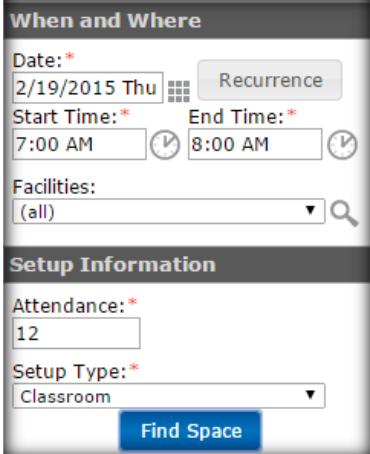


Submitting an Event or Meeting Request through Virtual EMS:

1. First, navigate to <https://emsweb.tntech.edu/virtualems> using the browser of your choice. You will also find this link on the TTU Homepage in the Student menu.
2. Go to 'My Account > Log in' to log in. Use your TTU username and password.
3. Once logged in, go to 'Reservations' and then select the appropriate request form depending on the nature of your request.
4. Next, enter your desired date, time, and attendance (All fields next to a * are required)



When and Where

Date:* 2/19/2015 Thu

Start Time:* 7:00 AM End Time:* 8:00 AM

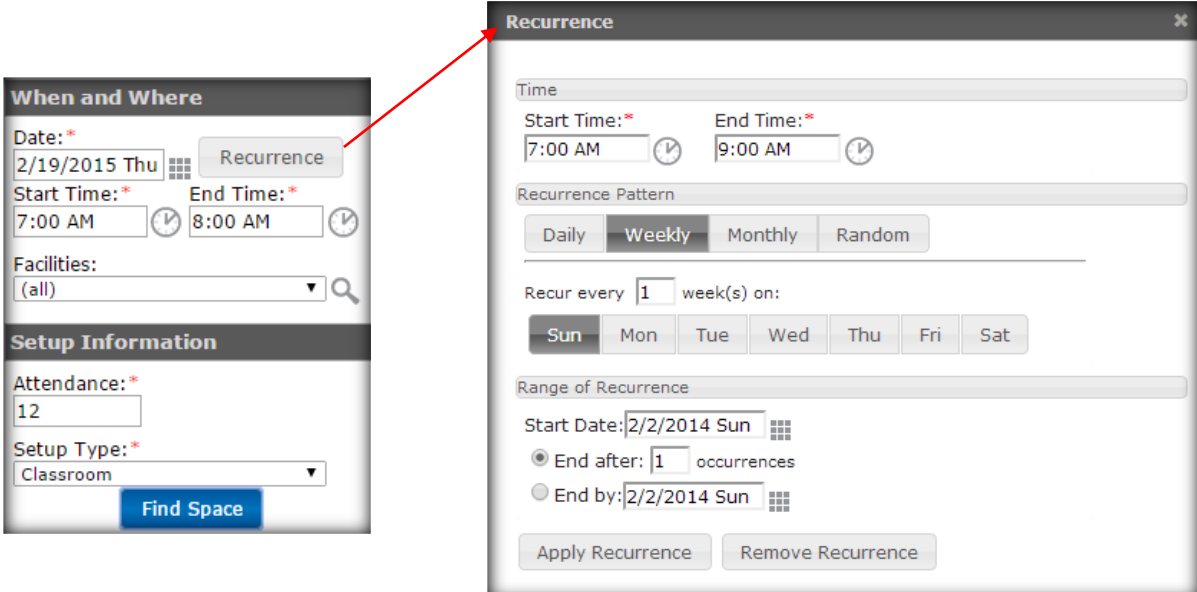
Facilities: (all)

Setup Information

Attendance:* 12

Setup Type:* Classroom

5. If you need to schedule a recurring meeting or event, click the 'Recurrence' button. Enter your desired meeting pattern and then click 'Apply Recurrence'. Don't forget to set the range of your recurrence at the bottom of the window. Whether you apply a recurrence or not, next you need to click 'Find Space'.



When and Where

Date:* 2/19/2015 Thu

Start Time:* 7:00 AM End Time:* 8:00 AM

Facilities: (all)

Setup Information

Attendance:* 12

Setup Type:* Classroom

Recurrence

Time

Start Time:* 7:00 AM End Time:* 9:00 AM

Recurrence Pattern

Daily Weekly Monthly Random

Recur every 1 week(s) on:

Sun Mon Tue Wed Thu Fri Sat

Range of Recurrence

Start Date: 2/2/2014 Sun

End after: 1 occurrences

End by: 2/2/2014 Sun

Student Virtual EMS Quick Reference Guide

TN Tech



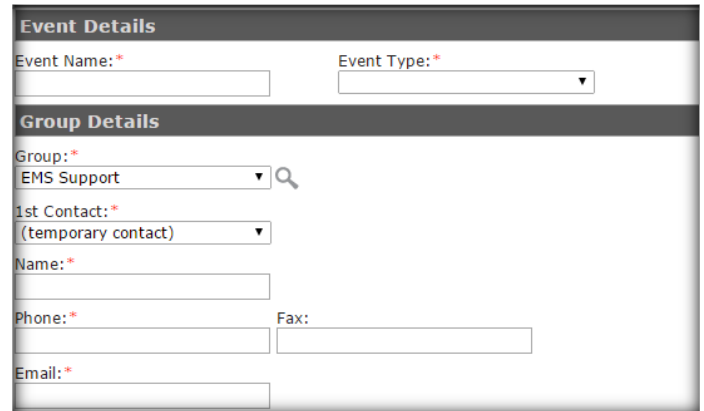
- If requesting a single date you will see the availability grid below. Click the plus sign next to the room or rooms that you want to request and it will then move to the top under 'Selected Locations'. To unselect a location, simply click the 'X' next to the location you want to remove.

Selected Locations													
X	DATE	HOLIDAYS	START ^	END	LOCATION	STATUS							
X	2/19/2015 Thu		8:00 AM	9:00 AM	Evans - E-202	Request							
<input type="button" value="List"/> <input type="button" value="Grid"/>													
Thursday, February 19, 2015													
	Room	Cap	7	8	9	10	11	12	Pf	1	2	3	4
Adams													
+	ADMS 101	15											
+	ADMS 102	35											
Coolidge													
+	COOL 101	40											
+	COOL 102	32											
+	COOL 103	30											
+	COOL 104 VC	30											
Evans													
+	EVNS 201	38											
	EVNS 202	38											

- If using a recurrence you will see a list of available rooms along with the number of dates in the recurrence on which the room is available.

Selected Locations							
X	DATE	HOLIDAYS	START ^	END	LOCATION	STATUS	SETUP COUNT
X	11/25/2014 Tue		9:00 AM	10:00 AM	Medical Resource Library - SR 1	Reserve	5
X	11/27/2014 Thu	Thanksgiving Day	9:00 AM	10:00 AM	Medical Resource Library - SR 1	Reserve	5
X	12/2/2014 Tue		9:00 AM	10:00 AM	Medical Resource Library - SR 1	Reserve	5
X	12/4/2014 Thu		9:00 AM	10:00 AM	Medical Resource Library - SR 1	Reserve	5
X	12/9/2014 Tue		9:00 AM	10:00 AM	Medical Resource Library - SR 1	Reserve	5
<input type="button" value="List"/> <input type="button" value="Grid"/>							
Availability							
SELECT	AVAILABLE		LOCATION		TIME ZONE	CA	
Reserve							
+	9/10	⚠	Medical Resource Library - SR 3		MT		4
+	9/10	⚠	Medical Resource Library - SR 4		MT		4
+	9/10	⚠	Medical Resource Library - CR 1		MT		20
+	6/10	⚠	Medical Resource Library - CR 3		MT		20
+	5/10	⚠	Medical Resource Library - CR 2		MT		20



- Once you have selected your room(s), move on to the 'Details' tab to enter the remaining information. Any field with a red asterisk is required in order to submit a request.



- If your organization is not listed in the 'Group' drop down menu, click the magnifying glass to find your organization and add it to your profile using the plus sign. If you are a student and cannot find your organization here it may need to be created by student activities so please contact that office.

If an individual student, you should select "Student" as your group.




- Now you can click 'Submit' at the bottom of the form, after which you will see the following. Note the status of 'Requested' on your screen. Once the request is processed you will receive a confirmation email or be contacted for additional information, and the status will be updated to 'Confirmed'.

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 	 	12/10/2014 Wed	9:00 AM - 10:30 AM	EMS Training	Student Union - Class 102	Web Request	Classroom (12)

- The page from step 9 can be returned to later by visiting 'View My Requests' while being logged in to Virtual EMS. Individual bookings can be cancelled or edited under the 'Actions' column by clicking the 'X' or pencil & paper icon respectively.

Requesting or Updating Services After Submitting a Room Request:

1. After logging in, first go to 'View My Requests' under the 'Reservations' menu.

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 		7/16/2014 Wed	7:00 AM - 8:00 AM	EMS Test	ACP - 1221	Requested	Classroom (15)

2. Under the 'Services' column click the plus sign, which will take you to your available and existing services for that booking:

Available Services
Existing Services

- Catering
- Denver VC
- Multimedia & Equipment
- Setup Notes
- Visitors

3. After clicking on the service you want, first indicate the start and end time (if prompted). Check the box next to the item you want and change the quantity or add special instructions if applicable. When finished, click 'Save'.

Multimedia & Equipment

AV Items

- 1 Conference Package
 - 1 Data Projector
 - 1 Flip Chart
 - 1 Speakerphone
 - 1 White Board



Special Instructions:
Presentation will be on a flash drive



- Data Projector
- Flip Chart
- Mobile LCD TV
- Mobile Video Conference Unit
- Speakerphone
- White Board

Save
Cancel

4. To remove an item, click the 'X' next to the item you wish to remove (similar to removing a location from a request or cancelling an existing booking).

Existing Services

  Multimedia & Equipment

ACTIONS	QTY	ITEM	PRICE	NOTES
 	1	Conference Package <ul style="list-style-type: none"> 1 Data Projector 1 Flip Chart 1 Speakerphone 1 White Board 	\$ 0.00	