

Virtual EMS User Guide

Introduction

Virtual EMS or VEMS is a web-based application that provides efficient facilities and services management by allowing customers, event attendees, and the general public 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.

Use a web address or link (typically provided by the person or department that installed the software) to access Virtual EMS.

Note:

Since one of the main benefits of VEMS is its high configurability, the fields, drop-down menus, toolbars, and screen captures documented here may not accurately reflect the application that you're using. In addition, some areas outlined below may only be available to you if you have a VEMS account.



Welcome to the Scheduling System for Braun Music Center, Dinkelspiel Auditorium, the CCRMA Stage at the Knoll, Memorial Church, and the CIRCLE in Old Union at Stanford University

How To Browse Calendars and Spaces My Account Resources

Welcome Guest



Department of Music Faculty,
Staff, & Students

Reserve spaces in Braun Music Center, Dinkelspiel, CCRMA Stage, & Memorial Church for meetings, classes, lessons, rehearsals, events, receptions, & concerts affiliated with the Department of Music

[Log in](#)

[Create an Account](#)

[Download Instructions](#)



Office for Religious Life at
Stanford Faculty, Staff, and
Students

Reserve spaces for events taking
place in Memorial Church or the
CIRCLE in Old Union

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Approved Student Activities &
Leadership Volunteer Student
Organizations

Reserve spaces in Braun Music Center, Dinkelspiel, Memorial Church, & the CIRCLE in Old Union for meetings, rehearsals, events, & concerts sponsored by SAL VSO groups

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STANFORD
UNIVERSITY

Designated Representatives of
Stanford University Departments
& Offices

Reserve spaces in Braun Music Center, Dinkelspiel, Memorial Church, & the CIRCLE for events sponsored by a University Department or Office

[Log in](#)

[Create an Account](#)

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Login

If you have a VEMS account, you'll see the Reservations window when you first log in. It displays for the duration of your session.

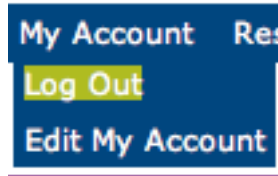
Note: If you don't have a VEMS account, you may be allowed to create one. Please reference Create an Account on page 25.

1. At the site, select Log In.
2. Enter your User ID (Stanford email address and VEMS Password).
3. Click Login.

After you log in, you will see toolbar options such as Browse Calendars & Spaces, Make a Request, My Account, and Resources.

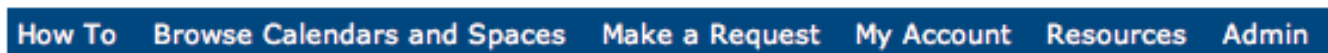
Log Out

To log out of Virtual EMS, click the Log Out option.
In Virtual EMS, click on My Account - Log Out.



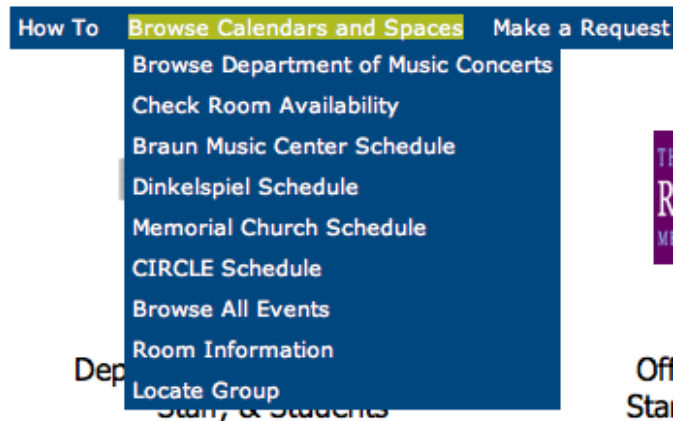
Using Virtual EMS Toolbar Dropdown Menus

When you first open Virtual EMS, you'll see several dropdown menus – *Browse Calendars & Spaces*, *Make a Request*, *My Account*, and *Resources*.



Browse Calendars & Spaces

The *Browse Calendars & Spaces* dropdown menu contains multiple Browse selections.



To Browse Events, Room Information, and Check Room Availability:

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

To open the *Browse Events* page:

Open VEMS and go to Browse Calendars & Spaces – Select the building you would like to see, or select *Browse All Events* to view all buildings.

To view events in list format:

Click the Daily List, Weekly List, or Monthly List tab.

To sort the list based on a particular column:

Click that column's heading. To reverse the sort order:

Click the heading again.

To view events in calendar format:

Click the Weekly Calendar or Monthly Calendar tab.

To change the dates shown:

Use the arrows on either side of the date heading.

The *Browse All Events* window displays a calendar that lists all the scheduled events. Hover over each event listed to see specific information regarding that event. You can choose to display the information by clicking on the Daily List, Weekly List, Monthly

List, Weekly Calendar, or Monthly Calendar tabs.

Move forward or backward among days, weeks, and months by clicking on the arrows to the left of the displayed day, week, or month.

Daily, Weekly, or Monthly List

These views can be grouped by:

Date, Location, or Group.

Note: This column is originally configured as Group Name, but can be labeled as Department/Employee, depending on your organizations' needs and requirements.

Sortable columns on this screen are Start Time, End Time, Title, Location, and Group Name.

Weekly Calendar

The Weekly Calendar simply displays all scheduled events during a specified seven-day span, from Sunday to Saturday.

Monthly Calendar

The Monthly Calendar displays all scheduled events for the selected month. The upper-right side of the Reservations window contains the following selections: Filter

1. Click Filter to specify the searchable items for an event(s). When you click Filter, a dialog box opens where you can enter the Date, Facilities, Room, Event Type, Event Name, Group Name, and/or Group Type.
2. Complete the fields and click Apply.

Today

Click Today to display a list of all scheduled events for the current date by displaying the Daily List tab.

This Week

Clicking This Week simply displays all scheduled events for the current week by displaying the Weekly Calendar tab.

This Month

Clicking This Month displays the listed events for the currently selected month by displaying the Monthly Calendar tab.

Room Information

The *Room Information* window displays a list of rooms by building and by the setup types and capacities that are valid for the rooms. People interested in scheduling an event can use this information to determine which rooms could accommodate their gathering.

When you select *Room Information*, the Setup Types by Room window displays. You can select that the displayed rooms be grouped by Setup Type or Room.

Group By Setup Type

Setup Type displays all rooms grouped by their respective setup types. Selecting Group By – Setup Type displays Setup types by Room that lists all scheduled events, grouped by specific location. Sortable columns are Location and Maximum Capacity. Hovering over each event displays that room's specific information.

Group By Room

Group By Room displays all setup types grouped by the room. Clicking Group By – Room displays a Setup types by Room list with Setup Type and Maximum

Capacity sortable columns. Clicking on each listed item displays a separate window that contains Building Details and

below, Room Details, Setup Types, and Features tabs. ***Setup Types***

Selecting the Setup Types tab displays the Setup Types and Capacities window with Setup Type, Min Capacity, and Max Capacity columns.

Features

Selecting the Features tab simply displays the specific features available at the chosen facility.

Check Room Availability

Use the *Check Room Availability* window to look for available space at a particular date and time.

To open the *Check Room Availability* window:

Click *Browse Calendars & Spaces – Check Room Availability*.

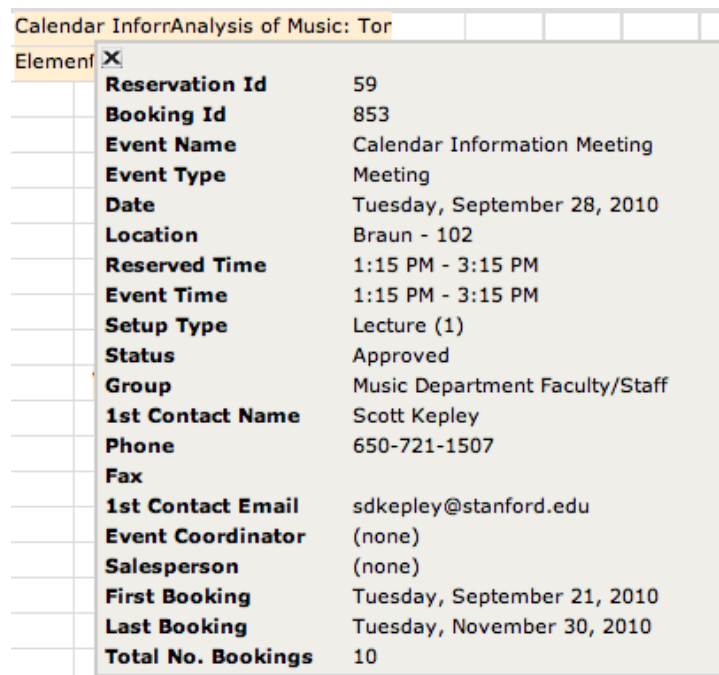
Note: The *Check Room Availability* window is read-only; you can't make reservations from this page.

The system displays a grid showing room availability. You can use the arrows to scroll forward or backward in time.

Event Details

To see details about an event:

Hover over an event and a Tool Tip displays.



Calendar InforrAnalysis of Music: Tor	
Element	X
Reservation Id	59
Booking Id	853
Event Name	Calendar Information Meeting
Event Type	Meeting
Date	Tuesday, September 28, 2010
Location	Braun - 102
Reserved Time	1:15 PM - 3:15 PM
Event Time	1:15 PM - 3:15 PM
Setup Type	Lecture (1)
Status	Approved
Group	Music Department Faculty/Staff
1st Contact Name	Scott Kepley
Phone	650-721-1507
Fax	
1st Contact Email	sdkepley@stanford.edu
Event Coordinator	(none)
Salesperson	(none)
First Booking	Tuesday, September 21, 2010
Last Booking	Tuesday, November 30, 2010
Total No. Bookings	10

Locate Group

Select Locate Group to find the events that are taking place today for a specific group. To open the Locate Group window:

Click Browse - Locate Group.

In the Group Name field, enter the name of the group or a portion of a group's name.

Click Locate.

The list's columns are:

Time, Title, Location, View On Map.

Virtual EMS shows the events currently scheduled, otherwise, a message indicating there are no events displays.

If a partial name is used as the search criterion and more than one group has those characters in its name, the system displays a list of the groups.

Note: You must click on the group name to complete the event search.

Reservations

Requesting Space - Self Serve

Self Serve mode provides you real-time room and service availability information. Your bookings require

approval.

VirtualEMS has multiple Room Request links, each with its own set of features and permission levels. For example, one Room Request version can be assigned to scheduling Department of Music Concert and another version assigned for booking a student group rehearsal.

Note: Some options may or may not appear, based on your affiliations.

Requesting A Room

Click on Make a Request – Select the type of request that best fits your event.

The Room Request window displays.

Note: Fields marked with a red asterisk are required.

In the When and Where section, enter or click on the calendar icon to select a Date or range of dates for the event.

Make a Request/Room Request

When and Where

Date: *
10/12/2010 Tue Recurrence

Start Time: * End Time: *
6:00 PM 11:00 PM

Facilities:
(all)

Setup Information

Attendance: *
0

Find Space

Availability Filters

Room Type:
(all)

Features

- Blackboard
- Built in Projector Screen
- Built-in LCD Projector
- Cassette Deck
- CD Player
- Computer A/V Hookup
- DVD/VCR Combo

Music Department Concert Request

Location Details

Selected Locations

No rooms currently selected

Show Results As List Grid

Continue

Powered by ems

To the right of the calendar icon is the Recurrence button.

If your event occurs more than one time in the future:

Click Recurrence to display the Appointment Recurrence dialog box.

The Appointment Recurrence dialog box contains three sections – Time, Recurrence Pattern, and Range of Recurrence.

Figure 4 – Make a Request/Room Request/Appointment Recurrence

In the Time section, manually enter the Start Time and End Time in the blank fields or select the dates using the calendar icons to the right of the fields.

The next section is Recurrence Pattern.

Select Daily, Weekly, Monthly, or Random recurrence patterns. The dialog box changes depending on which recurrence you select.

In the Range of Recurrence section, enter or use the calendar icon to select a Start Date.

Specify the end date by clicking one of two radio buttons:

Choose to end the event after a specified occurrence or number of recurrences

OR

Enter the recurrence End by date or select it by clicking the calendar icon.

Click Apply Recurrence to add the information to your event and return to the Room Request window
OR

Click Remove Recurrence to cancel the recurrence information and return to the Room Request window.

At the Room Request window, in the When section:

Enter or use the calendar icon to select the Start Time and End Time for the event.

Choose the building, view, or area from the Facilities dropdown list where the event will take place.

Note: If you do not specify this field, all facilities will be searched for available rooms.

In the Setup Information section, enter your event's Attendance** number.

The attendance number you enter is applied as the setup count to your bookings.

From the dropdown list, select a Setup Type**, if applicable.

Click Find Space to display the Location and Details tab windows.

Availability Filters

Figure 5 – Room Request Results

The screenshot displays the 'Room Request Results' interface. On the left, the 'When and Where' section shows the date as 10/13/2010 Wed, with a start time of 7:00 PM and an end time of 11:00 PM. Below this, the 'Setup Information' section indicates an attendance of 200. The 'Availability Filters' section is partially visible. The main area is titled 'Selected Locations' and shows a table for Wednesday, October 13, 2010. The table has columns for Room, Capacity, and time slots from 7 A to 10 P. A row for '126-Campbell Recital Hall' is highlighted, showing a capacity of 218 and a conflict in the 9 A slot. Other rooms listed include 'Dinkelspiel Auditorium' (capacity 716) and 'Memorial Church' (capacity 1200). A 'Continue' button is located at the bottom of the table.

Note that Availability Filters may or may not display, depending on your system’s configuration.

Click + Availability Filters to display a dialog box where you can select your event’s Room Type and Floor from the respective dropdown lists.

From the Features list, click the checkboxes to search for built-in room features for your event. Note: Features are used for searching only and won’t be stored with your request.

Click Find Space to display the Location and Details tab windows.

Location Tab

When you click Find Space from the Room Request window, the Location tab displays the rooms in the Availability section.

You can click to show results as a List or Grid.

The Availability section lists available space that you can Reserve or Request, depending on your access within Virtual EMS.

The Availability window displays Select, Available, Location, & Capacity.

In the List or Grid view:

Click on a room in the Location to view Building Details, Room Details, Setup Types, and Features.

Choose a location or locations by clicking on the corresponding plus sign icon under the Select column.

Your choice then displays in the Selected Location portion of the window.

Selected Locations columns are Click to Remove, Date, Start Time, End Time, Location, Status, and Conflict. Note: Conflict only applies if there’s a scheduling conflict with your event.

Details Tab


Music Department Concert Request


Location **Details**

Event Details


Event Name:* Event Type:*

Group Details

Group:* 

1st Contact:*  Phone: Fax:

Email:*

Other Information 

Web Comment:

Performer(s) Name:*

Program Title:*

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

Click the Details tab and complete the necessary information.

Note: Required information is indicated by a red asterisk.

In the Event Name field, give your event a descriptive name, such as Staff Meeting, Workspace, etc.

Select an Event Type from the dropdown list. Your system administrator configures the event type choices.

Select the Group that holds the reservation. If enabled, you can search for your name or department by clicking the magnifying glass icon.

The Group Lookup dialog box displays.

Group Lookup			
Groups you can book for			
Remove	Group Name	Group Type	City
X	CCRMA Student	Music Department	
X	Continuing Studies	SU Department/Office	Stanford
X	Early Music Singers	Music Department	
X	Memorial Church Choir	Music Department	
X	Music Department Faculty/Staff	Music Department	Stanford
X	Music Library	Music Department	
X	Music Student	Music Department	
X	Registrar	SU Department/Office	
X	SiCa	SU Department/Office	Stanford
X	SSO - Stanford Symphony Orchestra	Music Department	
X	Stanford Chamber Chorale	Music Department	
X	Stanford Flute Ensemble	Music Department	
X	Stanford Jazz Orchestra	Music Department	
X	Stanford Jazz Workshop	Stanford Conference Services	
X	Stanford Latin Jazz Ensemble	Music Department	
X	Stanford Lively Arts	SU Department/Office	Stanford
X	Stanford New Ensemble	Music Department	
X	Stanford Philharmonia	Music Department	
X	Stanford Savoyards	Music Department	
X	Stanford Taiko	Music Department	
X	Stanford University Singers	Music Department	

Click the magnifying glass icon and any group names containing “And” display.

Note: If you wish to remove a group name, simply click the red X next to the appropriate group name.

Back on the Details tab, specify the name of a Contact person or click the magnifying glass icon to display the Contact Lookup dialog box, if enabled.

Note: If you select Temporary Contact, you will be required to enter a Name. Select a name displayed in the dropdown list. For example, type “And” in the Group name contains: field and click the magnifying glass icon. These example results display.

1st Contact Lookup					
Current 1st Contact					
Make Default	Name	Phone Field 1	Phone Field 2	Email	Default?
	Scott Kepley	Phone: 650-721-1507	Fax:	sdkepley@stanford.edu	
	Robert Huw Morgan	Phone: 650-725-0530	Fax:	rhmorgan@stanford.edu	
	Jonathan Able	Phone:	Fax:	abel@ccrma.stanford.edu	
	Mark Applebaum	Phone: 650-723-1656	Fax:	applemk@stanford.edu	
	Giancarlo Aquilanti	Phone: 650-723-0816	Fax:	gcarlo@ccrma.stanford.edu	
	Kumaran Arul	Phone:	Fax:	kumaranarul@earthlink.net	
	George Barth	Phone: 650-725-2691	Fax:	barth@stanford.edu	
	Jonathan Berger	Phone: 650-723-4971 x301	Fax:	brg@ccrma.stanford.edu	
	Karol Berger	Phone: 650-725-2693	Fax:	kberger@stanford.edu	
	Talya Berger	Phone: 650-724-6389	Fax:	talyab@stanford.edu	
	David Patrick Berners	Phone:	Fax:	dpberner@ccrma.stanford.edu	
	Fred Berry	Phone: 650-723-0573	Fax:	qabjazz@sbcglobal.net	
	Marina Bosi	Phone: 650-723-4971 x362	Fax:	mab@ccrma.stanford.edu	

Click the green plus sign next the contact name and the contact information is placed in the Current Contact area.

Click the person icon to make the current contact the default contact.

Click the red X in the upper right corner to close the Contact Lookup window and return to the Details Tab

Enter the Phone number, Fax number (if applicable), and Email address in order to complete the reservation, unless the group has been defined as not requiring contacts.

You can also enter a 2nd Contact name, Phone, Fax, and Email address.

If required, enter the Billing Reference and/or P.O. Number.

Enter any other required information information in fields denoted with a red asterisk (*)

Reservation Summary

Reservation Details		Additional Information		Back to My Requests	
Reservation Id	4174	Group Name	Music Department Faculty/Staff	Edit Reservation	
Event Name	test	1st Contact Name	Scott Kepley	Add Booking	
Event Type	Music Dept Concert	Phone	650-721-1507	Cancel Bookings	
				Cancel All Bookings	
				View Reservation Summary	
				Add booking to personal calendar	

Bookings							
Actions	Services	Date ^	Time	Title	Location	Status	Setup
X	+	10/13/2010 Wed	7:00 PM - 11:00 PM	test	Braun - CRH	Pending	Lecture (2)

The Reservation Summary window opens, displaying the Reservation Details tab, which contains the Reservation Details and Group Details sections that list the event's information and the All, Current, and Historical tabs.

The Reservation Details section contains information regarding your event, including Reservation ID, Event Name, Event Type, and Billing Reference and/or P.O. Number, if applicable.

The Group Details section contains information regarding your event, such as Group, Contact Name, Phone, 2nd Contact Name, and Phone.

The Current tab displays events occurring today or in the future. It contains the Actions, Services, Date, Time, Title, Location, Status, and Setup columns.

Note: The Date, Title, Location, and Status columns are sortable. Depending on your organization's business rules, a variety of icons display in the Services column, such as:

- A plus sign icon to add or edit services,

- An envelope icon to display a services summary,

- A red X to cancel a booking,

- A clock icon to edit a booking. In addition, a warning icon may appear if you encounter a problem trying to reserve your room and/or service.

- To identify the issue, please check your booking status or requested services.

The Historical tab lists events that occurred in the past only.

Adding or Editing Services To A Current Booking

On the Reservation Summary window, click the green plus sign in the Services column next to the event to which you want to add a service or services.

The Booking Details tab displays with Booking Details, Additional Details, Available Services, and Existing Services areas.

Select the Available Services to apply to your event and a new area displays.

Enter the Start and End Time of your service, if applicable.

Choose the Service Type, if applicable.

Click the plus sign icon (+) to see a list of individual items.

Note: Pause your mouse over a resource to view additional information about that resource.

To select an item, click the checkbox next to it and enter the desired quantity.

Enter any special instructions, if necessary.

You may be required to complete additional information regarding your service request.
Note: Fields marked with a red asterisk are required.

Click Save.

If you have multiple bookings, you can apply your service to some or all of your additional bookings.

If you have a single booking, you'll return to the previous screen.

Additional categories that may be available are Setup Notes and Attendees.

For Setup Notes categories:

From the Reservation Summary, click the plus sign icon next to the desired booking.

The Booking Details tab displays.

In the Available Services section, select Setup Notes.

The Booking Details tab displays with a Setup Notes text entry section.

Enter your notes and click Save.

The Setup Notes are added to the existing service.

To add attendees to the booking:

From the Reservation Summary, click the plus sign icon next to the desired booking.

The Booking Details tab displays.

In the Available Services section, select Attendees to display this window. In the Attendees section, complete the necessary fields.

Click Add To Additional Bookings to add your attendee to other bookings.

Complete the fields and click Save or Cancel to return to the Booking Details window.

To return to the Reservation Summary window, click the Back To Reservation Summary link.

Editing A Service

To edit a booking's existing service:

On the Booking Details window, click the pencil icon next to the service you want to edit.

Make your edits in the new screen that displays and click Save.

Adding A New Service

To add a new service to your booking:

From the Reservation Summary, click the plus sign icon in the Services column and select the desired service.

Please follow the procedure for "Adding or Editing Services To A Current Booking."

Adding A New Item

To add a new item from the same service:

Click the plus sign icon next to the desired booking in the Existing Services section.

Select the new item you want to add, enter the desired quantities, and click Save.

Click OK to return to the Booking Details window, which displays the new items you just added.

Cancelling a Service

To cancel a service:

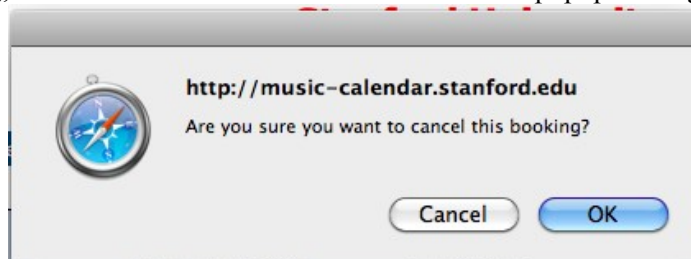
Click the red X next to the service you want to cancel.

Click OK on the displayed prompt.

The Existing Services section reflects the service cancellation.

Canceling A Booking

To cancel a booking, click the red X in the Actions column and a popup message prompts you.



Editing A Booking

To edit an existing booking:

Click the clock icon in the Actions column.

Make the necessary changes in the window that displays.

Click Update Booking.

Reservation Summary Window Actions

The following actions display on the right side of the Reservation Summary window:

Edit Reservation, Add Booking, Cancel Services, Service Availability, View Reservation Summary, Add to Personal Calendar.

Edit Reservation

Edit Reservation allows you to edit information completed on the Details tab when you originally made your reservation.

Click Edit Reservation from the Reservation Summary.

Make the necessary changes in the window that displays.

Click Save and the following message displays.

Click OK to return to the Reservation Summary.

Add Booking

This function allows you to add additional bookings to your reservation.

From the Reservation Summary, click Add Booking.

Follow the same steps as in Requesting A Room.

Cancel Services

This function allows you to cancel a service that was requested for multiple bookings.

Select the event's service category that you want to cancel from the Categories dropdown list.

Select the bookings from which you want to remove the service.

Click Save.

Service Availability

Service Availability displays all the conditions that apply to your event. Depending on your facility's business processes, the ability to request services may be restricted.

Use the Service Availability window to view your organization's rules for adding or editing services.

View Reservation Summary

This link allows you to view and/or email an HTML-based summary of your reservation. The summary includes room, service, and pricing information, if applicable.

Click this link to display your booking's information, either in detail or summary format.

Add to Personal Calendar

To add the selected event to your calendar, click Add to Personal Calendar. A dialog box displays allowing you to Open, Save, or Cancel adding the event to your calendar.

Clicking Open opens your calendar and saves the event to it.

Clicking Save opens the Save As dialog box.

View My Requests

To see a list of the events you have created in Virtual EMS:

Click on *Make a Request - View My Requests*.

Current		Historical		Reservation Id:	Event Name:	Quick Search			<input type="checkbox"/> Show Cancelled
Reservations									
Id	Name	Group	First Booking	Last Booking	Status	Location	Has Services		
40	Intro to Music Theory (M19 sec.3)	Music Department Faculty/Staff	9/20/2010 Mon	11/29/2010 Mon	Approved	Braun Music Center - 102 - Seminar Room	No		
42	Intro to Music Theory (M19 sec2)	Music Department Faculty/Staff	9/20/2010 Mon	11/29/2010 Mon	Approved	Braun Music Center - 103-Baldo Chamber Hall	No		
43	Elements of Music III (sec.2)	Music Department Faculty/Staff	9/20/2010 Mon	12/3/2010 Fri	Approved	Braun Music Center - 105	No		
46	Intro to Music Theory (sec.4)	Music Department Faculty/Staff	9/20/2010 Mon	11/29/2010 Mon	Approved	Braun Music Center - 106	No		
47	Intro to Music Theory (M19)	Music Department Faculty/Staff	9/20/2010 Mon	12/3/2010 Fri	Approved	Dinkelspiel Auditorium - G10/Dinkelspiel Rehearsal Hall	No		
96	AMSTUD 179/POLISCI 122/PUBLPOL 302A	Registrar	9/20/2010 Mon	12/2/2010 Thu	Approved	Braun Music Center - 126-Campbell Recital Hall	No		
49	Music History to 1600 (M40 sec.1)	Music Department Faculty/Staff	9/20/2010 Mon	12/1/2010 Wed	Approved	Braun Music Center - 102 - Seminar Room	No		
99	ECON 1A-01	Registrar	9/20/2010 Mon	12/2/2010 Thu	Approved	Dinkelspiel Auditorium - Dinkelspiel Auditorium	No		
692	IHUM 71 Sustainability and Collapse	Registrar	9/20/2010 Mon	12/1/2010 Wed	Approved	Braun Music Center - 126-Campbell Recital Hall	No		

When viewing the list, you can choose options for seeing:

Current reservations (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 also be edited, provided the modification is made far enough in advance of the next booking date or cancelled.

If you know part or all of a Reservation Id or Event Name:

Enter the information in the appropriate fields.

Click Quick Search.

To access a reservation, click the Event Name located in the Name column.

My Account Edit My Account

Use the Edit My Account function to change your account information.

To open the Edit My Account window, go to My Account - Edit My Account.

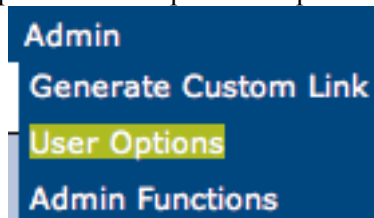
The following fields can be edited - Email, Name, Phone, Fax, Time Zone, Password, Confirm Password, and Notes.

Note: To change your password, the Password and Confirm Password fields must be completed. Click Save.

User Options

In order to personalize your room request process, all available process templates display. To personalize your Room Request options and preferences:

Click Admin – User Options to open the Select process to personalize window.



Select a template to set the defaults for the room request process.

Select process to personalize	
Parent Menu	Process
Make a Request	Music Department Concert Request
Make a Request	Music Department Practice Rms
Make a Request	Non-Music Department Event
Make a Request	Office For Religious Life at Stanford
Make a Request	SAL Student Group Event
Make a Request	Stanford Lively Arts Event
Make a Request	Stanford Lively Arts Rehearsal

Select a template above to customize your selections

Enter the Start/End Time, select the Time Zone, Facilities, Setup Type, Room Type, Floor, and Event Type from the corresponding dropdown lists, and enter the Event Name.

Click Save Preferences.

Delegation

The screenshot shows a web interface for managing delegates. At the top, there are two tabs: "User Info" and "Delegates", with "Delegates" being the active tab. Below the tabs, there is a search section with the text "Enter text to search for delegate:" followed by a text input field and a "Search" button. Below the search section, there are two columns. The left column is labeled "Users matching your search:" and contains a large empty text area. The right column is labeled "User who can impersonate you:" and also contains a large empty text area. Between these two columns are two buttons: a right-pointing arrow (>) and a left-pointing arrow (<). At the bottom left of the interface, there is a "Save" button.

The current user identity displays in the upper right corner of the Virtual EMS window as the Welcome field and is associated with the concept of delegation. Delegates are people who are allowed to assume another user's Virtual EMS identity in order to make reservations on that user's behalf.

This function might be used in a situation where a manager has an administrative assistant who is responsible for the manager's scheduling. The manager would have his or her own Virtual EMS user account and would define the administrative assistant as being his or her delegate. This delegation allows the administrative assistant to log in as the manager and make reservations on his or her behalf. The advantage is that while the administrative assistant makes the reservations, it appears to the system as though the manager is doing it. Consequently, the manager receives the emailed event confirmation and can view the request in the View My Request area.

To add delegates to your account:

From My Account – Edit My Account, click the Delegates tab.

Enter the delegate's name or email address (or a portion of either) in the search field and click Search.

Move the appropriate name(s) into the Delegates column by highlighting the desired names and clicking the right arrow button.

Click Save.

Create An Account

Use Create An Account to create a Virtual EMS account. Your account will require approval by an EMS administrator.

In Virtual EMS:

Before you login, click Create An Account.

From the User Info tab, enter your Email, Name, Phone, Fax, Time Zone, Password, Confirm Password, and all eligible affiliations that you will be booking for.

Click Save.

The image shows a web form titled "User Info" with a blue header. The form contains several input fields: "Email:*", "Name:*", "Phone:", "Fax:", "Password:*", and "Confirm Password:*". Below these is a section labeled "List all groups and department affiliations :" with a text area. At the bottom of the form is a "Save" button.

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.

Resource

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.