interface. The top navigation bar is green and contains the Durham College logo, the text "EnCampus Enterprise Portal", and the user name "Dan Murrell" with a settings gear icon. Below the navigation bar, the page title is "Portal - Home > People search". The main content area is titled "PEOPLE SEARCH" and features a search input field (highlighted with a red box) containing "Search...". To the right of the search field are filters for "Date", "Campus", "Buildings", and "Types". The "Date" filter has radio buttons for "Any", "Today", "This week" (selected), "Next week", "This month", and "Next month", along with date pickers for "Date", "From", "To", and "Term". The "Campus" filter is a dropdown menu set to "All". The "Buildings" filter is a list box with checkboxes for "A-WING - A-WING WILLEY", "B-WING - B-WING WILLEY", "Campus Ice Centre", and "CC - Campus Corners". The "Types" filter is a list box with checkboxes for "ACADEMIC BLOCK - Students", "DC", and "INST". A green "Search" button is located below the filters. On the left side of the page, there is a sidebar menu with categories like "Home", "Self Service", "Requests", "Calendar Search", "Daily Calendar of Events", and "Calendar of Events: Con-Ed only". The "People" option under "Calendar Search" is highlighted with a red box.

- Under People Search Results you will see an alphabetical list of all instructors based on your date and time parameters.
- Use the Search field to enter in instructor name. You can enter in partial or full information, i.e. first name, last name, both.
- Under the Calendar column, you can select a type of view
 - Schedule, Daily, Weekly, Monthly



DURHAM COLLEGE
SUCCESS MATTERS

EnCampus Enterprise Portal

Portal - Home > People search > **People Search Result**

Search... Search:

Show: 30

ID	First Name	Last Name	Calendar
Amanda Cannon	Amanda	Cannon	
Amanda Clare	Amanda	Clare	
Amanda Davidson	Amanda	Davidson	
Amanda Watson	Amanda	Watson	
Amit Maraj	Amit	Maraj	
Amro Ibrahim	Amro	Ibrahim	
Amy Maebrae-Waller	Amy	Maebrae-Waller	
Amy Roosenboom	Amy	Roosenboom	
Ana Bernal	Ana	Bernal	
Andre G. Gratton	Andre G.	Gratton	
Andrea Fernandes	Andrea	Fernandes	
Andrea Hossack	Andrea	Hossack	
Andrea Leskowsky-Grupp	Andrea	Leskowsky-Grupp	
Andrea McCartney	Andrea	McCartney	
Andrei Borodich	Andrei	Borodich	
ANDREW LATOS	ANDREW	LATOS	
Andrew Mayne	Andrew	Mayne	
Andrew Roudny	Andrew	Roudny	
Andrew Ryan	Andrew	Ryan	
Andy Benson (Professor)	Andy	Benson	

- Based on the date/time range selected, the schedule for the instructor will be in view.

EnCampus Enterprise Portal

Portal - Home > People search > People Search Result > People Schedules [REDACTED]

[Schedule](#)
[Daily](#)
[Weekly](#)
[Monthly](#)
[Yearly](#)

Week of January 27, 2019

	Sunday 27	Monday 28	Tuesday 29	Wednesday 30	Thursday 31	Friday 01	Saturday 02
8AM							
9							
10							
11							
12PM							201941-01-37539 10 12:00 PM - 3:00 PM O CFCE CFCE 215
1				201941-02-37543 11 1:00 PM - 4:00 PM O CFCE CFCE 215	201941-02-37543 10 1:00 PM - 4:00 PM O CFCE CFCE 215		
2		201941-01-37539 11 2:00 PM - 5:00 PM O CFCE CFCE 215					
3							
4							

[List view](#)
[iCalendar](#)
[PDF](#)

Dan Murrell