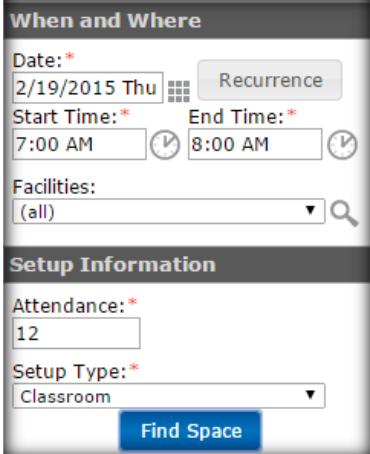


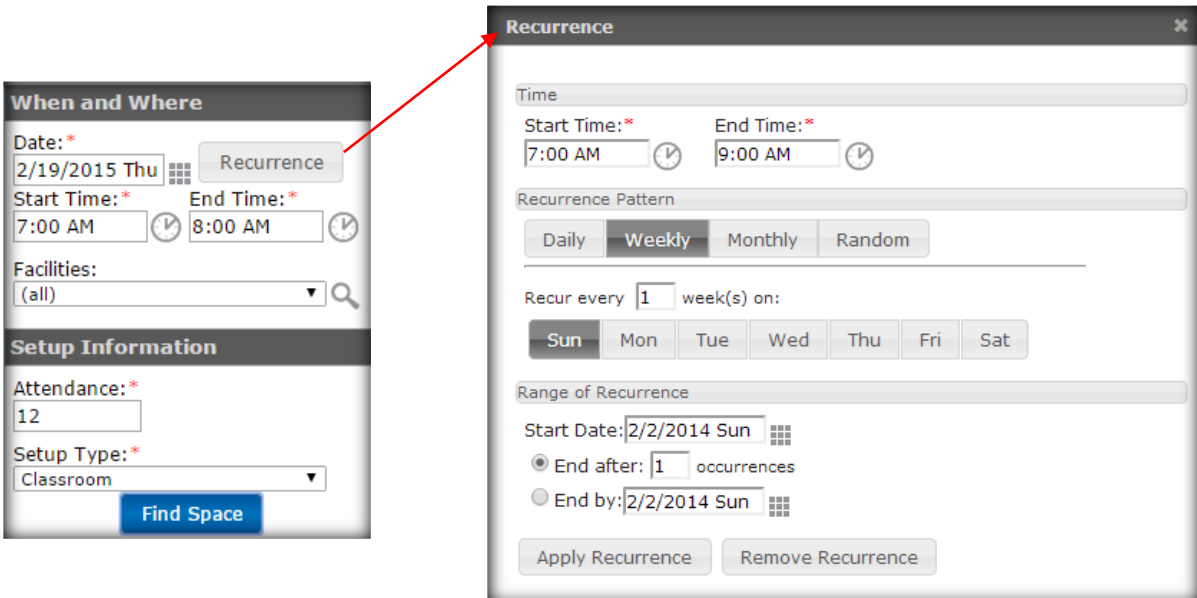
Submitting an Event or Meeting Request through Virtual EMS:

1. First, navigate to <https://emsweb.tntech.edu/VirtualEMS/> using the browser of your choice.
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)



The screenshot shows two sections of the Virtual EMS interface. The top section, titled "When and Where", includes a "Date:" field with a calendar icon, a "Recurrence" button, "Start Time:" and "End Time:" fields with clock icons, and a "Facilities:" dropdown menu. The bottom section, titled "Setup Information", includes an "Attendance:" field, a "Setup Type:" dropdown menu, and a "Find Space" button.

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'.



The screenshot shows the "Recurrence" dialog box. It includes a "Time" section with "Start Time:" and "End Time:" fields, a "Recurrence Pattern" section with "Daily", "Weekly", "Monthly", and "Random" buttons, a "Recur every" field with a "week(s) on:" section, a "Range of Recurrence" section with "Start Date:" and "End after:" or "End by:" options, and "Apply Recurrence" and "Remove Recurrence" buttons. A red arrow points from the "Recurrence" button in the "When and Where" section to the "Recurrence" dialog box.

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 P1	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			

Virtual EMS Quick Reference Guide

TN Tech



- 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.

Event Details

Event Name: * Event Type: *

Group Details

Group: *

1st Contact: *

Name: *

Phone: * Fax:

Email: *




- 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

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	\$ 0.00	
		1 Data Projector		
		1 Flip Chart		
		1 Speakerphone		
		1 White Board		