EMS Facilities Reservation System

Effective January 2012

<table>
<thead>
<tr>
<th>Room Description</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom B77A</td>
<td></td>
</tr>
<tr>
<td>Classroom B94</td>
<td></td>
</tr>
<tr>
<td>Classroom C112</td>
<td></td>
</tr>
<tr>
<td>Computer lab A34</td>
<td></td>
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<tr>
<td>Computer Lab A66</td>
<td></td>
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<tr>
<td>Conference Room Academic Bldg</td>
<td></td>
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<tr>
<td>Drafting Lab A48</td>
<td></td>
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<tr>
<td>Electronics Lab A47</td>
<td></td>
</tr>
<tr>
<td>Industrial Maintenance Lab</td>
<td>12</td>
</tr>
<tr>
<td>Lecture Hall C111</td>
<td>90</td>
</tr>
<tr>
<td>Nurses Classroom/Lab WD</td>
<td>28</td>
</tr>
<tr>
<td>Nursing Classroom/Lab A45</td>
<td>30</td>
</tr>
<tr>
<td>Small Computer Lab A69</td>
<td>15</td>
</tr>
<tr>
<td>VDEN Room</td>
<td>15</td>
</tr>
<tr>
<td>WDS Great Hall whole</td>
<td>0</td>
</tr>
<tr>
<td>WDS Great Hall with Kitchen</td>
<td>0</td>
</tr>
<tr>
<td>WDS Great Hall, Kitchen and Atrium</td>
<td>0</td>
</tr>
<tr>
<td>Weldng classroom A82</td>
<td>12</td>
</tr>
<tr>
<td>Workforce Development 126A 1/2 of Great Hall</td>
<td>0</td>
</tr>
<tr>
<td>Workforce Development 126B 1/2 of Great Hall</td>
<td>0</td>
</tr>
</tbody>
</table>
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 or 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”.

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”.

![Image of ESCC Facilities Reservation System interface](http://apps02/VirtualEMS)
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.

![Image of the ESCC Facilities Reservation System](http://apps02/VirtualEMS)

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.

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**

![Reservation Details](image)

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
Cancelling 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

Click on the name of the reservation to be cancelled – in this case, Test deletion 3.
Click on **Cancel Bookings** (plural, even though you intend to cancel only one booking).
Check the box against the reservation ✔ and click Save.

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