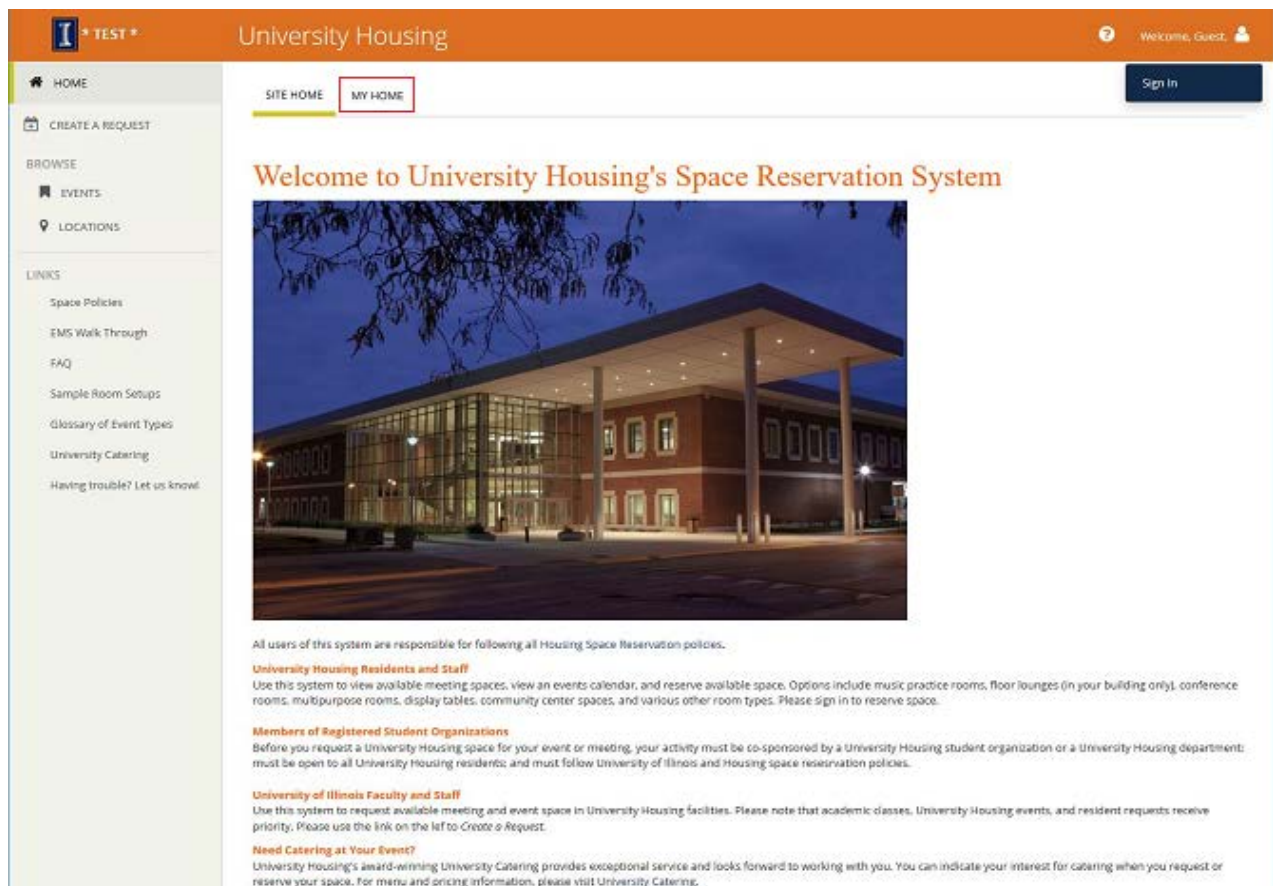


[EMS Walk](#)

This guide explains the various components of University Housing's Event Management System (EMS) and provides step-by-step instructions for new users.

[EMS Web App Home Page \(formerly Virtual EMS\)](#)

The EMS Web App home page explains who can use EMS and how they use it. University Housing Staff and Residents should log into EMS by clicking on the My Home tab (or clicking Welcome, Guest in the upper right hand corner) and entering their campus netid and password. The home page also links to the space reservation policies, frequently asked questions, sample room setups, glossary of event types and a link to request help or report issues with the EMS site.



[How to find and book a space](#)

The left-side navigation bar provides a dropdown with selections allowing you to view Events in University Housing Space as well as Room Availability and Capacities.

[Browse Events: Events in University Housing Space](#)

When clicking Events on the left-side navigation bar you will be presented with a calendar showing all events booked in UH space through EMS (see graphic below). Tabs at the top of the calendar allow you to view events as a daily, weekly, or monthly list. Click the Add Filter button to narrow your search to locations, room, user name, event name, or event type.

EMS Walk

Filters

Compact View

Date: 📅 Add Filter ←

DAILY LIST WEEKLY LIST MONTHLY LIST

< Oct November 2016 Dec >						
SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
		9:00am Weekly Area Coor... 9:00am RHET 105: Writin... 10:30am Monthly All Res... 3:00pm test, SDRP - SDRP... 3:30pm KN 101: Aerobic... + 3 more events	8:30am ET Daily Check-I... 8:45am Weekly Res. Lfe... 9:30am ET Strategic Mea... 2:30pm KN 100: Weighr... 3:00pm Occupancy Man... + 4 more events	8:30am ET Daily Check-I... 9:00am RHET 105: Writin... 2:00pm Set up for Parap... 2:00pm Set up for Parap... 2:00pm Set up for Parap... + 7 more events	7:00am SA/WA Interview... 7:00am SA/WA Interview... 7:00am SA/WA Interview... 7:00am SA/WA Interview... 7:00am SA/WA Interview... + 6 more events	6:00pm FHC Resident So... + 1 more events
6	7	8	9	10	11	12
12:00am Tunnel Of Oppr... 7:00am general election... 8:00am LER 199CB - COL... 8:30am ET Daily Check-I... 10:00am ET Tactical Mea... + 9 more events	12:00am Tunnel Of Oppr... 9:00am General Election... 5:00am General Election... 3:00am General Election... 5:00am General Election... + 10 more events	12:00am Tunnel Of Oppr... 5:00am general election... 8:30am ET Daily Check-I... 8:45am Weekly Res. Lfe... 9:30am ET Strategic Mea... + 8 more events	12:00am Tunnel Of Oppr... 8:30am ET Daily Check-I... 9:00am RHET 105: Writin... 3:30pm KN 101: Aerobic... 4:00pm Tunnel Of Oppr... + 1 more events	12:00am Tunnel Of Oppr... 8:30am ET Daily Check-I... 8:30am Facilities 2nd Fl... 6:00pm FHC Resident M... + 1 more events	12:00am Tunnel Of Oppr... 6:00pm FHC Resident So... + 1 more events	
13	14	15	16	17	18	19
8:00am LER 199CB - COL... 8:30am ET Daily Check-I... 9:00am Ikenberry Projec... 10:00am ET Tactical Mea... 2:30pm KN 100: Weighr... + 7 more events	8:30am ET Daily Check-I... 9:00am Weekly Area Coor... 9:00am RHET 105: Writin... 10:30am Monthly Res. U... 3:00pm test, SDRP - SDRP... + 4 more events	8:30am ET Daily Check-I... 8:45am Weekly Res. Lfe... 9:30am ET Strategic Mea... 2:30pm KN 100: Weighr... 3:00pm Occupancy Man... + 4 more events	8:30am ET Daily Check-I... 9:00am RHET 105: Writin... 2:00pm IWE Area Comm... 3:30pm KN 101: Aerobic... + 1 more events	8:30am ET Daily Check-I... 7:30am Chef's Challenge... + 1 more events	6:00pm FHC Resident So... + 1 more events	

By clicking on an event, details of that event will appear.

Booking Details ✕

EVENT DETAILS RELATED EVENTS ?

Event Name	RHET 105: Writing and Research
Event Time	9:00 AM - 10:50 AM
Location	PAR - PENN111A
Reserved For Email	sek@illinois.edu
Event Type	Academic Courses

Add to My Calendar
+ Share
Close

EMS Walk

Browse Locations: Setups, Capacities, and Availability

Click Locations on the left-side navigation bar to see a complete inventory of University Housing meeting and event space as well as space availability for the given day. Boxes indicate which time periods various spaces are in use.

Click on the Add Filter in the upper right corner of the window to search by capacity, features, floors, room, room types, and setup types. Building location can be narrowed by click the Add/Remove Locations link in the upper left hand corner. Specific rooms can be found by entering a name in the Find a Room search box.

The screenshot displays the University Housing system interface. At the top, there are filters for Date (Tue 11/01/2016) and Time Zone (Central Time). Below these, there are links for 'Locations (all) Add/Remove Locations' and 'Add Filter'. The main section is titled 'Locations' and shows a calendar view for Tuesday, November 1, 2016. A search box labeled 'Find A Room' with a 'Search' button is also present. The calendar grid shows room availability from 7 AM to 10 PM. A list of rooms is shown below the calendar, including their names and capacities. Usage blocks are visible in the calendar grid, indicating when rooms are in use.

Room Name	Capacity	Usage Periods (Approximate)
PAR (CT)	Cap	
Carr Lounge Room 111A	80	9:00 AM - 11:00 AM
Corridor C103	10	
Corridor C132	10	
Lounge 123A	65	
Pennsylvania Landing	10	
Saunders Lounge 131	80	
Scott Hall (CT)	Cap	
Main Lounge 116	40	
SDRP- IKE (CT)	Cap	
2001 Caffeinator East	61	
2003 Garner Seminar R...	60	
2005 Forbes Seminar R...	40	4:00 PM - 7:00 PM
2009 Hopkins Seminar ...	72	10:00 AM - 12:00 PM, 3:00 PM - 4:00 PM
2010 Learning Commons	15	
2011 Caffeinator West	61	
2011A & 2011 Lounge	41	
2025A Scott Multi-purp...	150	

EMS Walk Through

Click on a room name to view the room details, available setup types (including capacity for each setup type), room features, room photos (where available), and room availability.

about 2003 Garner Seminar Room

ROOM DETAILS **SETUP TYPES** FEATURES IMAGES AVAILABILITY

Setup Type	Min Capacity	Max Capacity
Banquet Style	1	40
Circle of Chairs	1	50
Classroom	1	40
Custom Setup/Email Instr	1	60
Default/Standard	1	50
Half Rounds	1	30

View All Building & Room Details Close

Reserve/Request a Space

Once you have identified the space you wish to reserve, you may place your request by again selecting the appropriate role on the My Home tab. To select a role, click the book now button for your role under My Reservation Templates. Examples include Resident (for those residing in University Housing), Housing Staff, and Student Staff. If you do not fall under any of those categories or have not logged into the EMS Web App site, you will see a Create a Request link on the left side of the page that you may use to place a request, whereupon a member of our staff will contact you.

Upon clicking the book now button for your role, you will arrive at the Room Request page. Please select the Date, Start/End Time, and use the Add/Remove link under Locations to select the location (areas or buildings) from which you would like to request space. If you have no preference, you may choose "(all)".

Let Me Search For A Room

Floors [Add/Remove](#)
(all)

Setup Types [Add/Remove](#)
(no preference)

Room Types [Add/Remove](#)
(all)

Features [Add/Remove](#)
(none)

Number of People

Search

Please note: EMS will display all space meeting your criteria, so narrowing your search by building, when possible, can help EMS provide results more quickly.

Additional booking criteria can be entered under the "Let Me Search for a Room" header, including number of people, room or setup types, floors, or room features. Please note, if you specify an attendance count or setup type that is not compatible with the room you desire, it will not appear as an available space to reserve. Consult Browse Locations for the details regarding the space you desire.

EMS Walk Through

If your request for space is recurring, click the Recurrence button to open the Recurrence box. You must then specify the time, recurrence pattern, and range of your recurrence. Click Apply Recurrence to apply your criteria and return to the Room Request window.

Recurrence

Repeats: Weekly

Every: 1 week(s)

On: Sun Mon Tue **Wed** Thu Fri Sat

Start Date: Tue 11/01/2016

End Date: Wed 11/30/2016 (5 occurrences)

End after: 1 occurrence(s)

Start Time: 3:00 PM End Time: 4:00 PM

Create booking in this time zone: Central Time

NOTE: You must enter your recurring dates, if applicable, at the Room Request page, by clicking the Recurrence button. This feature does not appear for all users.

After you have entered your information, click the Search button to continue.

NOTE: You must enter your recurring dates, if applicable, at the Room Request page, by clicking the Recurrence button. *This feature does not appear for all users.*

Availability Filters allow you to find rooms that meet a certain type, that are on a particular floor, or that offer certain features.

Click Search to continue

The system will display spaces and rooms that meet your entered criteria. The list of rooms will be divided into two categories:

- Rooms You Can Reserve – rooms that you can automatically reserve as long they are open and available.
- Rooms You Can Request – rooms that require approval before a confirmation can be given.

LIST SCHEDULE

Favorite Rooms only

Find A Room

	Cap	2	3	4	5	6	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11	
Rooms You Can Reserve																								
SDRP- IKE (CT)	Cap																							
2003 Garner Sem...	60																							
2005 Forbes Sem...	40																							
2009 Hopkins Sem...	72																							
2000 Taft Seminar...	54																							
2012 Van Doren M...	20																							
SDRP Test Room 8D	15																							
Study Room 2010B	6																							
Study Room 2010C	6																							
Rooms You Can Request																								
SDRP- IKE (CT)	Cap																							
Ikenberry Main Q...	100																							
Lobby Area C1014...	2																							
Lobby Area C1014...	2																							

Time range you have specified

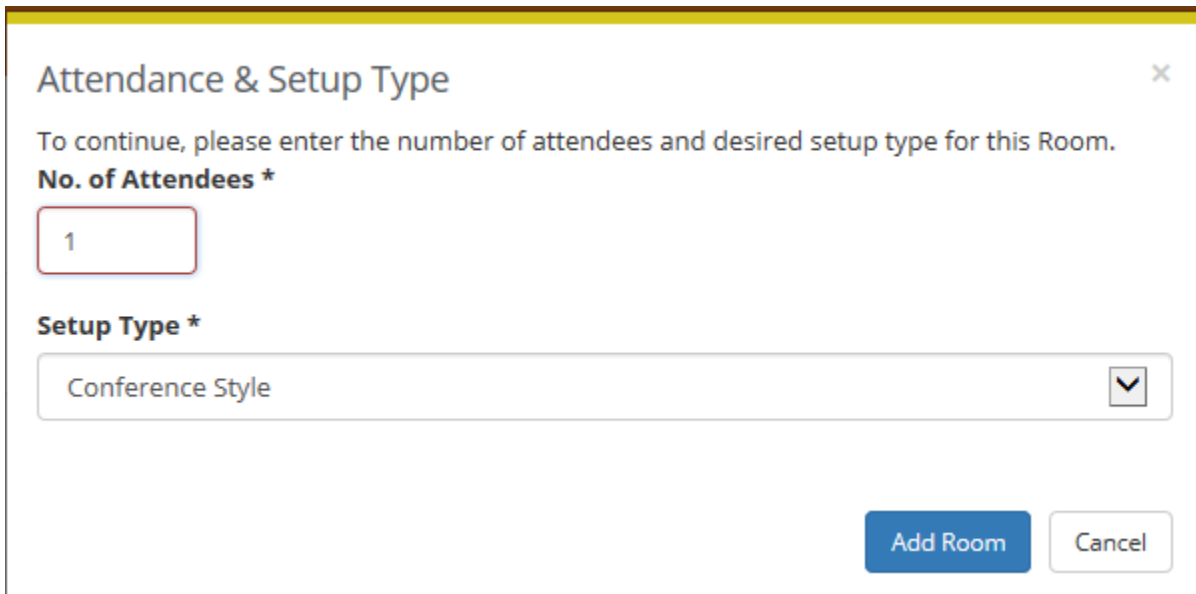
Time that has already been reserved by other EMS users

Clickable links to view location/room details

EMS Walk Through

Once you have decided on a space, click the plus sign next to the desired rooms to add it to the list of selected locations for your request. You will get a pop-up prompting you to enter Attendee count and desired Setup Type.

- Please note that you will only see the setup types that are available for the room you have selected. Not all rooms can accommodate all setup types.



Attendance & Setup Type ×

To continue, please enter the number of attendees and desired setup type for this Room.

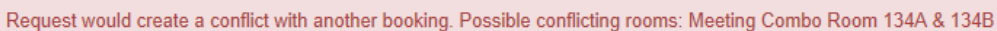
No. of Attendees *

Setup Type *

Conference Style ▾

Add Room **Cancel**

If there is a conflict with a space you have requested, you will see a red pop-up box at the top of the screen after clicking on the Add Room button:



Request would create a conflict with another booking. Possible conflicting rooms: Meeting Combo Room 134A & 134B ×

If a space is not available, you will not see the + icon to be able to select the space.

Once you have selected the rooms you will be requesting, click the yellow Continue button at the bottom of the page to proceed to the Details tab.

If you have made any errors in your selections or date/time, you will need to reload the web page to clear out all selections and start over.

EMS Walk Through

The Services tab is where you can request Service Desk equipment, Catering, or building specific items.

x Housing Staff ⓘ

1 Rooms & Attendees ▶ 2 **Services** ▶ 3 Reservation Details

Services For Your Reservation

Catering ⓘ	Services Summary
Check to request Catering for your Event ▼	
Catering	
Clark Hall	
A/V Equipment ▼	
Portable Screen	
Service Desk Items	
Service Desk Items ▼	
Mobile Classroom	Service Desk Apple DVI to VGA Display Adapter
Service Desk Laptop and Projector	Service Desk Speaker Phone

The Details tab contains fields where you will need to provide information regarding the

Reservation Details

Event Details

Event Name * Event Type *

Calendar Details

Add to Calendar/Send Invitations Private

Subject Show Time As Reminder

Message

B I U

Attach File

Select your file Drag and drop your file here

EMS Walk Through

specifics of your bookings.

Certain text boxes or dropdown menus will be marked with asterisks. These are required items, and you will not be able to proceed unless you enter information or choose an option.

User Details

User *

Reserved For

Reserved For Phone *
Reserved For Fax

Reserved For Email Address *

Additional Information

Custom Room Setup Instructions

What is the purpose of your event?

Who is the University Housing full-time staff member sponsoring the event? Please include name and phone number.

Is this event primarily marketed for minors or whose participants will be minors? Minors are defined as non-University of Illinois students whom are under the age of 18. *

Will food be needed or served at your event?

Who is this event/meeting open to?

NEW: For SiteCore - Select Primary Complex, Building, or LLC web page the event should display.

NEW For SiteCore - Select Secondary Complex, Building, or LLC web page the event should display.

Provide event description for Housing's public website

By clicking on the submit button, you have agreed to follow the University Housing policies posted at <http://www.housing.illinois.edu/Policies>

Once you have completed the required fields in the Details tab, click the green Create Reservation

[EMS Walk Through](#)

button to complete and submit your request.

Confirmation Screen

After submission a confirmation screen will appear. An email will also be sent to the user's email address.

Reservation Created

Reserved!

A confirmation email has been sent to mjacobso@illinois.edu

What would you like to do now?

➤ [Add to my calendar.](#)

From the confirmation screen you can add the event to your calendar.

To make edits to your reservation, select the My Events link on the left hand menu. Locate the event you wish to edit and click on the Reservation Name. Click on the pencil icon under Actions to edit the reservation. Click on the – icon to cancel your reservation.

You may click on the icon under Services to edit the services that you may have requested, or add any available services you may have missed. You can click on the Title of the event to view the booking details, as well as the Location to view the location and room details.

[Links](#)

LINKS	<p>This side menu contains links to various resources for users to reference, including links to University Housing Catering, Space Policies, Sample Room Setups, a Glossary of Event Types (to be specified on the Details tab during submission), FAQ's, and this walkthrough. There is also a link if you are having trouble and need assistance. This link will route you to a feedback survey to be submitted to the service desk. This resource is mostly for residents and non-staff looking to request space. If you are a staff or student staff having issues in EMS, please submit a Service Desk Ticket, instead.</p>
Space Policies	
EMS Walk Through	
FAQ	
Sample Room Setups	
Glossary of Event Types	
University Catering	
Having trouble? Let us know!	

EMS Walk Through

How To

Cancel a Reservation

Login to the Virtual EMS site with your username and password. Click on “My Event’s” in the side menu bar, then choose the reservation you wish to edit in the list showing under “Current” (you may also view past reservations by selecting the “Past” tab). Select the event you need to cancel by clicking on the Name of reservation in the list.

This will take you to the Reservation Summary page, shown below.

The screenshot shows the 'Reservation Summary' page for an event titled 'EMS Upgrade Test'. The page is divided into several sections:

- RESERVATION DETAILS:** A table with the following information:

Event Name	EMS Upgrade Test
Event Type	Housing Staff Meeting
User	Jacobson, Margaret Eleanor
Reserved For Name	Jacobson, Margaret Eleanor
Phone	217-333-1406
- ADDITIONAL INFORMATION:** (Currently empty)
- Reservation Tasks:** A list of actions:
 - Add Services
 - Cancel Reservation** (highlighted)
 - View Reservation Summary
 - Send Invitation
 - Add to My Calendar
- Bookings:** A section with tabs for 'CURRENT' and 'PAST'. A checkbox for 'Include cancelled bookings' is present. Below the tabs are links for 'Cancel Bookings' and 'Booking Tools', and a 'New Booking' button.
- Table:** A table with columns: Date, Start Time, End Time, Time Zone, Location, Attendance, Setup Type, and Status. One row is visible:

Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Fri May 26, 2017	2:00 PM	3:00 PM	CT	Clark Hall - Meeting Room 134 B	10	Hollow-Square	Web Auto-Confirmed

From this page you are provided with a number of options for managing your reservation. Click the Cancel Bookings link on the left hand side of the page to advance to the next page where you can select which bookings you would like to cancel. If you wish to cancel the entire reservation, please click on the – icon next to the date.


EMS Walk Through



Reserve Equipment Only - (Pertains to Housing Staff)


NOTE: Equipment Only reservations are intended for situations where you only need to check out equipment, and do not have or need a reservation for space. If you are placing a reservation for space and need equipment, please add the equipment to your space reservation.

To place an Equipment Only reservation, e.g. for a laptop/projector, proceed as if you are placing a normal reservation for space. Select your Start/End times, which will specify the times you would like to pick up and return the equipment, respectively. (continued below)

Date & Time

Date 

Start Time  End Time 

Create booking in this time zone
 

Locations
Equipment Only

Let Me Search For A Room

Floors
(all)

Setup Types
(no preference)

Room Types
(all)

Features
(none)

Number of People

EMS Walk Through

For the Location, select Equipment Only. Enter 1 in the Attendance field. Click the Search button. Rooms will appear named Reserve Equipment Only. Select any one of these rooms, and click the blue + icon to bring up the Attendance and setup type box. Leave No. of Attendees as 1 and Setup Type as "Equipment Only." Click "Add Room" to continue and then Next Step to continue.

Attendance & Setup Type ×

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees *

Setup Type *

▾

Complete the required fields on the Services tab as you normally would. At the bottom of the page you will find a Service Desk Items section listing the available types of equipment. Select the item you wish to reserve, and fill out the information in the pop-up window to reflect what you need. If you need an additional Service Desk item that isn't listed in the previous page, please fill out the special instructions box as shown below. Click OK and then Next Step to continue.

Service Desk Laptop and Projector ×

It is the requester's responsibility to pick-up and return the item from Clark 326 at the Service Desk before 5pm. Please include pick-up and return time in your reservation start and end time.

(available inventory: 3)

Special Instructions

EMS Walk Through

Complete the Details tab with all required information that pertains to your request. Once finished, select Create Reservation to book the equipment request.

× Housing Staff ⓘ

1 Rooms & Attendees 2 Services 3 Reservation Details

My Cart (1) Create Reservation

Reservation Details

Event Details

Event Name * EMS Upgrade Test Laptop

Event Type * Housing Staff Meeting

Calendar Details

Add to Calendar/Send Invitations Private

Subject EMS Upgrade Test Laptop

Show Time As Busy

Reminder (none)

Message

Attach File

Select your file Drag and drop your file here