

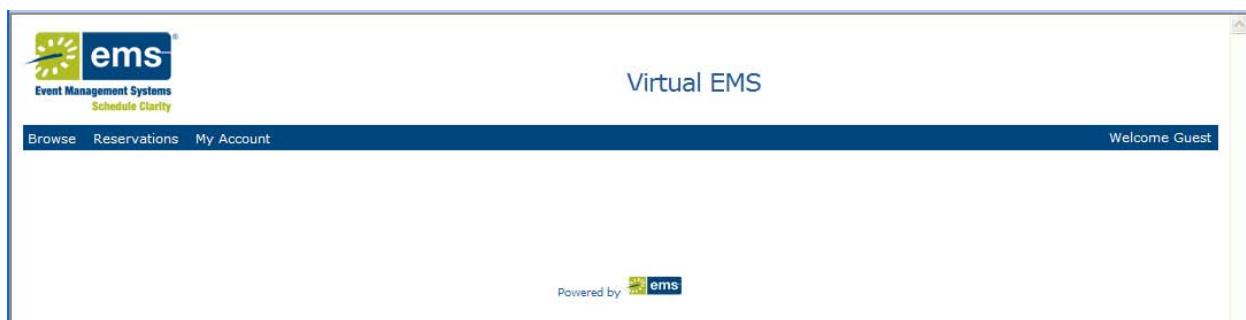
## Introduction

Virtual EMS or VEMS is a web-based application that provides efficient facilities and services management by allowing faculty, staff and students to use a standard Internet browser to view real-time calendars and event schedules. When authorized, Virtual EMS users can also submit online requests and book space.

- Reservations contain Bookings and Bookings contain the Booking details
- Three main components of EMS are:
  1. Reservations: The **Who** and **What**
  2. Bookings: The **Where** and **When** (place & time)
  3. Bookings Details: The resources or services needed for an event (AV, Catering time, room charges)

## Let's Get Started

Type the following URL into your browser: <http://ems.haas.berkeley.edu>



## Login

1. At the site, select **My Account – Log In**
2. Enter your **User ID** and **Password** (same as your Haas computer Id and password)
3. Click **Login**
4. Once you log in, your name will appear on the right hand side of the menu bar

## Log Out

- Click on **My Account – Log Out**

## Using Virtual EMS - Toolbar Dropdown Menus

When you first open EMS, you will see five dropdown menus:

1. View My Requests
2. Browse
3. Reservations
4. My Account
5. Event Planning Resources.

### Browse

1. The Browse dropdown menu contains Browse Events, Browse Facilities and Browse for Space.
2. The Browse window is read-only; you cannot make reservations from this page.

**Browse Events** – The Browse Events window displays events by day, week or month.

1. To open go to Browse, Browse Events
2. To view events in list format – Click the Daily List, Weekly List or Monthly List tab
3. To view events in calendar format – Click the Weekly Calendar or Monthly Calendar tab.

**Browse Facilities** – The Browse Facilities window displays a list of rooms by building, by the setup types and room capacities.

- You can view by Setup Type or Room.

**Browse for Space** – Use the Browse for Space window to look for available space and Media Services Equipment on a particular date and time.

- To see details about an event – Hover over an event and a Tool Tip displays.

<b>Reservation Id</b>	3921
<b>Booking Id</b>	7747
<b>Event Name</b>	New Employee Orientation
<b>Event Type</b>	Training
<b>Date</b>	Friday, April 04, 2008
<b>Location</b>	TX - Riggs Conference Room
<b>Reserved Time</b>	3:00 PM - 4:00 PM CT
<b>Event Time</b>	3:00 PM - 4:00 PM CT
<b>Setup Type</b>	(none) (12)
<b>Status</b>	Web Request
<b>Group</b>	Stacey Whala
<b>Contact Name</b>	(none)
<b>Phone</b>	303-555-1212
<b>Fax</b>	
<b>Contact Email</b>	stacey.whala@dea.com
<b>Event Coordinator</b>	(none)
<b>Salesperson</b>	(none)
<b>First Booking</b>	Friday, April 04, 2008
<b>Last Booking</b>	Friday, April 04, 2008
<b>Total No. Bookings</b>	1

## Reservations

### Requesting an Event Space

1. Click on **Reservations – Event Space Request**. The request window displays.

**Note:** Fields marked with a red asterisk are required.

2. In the *When and Where* section, enter or click on the calendar icon to select a **Date** or range of dates for the event.
  - o To the right of the calendar icon is the **Recurrence** button.
  - o If your event occurs more than one time in the future:
3. Click **Recurrence** to display the dialog box which has three sections.
4. In the *Time* section, enter the **Start Time** and **End Time**
5. In the *Recurrence Pattern*, select **Daily**, **Weekly** or **Random** pattern
6. In the *Range of Recurrence*, select a **Start Date**
7. Specify the **End by** date by choosing a number of recurrences OR click the calendar icon to select a date
8. Click **Apply Recurrence** to add the information to your event or **Remove Recurrence** to cancel
9. Choose the building, view or area from the **Facilities** dropdown where the event will take place
10. In the *Setup Information* section, enter your event's **Attendance** number (or approximate)

11. From the dropdown list, select a **Room Type** and **Features**
12. Click **Find Space** to display the **Location** and **Details** tab windows

**When and Where**

Date: 5/2/2009 Tue Recurrence

Start Time: 10:00 AM End Time: 1:30 PM

Facilities: (all)

**Setup Information**

Attendance: 1

**Find Space**

**Availability Filters**

Room Type: (all)

Features

- Amplified Sound
- Kitchen Facilities
- Overhead Projector
- Projection Screen
- Projector
- Telephone
- White Board

**Location** **Details**

**Selected Locations**

No rooms currently selected

Show Results As  List  Grid

Select	Available	Location	Capacity
<b>Request</b>			
+	1/1	F295- Andersen Auditorium	299
+	1/1	Haas Courtyard	650
+	1/1	C420- Wells Fargo Room	112
+	1/1	F200- Bank of America Forum	200

**Submit Reservation**

## Location Tab

The *Availability* section lists available space that you can **Reserve** or **Request** depending on your access.

You can click on a room in the Location to view **Building Details**, **Setup Types** and **Features**.

- Click on the corresponding 'plus sign' (+) to choose a location.

Your choice will display above under the *Selected Locations* section

## Details Tab

Use the fields in the Details tab to add specific information to your request.

- Click the Details tab and complete the necessary information.
- If this is your first time using this system, click the **magnifying glass icon** to add yourself as a requestor.

**Note:** Required information is indicated by a red asterisk.

## View My Requests

To see a list of the events you have created:

- Click on **Reservations – View My Requests**
- When viewing your list, you can see your **Current** reservations (with one or more bookings on or after today's date)

OR

- **Historical** reservations (those with no bookings on or after today's date)

Current reservations can be edited provided the modification if made far enough in advance.

If you know part or all of a **Reservation ID** or **Event name**:

1. Enter the information in the appropriate fields
2. Click **Quick Search**

OR

3. Click the **Event Name** located in the *Name* Column.

## Requesting Space – Self Serve (will be available after July 6<sup>th</sup>)

1. Self Serve mode provides you real-time room and service availability information.
2. Your bookings may be immediately confirmed or require approval.
3. We have multiple Room Requests links with their own set of features and permission levels. For example: One Room request can be assigned to scheduling a conference room and another assigned for booking a group workspace.
4. Some options may or may not appear, based on your access rights.

## Glossary

### **Active Status**

Active users can log into Virtual EMS; active users have full access to the system.

### **Area**

Areas are groupings of buildings used for searching and reporting within Virtual EMS.

### **Booking Details**

Booking details consist of resources, notes, services, etc. for a specific event or event.

### **Category**

Categories are groupings of resources such as items or services that are needed for an event.

### **Current Reservation**

A current reservation is a reservation with one or more bookings on or after the current date. Current reservations can be viewed, cancelled, and edited, provided the modification is made far enough in advance of the next booking date.

### **Custom Links**

Custom links are character strings that users can copy into a web browser or click on as a hyperlink to be directed to the Virtual EMS calendar for a specific building.

### **Delegate**

Delegates are people who can log into the system with their own user ID and password to assume another user's identity to perform work on that user's behalf.

### **Features**

Features are attributes of rooms that can be used for searching in Virtual EMS.

### **Group Types**

Group types categorize a user's list of groups that are available for searching within Virtual EMS.

### **Guest**

A guest is someone who accesses/opens a Virtual EMS page to view a list of events, but doesn't log into the system.

### **Historical Reservation**

Historical reservations are those reservations with no bookings on or after the current date. Historical reservations can be viewed, but not edited.

### **Pricing Plan**

The pricing plan determines how all of the bookings and resources within a reservation are priced. Resources are the items or services needed for an event.

**Sales Category**

The sales category is a method of grouping sales figures.

**Salesperson**

The salesperson is the group who "sold" the space for a reservation.

**Self Serve Mode**

Self-serve mode is only available on systems licensed for the Reservations module.

**Service Only Request**

Service only requests are events that take place in locations that are not actually defined to your EMS database. There is no search process associated with service only requests, but they can be edited, cancelled, etc.

**Services**

Services refers to the resources, services, or notes needed for a booking, such as equipment, personnel, set up notes, or any type of item defined by a user.

**Setup Count**

The setup count is the anticipated attendance for a booking. Setup count is applied to all of the bookings created.

**Setup Type**

Setup type is the physical layout of a room for a booking and is applied to all bookings created.

**UDF**

A User Defined Field, which stores miscellaneous information about an event that is displayed in the Reservations process in Virtual EMS.

**View**

Views are groupings of rooms for viewing or reporting within Virtual EMS.

**Web Menus**

Web menus are links that appear as menu options in Virtual EMS.