

EMS Lite 8.0 - [Reservation Book - 11/14/2011 Mon (33 Bookings)]

File Settings Reservations Reports Configuration System Administration Window Help

Book Calendar Wizard Navigator Web Reservations Browser Groups Web Requests

View: Weekly Print

Date: 11/14/2011 Mon Today Day Week Month Year

Filter	11/14/2011 Mon	11/15/2011 Tue	11/16/2011 Wed	11/17/2011 Thu	11/18/2011 Fri
Classroom B77A					
Classroom B94					
Classroom C112					
Computer lab A34					
Computer Lab A66					
Conference Room Academic Bldg					
Drafting Lab A48					
Electronics Lab A47					
Industrial Maintenance Lab 12					
Lecture Hall C111 90					
Nurses Classroom/Lab WD 28					
Nursing Classroom/Lab A45 30					
Small Computer Lab A69 15					
V DEN Room 15					
WDS Great Hall whole			D		SGA
WDS Great Hall with Kitchen			D		SGA
WDS Great Hall, Kitchen and Atrium			D		SGA
Welding classroom A82 12					
Workforce Development 126A 1/2 of Great Hall			D		SGA
Workforce Development 126B 1/2 of Great Hall			D		SGA

EMS Facilities Reservation System

Effective January 2012

Terminology and Roles

- All facilities reservations are now recorded in the computer software system called **EMS Lite**. Our system is called the “**ESCC Facilities Reservation System**”.
- All requests for reservations and bookings must now go through this system.

“**Administrators**” have the authority to make and confirm reservations. There are currently five members of staff with this authority:

Laura Fosque—makes all non-credit and non-academic reservations; initially confirms all VEMS (Virtual EMS) requests. Laura also sets up all Business & Industry rental reservations.

Roy Lock—system supervisor and back-up to Laura’s VEMS function.

Laura & Roy are responsible for day-to-day administration of the system and, specifically, confirming or otherwise dealing with all web reservation requests.

Carol McGarrity—sets up and manages all scheduled academic (credit) class reservations each semester. Carol also has authority to approve any additional reservations related to the scheduled academic programs or requirements of the Chief Academic Officer.

Kimberlee Ormsby—manages Social & Community rental reservations.

Mary Anne Wells—confirms and manages reservations in the main building conference room only.

“Authenticated Users” are all other staff and faculty. These are using a part of the system called VEMS (Virtual EMS). Authenticated Users access the system through the local network at:

<http://apps02/VirtualEMS/> The system cannot be accessed off campus.

Your ESCC network username and password give you the required authorization to use the system.

- Authenticated Users can **‘Request reservation’** - request specific facilities or whatever facilities are available for any function other than full semester requirements for the academic (credit class) program.
- Authenticated Users have access to **‘Browse’** the database for events, facilities, available facilities.
- Authenticated Users should expect to receive email confirmation (or notice of alternative arrangements made) of their request for facilities within two business days. This will be sent to the email address you entered when you first logged into this website.

How to get started

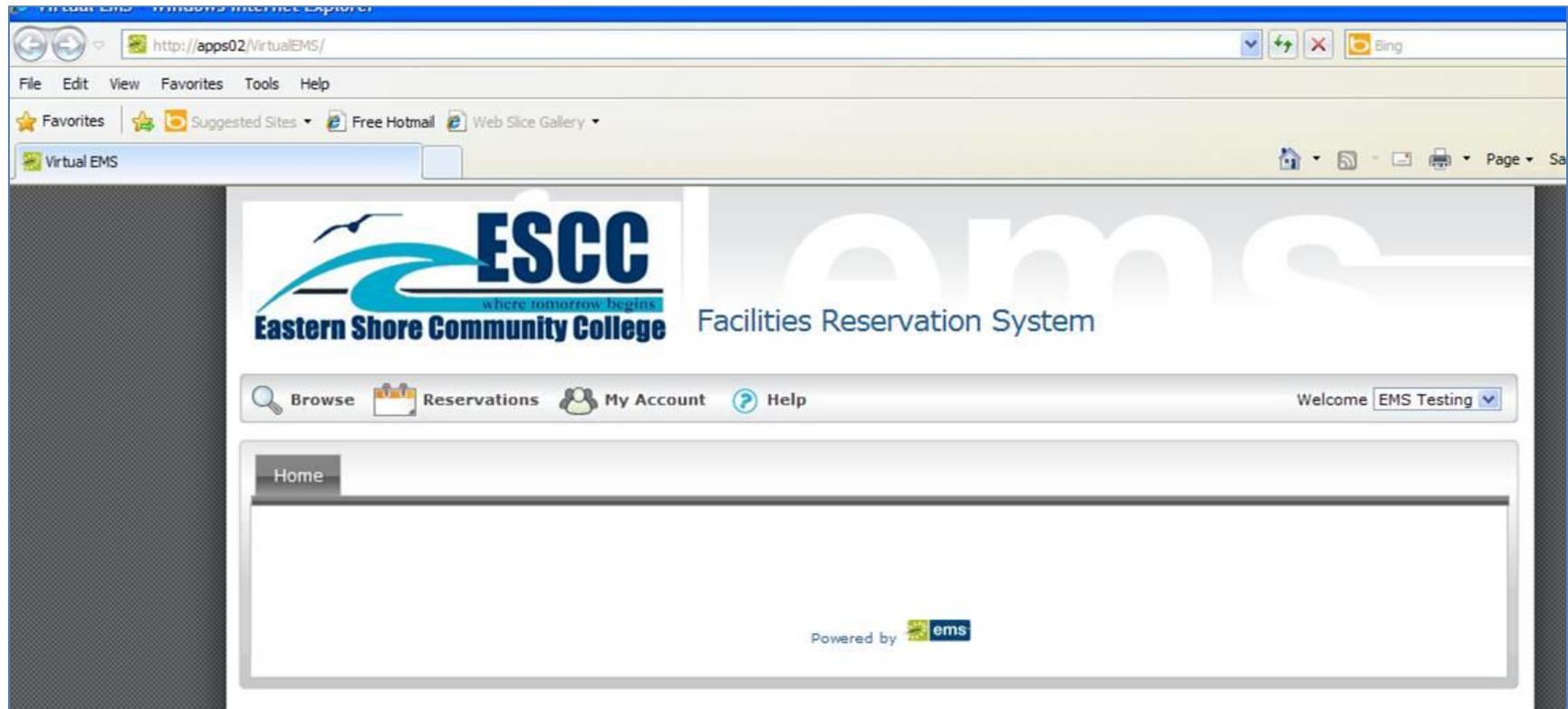
Using your browser, go to <http://apps02/VirtualEMS>

The first time you go to this site you will be asked to enter your name and contact details.

Your ESCC network username and password will allow you access to the VEMS system: these details will be used as your reference on any reservation requests you make.

You should now be looking at the screen below.

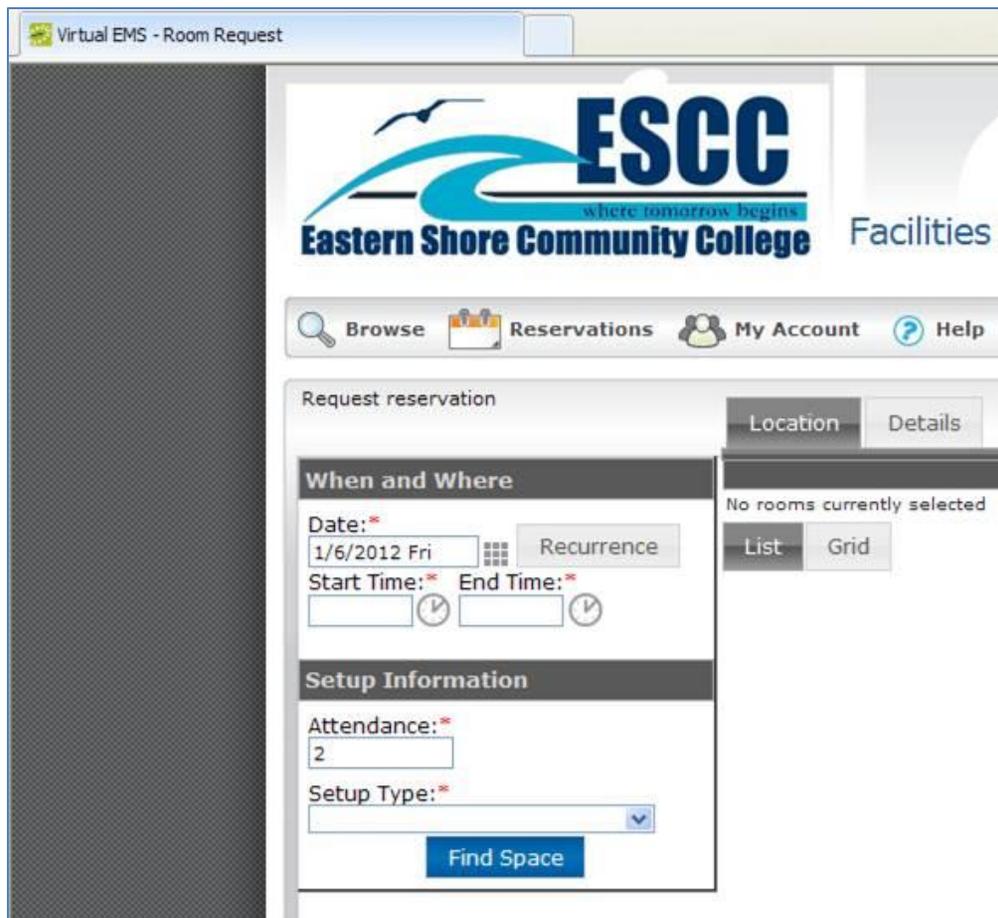
You might want to right-click and create a shortcut icon for your desktop to allow easy access to this system in the future.



You should explore the **Browse** facility at your leisure. You can browse **Events**, **Facilities**, or **Browse for space**, and you can view these **daily**, **weekly** or **monthly** in **list** or **calendar** format: you can **filter** to look only at specified rooms, dates, or a specified **Event type**.

How to request a reservation

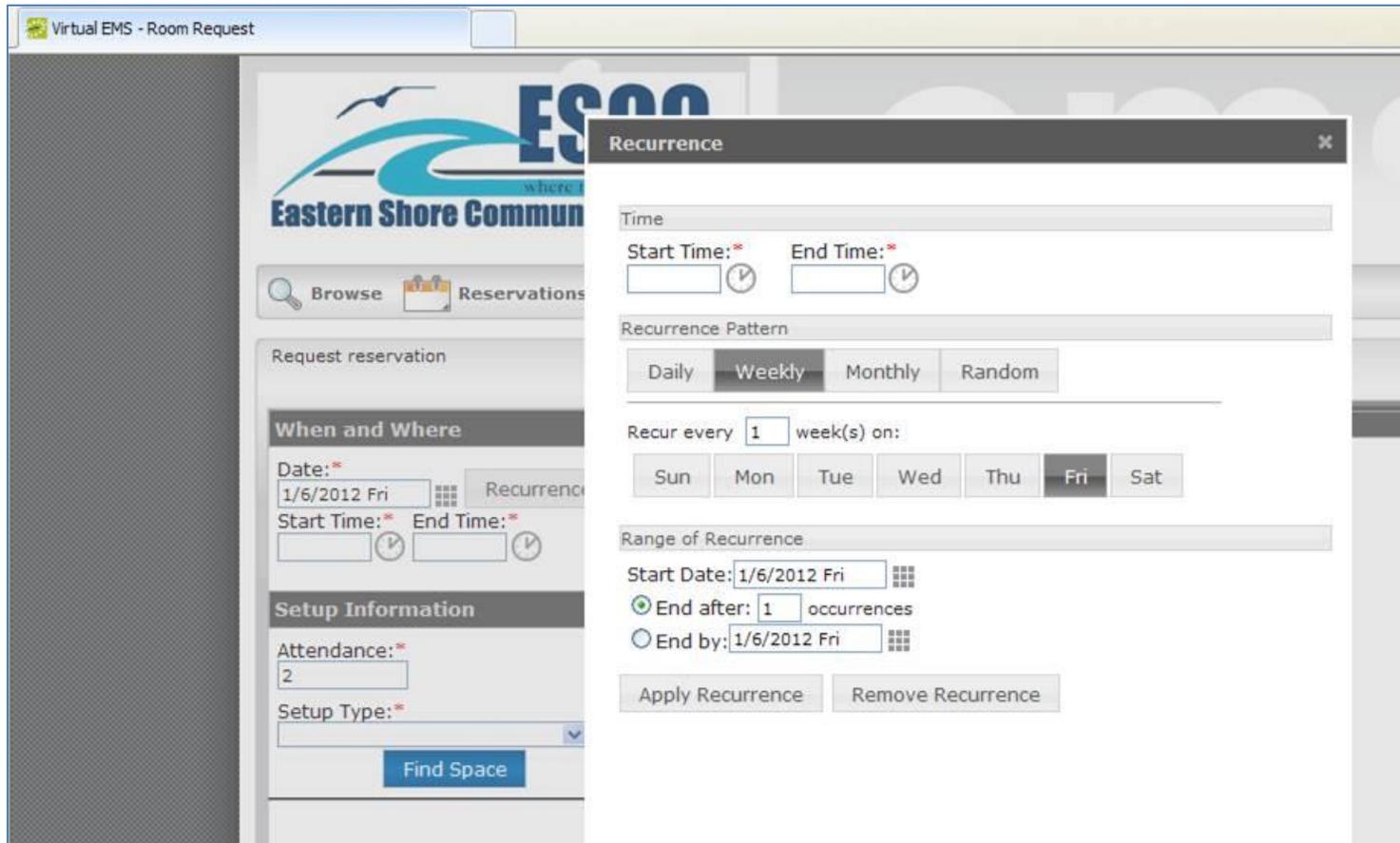
Click on “Reservations” and then “Request Reservation”.



The screenshot shows the 'Virtual EMS - Room Request' web application. The header features the ESCC logo with the tagline 'where tomorrow begins' and the text 'Eastern Shore Community College'. A navigation bar includes 'Browse', 'Reservations', 'My Account', and 'Help'. The main content area is titled 'Request reservation' and has two tabs: 'Location' (selected) and 'Details'. Under the 'Location' tab, there is a message 'No rooms currently selected' and two buttons: 'List' and 'Grid'. The 'When and Where' section contains a 'Date:' field with '1/6/2012 Fri' and a 'Recurrence' button, followed by 'Start Time:' and 'End Time:' fields with dropdown arrows. The 'Setup Information' section includes an 'Attendance:' field with the value '2' and a 'Setup Type:' dropdown menu. A blue 'Find Space' button is located at the bottom of the form.

Enter the date for the reservation you want to request, or the first date if it's to be a recurring reservation, such as a meeting on the first Tuesday of every month.

If it is a recurring reservation, click “**Recurrence**” and you’ll get the screen below.



You can request a reservation every day, week or month or every second month, for example; and specify how many times, or give a date for the last occurrence. If it’s monthly, you can request the same date every month or, for example, the third Tuesday of every month. You must specify start and end times: if there is to be significant set-up time, this should be included in your request. Click on “**Apply Recurrence**”.

Next enter the number of people you need the room for in “Attendance” - how many desks or participants at your meeting. You must enter a number here. You will only be shown rooms which can accommodate this number of people.

Next chose the “Setup Type” you require from the drop-down list. Again, this will determine which rooms you are shown as being available to you.

Next click “Find Space”.

The screenshot shows the ESCC Facilities Reservation System interface. The page title is "Virtual EMS - Room Request". The header features the ESCC logo with the tagline "where tomorrow begins" and the text "Facilities Reservation System". The navigation menu includes "Browse", "Reservations", "My Account", and "Help". A welcome message "Welcome EMS Testing" is displayed on the right.

The main content area is titled "Request reservation" and has two tabs: "Location" and "Details". The "Location" tab is active, showing a "Selected Locations" section with the message "No rooms currently selected". Below this is a table with columns "SELECT", "AVAILABLE", "LOCATION", and "CAPACITY". The table lists five available rooms, each with a green plus icon in the "SELECT" column and a "1/1" in the "AVAILABLE" column.

SELECT	AVAILABLE	LOCATION	CAPACITY
<input type="checkbox"/>	1/1	WD Computer Lab 159	24
<input type="checkbox"/>	1/1	WD Computer Lab 169	24
<input type="checkbox"/>	1/1	Small Computer Lab A69	15
<input type="checkbox"/>	1/1	Computer lab A34	24
<input type="checkbox"/>	1/1	Computer Lab A66	20

The left sidebar contains the "When and Where" section with fields for "Date:" (1/7/2012 Sat), "Start Time:" (12:15 AM), and "End Time:" (1:15 AM). Below this is the "Setup Information" section with "Attendance:" (15) and "Setup Type:" (Computer lab). A "Find Space" button is located at the bottom of the sidebar.

If you click on a room **LOCATION**, you will be able to see a description of the room and the setup types and resources available for that room and, in some cases, a picture of the room.

A quick look at the “**Grid**” will show you which rooms are available around the time you have requested.

You must select a location before you can move on. Click on the **+** to select a room. The room you have selected will appear above the list.

The screenshot shows the 'Request reservation' interface. On the left, the 'When and Where' section includes fields for Date (1/7/2012 Sat), Start Time (12:15 AM), and End Time (1:15 AM). Below it, the 'Setup Information' section includes Attendance (15) and Setup Type (Computer lab). A 'Find Space' button is at the bottom of this section. On the right, the 'Location' tab is active, showing a 'Selected Locations' table with one entry: 1/7/2012 Sat, 12:15 AM to 1:15 AM, WD Computer Lab 169, Request, 15. Below the table are 'List' and 'Grid' tabs. The 'Grid' view shows a calendar for Saturday, January 07, 2012, with columns for hours 7 through 6. Two rooms are highlighted: 'WD Computer Lab 159' (24 capacity) with a blue box over the 9-12 PM slot labeled 'MTE 4,5,6,7-2IC Chubb', and 'WD Computer Lab 169' (24 capacity) with a blue box over the 9-12 PM slot labeled 'MTE 6,7,8,9-7TJ Johnson'.

To cancel this selection - or any of the selections if there are multiple dates requested - click on the **X**.

Click **Continue** or the “**Details**” tab to move to enter details of the reservation.

Among these details, items marked * must be entered.

Virtual EMS - Room Request

where tomorrow begins
Eastern Shore Community College Facilities Reservation System

Browse Reservations My Account Help Welcome EMS Testing

Request reservation

Location Details

When and Where

Date:* 1/7/2012 Sat Recurrence
Start Time:* 12:15 AM End Time:* 1:15 AM

Setup Information

Attendance:* 15
Setup Type:* Computer lab
Find Space

Event Details

Event Name:*
Event Type:*

Group Details

Group:* ESCC Internal Web Request
Name:* Laura Fosque
Phone: 7577897979 Fax:
Email:

Other Information

Details/Special Requirements:

Submit Reservation

Enter “Event Name” Be as explicit as you can but bear in mind that whatever you enter here will likely be shown on all reports – including the Weekly Calendar of Events - coming out of the system.

Next click the drop-down menu for 'Event type'. You should choose the most appropriate to your request from the following:

Academic Credit Special Use
Adult Education
Internal Function/Meeting
Internal Standing Committee
Student Group Activity

Next—only on the first occasion you use the system—click the drop-down menu for 'Group'. There should be no options available.

Click on the 
Type "e" and click  again
Select the  for ESCC Internal Web Request then close the item Lookup window.

The next time you request a reservation, ESCC Internal Web Request will be the only item available on the Group drop-down menu.

Laura Fosque's name and phone number will automatically be entered, and she should be the person to contact if you're having any difficulty with this request.

You have the option to over-write the **Name, Phone, Fax** and **Email** which appears automatically (for example, you are making the request as secretary of a committee on behalf of the chair person and you want the confirmation email to go to the chair-person): if you do this, the email will be sent to whoever's details you enter (the chair person), but you will also get a copy.

You will always receive an email confirmation within 2 business days of your request: the system will know your name and email address from the login details you provided the very first time you used this system.

Other Information: Details/Special Requirements

This is your opportunity to send a message to the system administrator who is going to 'confirm' your request.

If you were unable to select the room you really wanted, for example, this is where you make a special request for that room. You might need a room with a sink, for example.

You do not need to specify any of the resources which are normally available to the room you have requested. For example, desks or tables and chairs, the AV system including laptop, screen and projector: these are available in most rooms.

For the WDS Great Hall, hand-held and lapel microphones may be available: you should request these here.

Other Actions Required

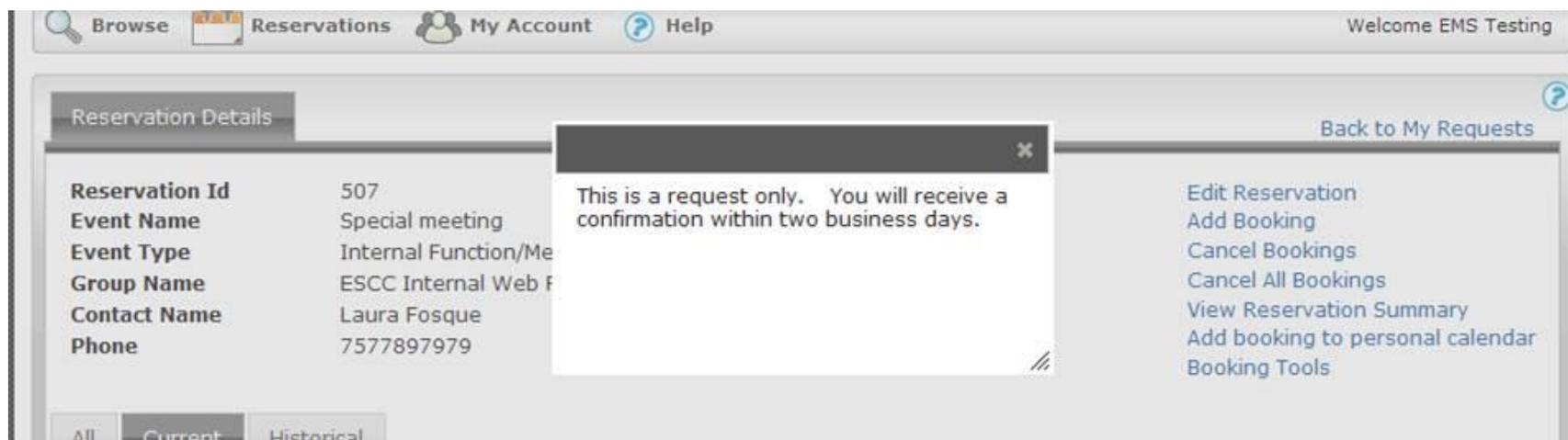
Be aware that you are requesting an "internal reservation" and as such it is your responsibility to make sure

the room is prepared to meet your requirements. If you need any significant change to the furniture - tables, chairs or desks, for example - it is your responsibility to prepare a “Work Order” and send it to the college maintenance crew.

You might require some additional AV equipment from the LRC: in this case, you must make your own request to LRC to ensure the equipment is available and in place.

If you are requesting a room for a presentation by someone who is not on the college faculty or staff, you should request a temporary login and password separately from the IT department.

You are now ready to forward your reservation request. Click [Submit Reservation](#)



Please don't forget to [Log Out](#) of the system at the [My Account](#) tab.

Note that, once submitted, the room you requested - if available - will be held for you until the reservation is either confirmed or denied.

You can go back to “[Reservations](#)”, “[View My Requests](#)” to look at all the requests made by you. By double-clicking on any request you can change or cancel the booking, and even add it to your personal Outlook calendar.

[Edit Reservation](#)

[Add Booking](#)

[Cancel Bookings](#)

[Cancel All Bookings](#)

[View Reservation Summary](#)

[Add Booking to Personal Calendar](#) (Enters event into your MS Outlook calendar)

[Booking Tools](#)

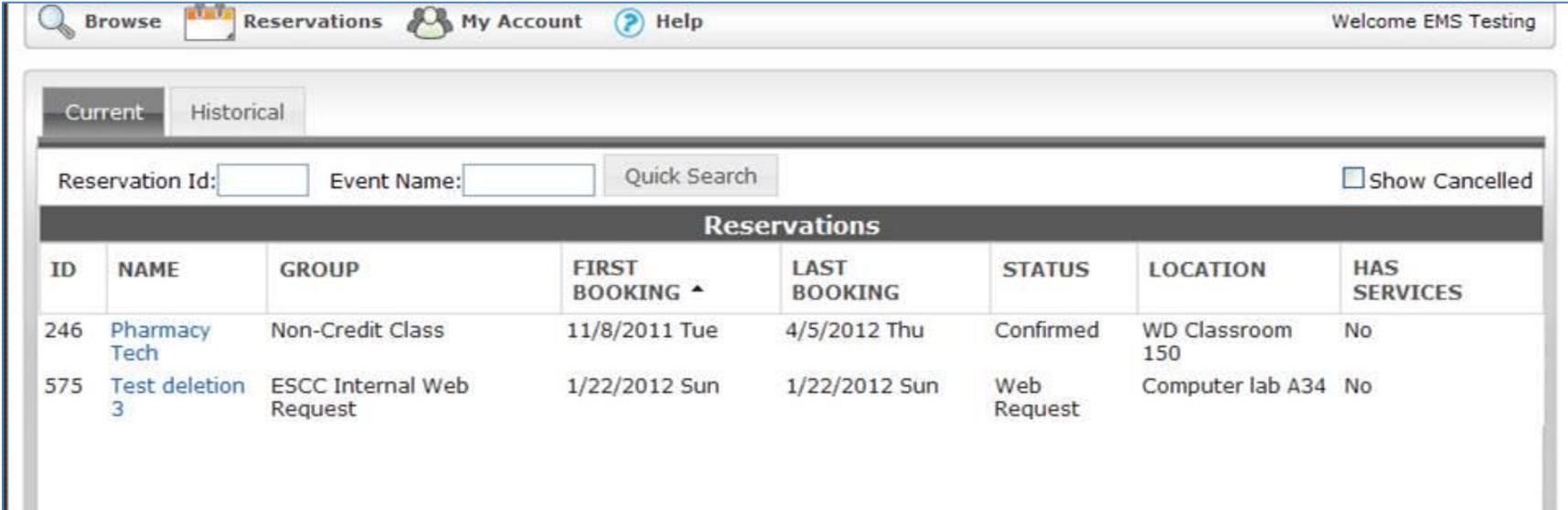
Finally, if you have any issues with this manual—instructions that are unclear or do not seem to work - or with the ESCC Facilities Reservation System itself,

call Laura Fosque on 789-7979 or email lfosque@es.vccs.edu
or Roy Lock on 789-1751, or email rlock@es.vccs.edu

Canceling a Reservation

Web users can cancel any reservation they have previously made irrespective of whether it has been confirmed or not.

Go to [Reservations](#) and [View My Requests](#)



The screenshot shows a web application interface for managing reservations. At the top, there are navigation links: 'Browse', 'Reservations', 'My Account', and 'Help'. A 'Welcome EMS Testing' message is displayed in the top right corner. Below the navigation is a search section with 'Current' and 'Historical' tabs, input fields for 'Reservation Id:' and 'Event Name:', a 'Quick Search' button, and a 'Show Cancelled' checkbox. The main content area is titled 'Reservations' and contains a table with the following data:

ID	NAME	GROUP	FIRST BOOKING ^	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
246	Pharmacy Tech	Non-Credit Class	11/8/2011 Tue	4/5/2012 Thu	Confirmed	WD Classroom 150	No
575	Test deletion 3	ESCC Internal Web Request	1/22/2012 Sun	1/22/2012 Sun	Web Request	Computer lab A34	No

Click on the name of the reservation to be cancelled – in this case, [Test deletion 3](#).

Browse Reservations My Account Help Welcome EMS Testing

Reservation Details Back to My Requests

Reservation Id	575	Edit Reservation
Event Name	Test deletion 3	Add Booking
Event Type	Internal Function/Meeting	Cancel Bookings
Group Name	ESCC Internal Web Request	Cancel All Bookings
Contact Name	Laura Fosque	View Reservation Summary
Phone	7577897979	Add booking to personal calendar
		Booking Tools

All **Current** Historical

Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 		1/22/2012 Sun	11:45 AM - 12:45 PM	Test deletion 3	Computer lab A34	Web Request	Computer lab (12)

Click on [Cancel Bookings](#) (plural, even though you intend to cancel only one booking).

Browse Reservations My Account Help Welcome EMS Testing

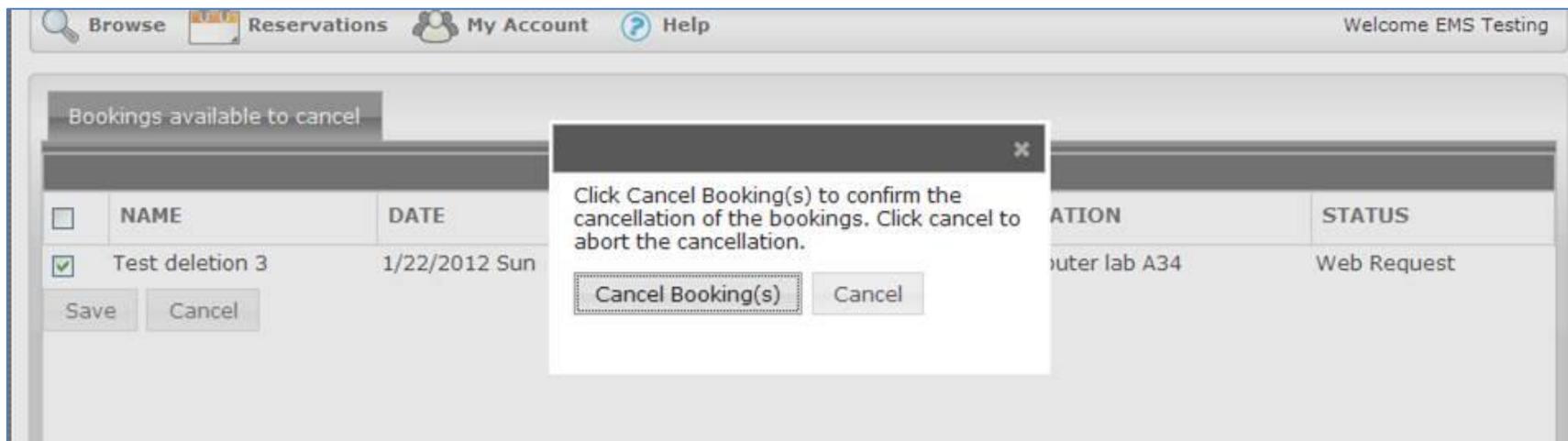
Bookings available to cancel

Bookings available to cancel

<input type="checkbox"/>	NAME	DATE	START	END	LOCATION	STATUS
<input checked="" type="checkbox"/>	Test deletion 3	1/22/2012 Sun	11:45 AM	12:45 PM	Computer lab A34	Web Request

Save Cancel

Check the box against the reservation  and click **Save**.



Click on **Cancel Booking(s)** to confirm the cancellation.

