**EMS Walk Through**

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

**Virtual EMS Home Page**

The Virtual EMS home page explains who can use EMS and how they use it. University Housing Staff and Residents may log into EMS by using their Illinois Active Directory username and password. The home page also links to the space reservation policies, frequently asked questions, sample room setups, glossary of event types and hot links to the areas users will most frequently visit. A partial view of the homepage is below.

![Virtual EMS Home Page](image-url)

**How to find and book a space (Browse and Search menu explained)**

The Browse and Search option on the grey menu bar provides a dropdown with selections allowing you to view Events in University Housing Space, Setups and Capacities, and Check Room Availability.

**Browse and Search: Events in University Housing Space**

By clicking Events in University Housing space, 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 change the view from calendars to lists of reservations, and view by the day, week, or month. Click the Filter link to choose options to narrow down your search, such as specifying a date, facility, or room.
By hovering over an event, details of that event will appear.
**EMS Walk Through**

When you click on an event (the blue underlined text) a window will appear with information about the building and room details.

**Browse and Search: Setups and Capacities**

Click on Setup and Capacities in the Browse and Search menu to see a complete inventory of University Housing meeting and event space, how the space can be setup, and the capacities for the space. Click on Filter in the upper right corner of the window to search by building, room, location, etc. Click on the room name to view the room and building details, and to find diagrams and photos (where available).
**EMS Walk Through**

**Browse and Search: Check Availability**

This view shows spaces that are available. Boxes indicate which time periods various spaces are in use. To narrow down the list of spaces, click the Filter link in the upper right. As in the Setups and Capacities view, you may click the room name to view the building and room details.

<table>
<thead>
<tr>
<th>Room Description</th>
<th>Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Room 16</td>
<td>10</td>
</tr>
<tr>
<td>Office</td>
<td>1</td>
</tr>
<tr>
<td>Allen Library 02SA</td>
<td>10</td>
</tr>
<tr>
<td>Ceramic 50</td>
<td>0</td>
</tr>
<tr>
<td>Classroom 101</td>
<td>10</td>
</tr>
<tr>
<td>Classroom 102</td>
<td>0</td>
</tr>
<tr>
<td>Classroom 107</td>
<td>10</td>
</tr>
<tr>
<td>Classroom 109</td>
<td>15</td>
</tr>
<tr>
<td>Classroom 62</td>
<td>15</td>
</tr>
<tr>
<td>Classroom 69</td>
<td>15</td>
</tr>
<tr>
<td>Commerce Display Table North</td>
<td>10</td>
</tr>
<tr>
<td>Commerce Display Table South</td>
<td>9</td>
</tr>
<tr>
<td>Kitchen 55</td>
<td>0</td>
</tr>
<tr>
<td>Main Lounge 106</td>
<td>0</td>
</tr>
<tr>
<td>Endwalk Allen Display Table 1</td>
<td>10</td>
</tr>
<tr>
<td>Endwalk Allen Display Table 2</td>
<td>10</td>
</tr>
<tr>
<td>South Recreation 40</td>
<td>0</td>
</tr>
<tr>
<td>Valdez Lounge 1072</td>
<td>0</td>
</tr>
<tr>
<td>Meeting Hall</td>
<td>20</td>
</tr>
<tr>
<td>Music Room 1A</td>
<td>10</td>
</tr>
<tr>
<td>Student Activity Room 20</td>
<td>10</td>
</tr>
</tbody>
</table>

**Reserve/Request a Space**

Once you have identified the space you wish to reserve, you may place your request by hovering over Reserve/Request a Space in the menu bar, and clicking the link in the dropdown for the role under which you wish to place your request. Examples include Resident (for those residing in University Housing), Housing Staff, and Student Staff. If you do not fall under any of those categories and cannot login to the Virtual EMS site, you will see a Request Form link that you may use to place a request, whereupon a member of our staff will contact you.

Upon clicking the link for your role, you will arrive at the Room Request page. Choose the Date, Start/End Time, and use the Facilities dropdown to select the location (area or building) where you would like to request space. If you have no preference, you may choose "(all)". Please note: Virtual EMS will display all space meeting your criteria, so narrowing your search by facility, when possible, can help EMS provide results more quickly.

Attendance and Setup Type are required fields. 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 Setups and Capacities 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.

After you have entered your information, click the Find Space 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 Find Space to continue

The system will display spaces and rooms that meet your entered criteria.
**EMS Walk Through**

You may click the plus sign next to the desired space to add it to the list of selected locations for your request. The Status column will indicate the status of the room:

- **Unavailable**: The space is not available. You will also receive a pop-up from the webpage notifying you the space is not available if you add it to your request.
- **Request**: The space is available, however your request will require review before it can be approved.
- **Reserve**: The space is available, and will be automatically approved if you proceed.

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.
Confirmation Screen

After submission a confirmation screen will appear. An email will also be sent to the user’s email address. From the confirmation screen you can edit small portions of the reservation, manage attendees, cancel services (remove equipment or catering requests), view the reservation summary and send the reservation to your personal calendar (for staff this is automatically done when the reservation is created).

Once you have completed the required fields in the Details tab, click the yellow Submit 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. From the confirmation screen you can edit small portions of the reservation, manage attendees, cancel services (remove equipment or catering requests), view the reservation summary and send the reservation to your personal calendar (for staff this is automatically done when the reservation is created).

Click on the pencil icon under Actions to edit the reservation. Click on the red "X" 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.
EMS Walk Through

Resources

This menu option contains a dropdown with links to various resources for users to reference, including links to University Housing Catering Menus, Policies, Sample Room Setups, a Glossary of Event Types (to be specified on the Details tab during submission), FAQ's, and this walkthrough.

How To

Cancel or Edit a Reservation
Login to the Virtual EMS site with your username and password. Hover over Reserve/Request a Space in the menu bar, then choose Requests and Reservations. This will take you to a list of your current reservations (you may also view past reservations by selecting the Historical 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.

From this page you are provided with a number of options for managing your reservation. You may click the pencil and notepad icon to edit a Booking, or the adjacent red X to cancel only that Booking. Click the Cancel All Bookings link on the right hand side of the page to cancel all your bookings, and the reservation.

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)
**EMS Walk Through**

For the Facilities dropdown, select Equipment Only. Enter 1 in the Attendance field, and choose Equipment Only for the Setup Type as well. Click the Find Space button. Rooms will appear named Reserve Equipment Only. Select any one of these rooms, and click the yellow Continue button to proceed to the Details tab.

Complete the required fields on the Details 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 checkbox next to the desired equipment, and the quantity field should auto-populate with 1. Click Submit to complete your request.