DEPAUL | Student Centers EMS Event

# VEMS Tutorial – Reference Sheet

# Section 1: Account Eligibility & Information

Virtual EMS, or VEMS, is a web-based application that allows users to browse events in a calendar, view facility information, and submit and manage room reservations.

Covers the following topics:

→ Logging into and out of VEMS on page(s): 2-4

Section 2: Checking Availability

The browse menu for VEMS always contains options for browsing for space and browsing for facilities based on room specifications.

Covers the following topics:

Browsing for space and reviewing facility information on page(s): 5-6

Section 3: Reservations

The Reservations menu for VEMS contains various options for requesting space for an event.

Covers the following topics:

- <sup>∽</sup> Submitting a recurring request for space on page(s): 11-13

# Logging into and out of VEMS

You can access VEMS through any standard browser or mobile device. You must be a DePaul University faculty/staff member or a representative of a recognized student organization for access to this reservation system. The Student Center Administration staff will provide you will account information. The user name and password is not the same as your campus connect account information. Upon completion of the training manual, you will receive the access information for VEMS.

# To Log into VEMS

- 1. Open an internet browser session
- 2. In the browser's address field, enter: <u>https://ems.is.depaul.edu</u>

The VEMS Default page opens.

Besources DePaul Catering Additional Spaces BlogIn/Out
Home
Pleate login to begin using Virtual EMS The DePaul University Student Centers EVENT website is your resource to request rooms at the following locations:
Lincoln Park
<ul> <li>Student Center</li> <li>Cortelyou Commons</li> <li>Munroe Hall</li> <li>Quad</li> </ul>
Loop
<ul> <li>DePaul Center 8th Floor</li> <li>DePaul Center 11th Floor</li> <li>Lewis Center Room 1403 &amp; 1411</li> </ul>
University Department/Student Organization Account Setup
You must be a DePaul University faculty/staff member or representative of a recognized student organization in order to be eligible for an account. If you do not have an account, you may request one by successfully completing the online tutorial and quiz found here. New accounts can take up to two business days to process.
Terms & Agreements
By requesting space online with the DePaul University Student Centers you are acknowledging your acceptance of the Student Centers Events Policies. These policies can be found on the Student Centers website under the room requests link. The use of University facilities by both internal and external clients should reflect or be compatible with DePaul's values as a Catholic and Vincentian University. The University reserves the right to reject rental inquiries from groups whose stated purpose is contrary to the mission of the University.
Trauhleshaatina

\*\*Please note: when you log into the system your name will appear where it currently says "Welcome Guest".

3. Under LogIn/Out or login, click log in

DEPAUL Student Centers EMS Event	
Resources DePaul Catering Additional Spaces	Welcome Guest
Log In	
rease login to beyn using Virtual EMS	
The CoRaul Using sity Student Centers EVENT website is your resource to request rooms at the following locations:	
Lincoln Park	
Student Center     Cortelyou Commons     Munroe Hall     Quad	
Loop	
<ul> <li>DePaul Center 8th Floor</li> <li>DePaul Center 11th Floor</li> <li>Lewis Center Room 1403 &amp; 1411</li> </ul>	
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asox while chooting	1

- 4. In the User Id or DePaul email address field, enter your user id, which is either your DePaul email address or Student Center assigned user name
- 5. In the Password field, enter your password If you do not know your password, you can click "Email me my password" to have an email sent to your DePaul account that contains your password.
- 6. Click login.

Figure 1-2a: VEMS Login Page

DEPAUL Student Centers EMS Event	
Resources DePaul Catering Additional Spaces 🖉 LogIn/Dut	Welcome Guest
User Id or DePaul Email Addres:* admin Password:* Login Email me my password	
Powered by 📶 Emis	

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The toolbar on the VEMS Default page is updated with the following menu options – Resources, DePaul Catering, and Additional Spaces. When you are logged in, in the upper right corner of the main page, Welcome <User Name> is displayed. The toolbar will also additional menu options – Room Availability/Details and Reservations in addition to those shown on the default page.

Figure 1-3: VEMS Main Page

DEPAUL Student Centers EMS Event
🔍 Room Availability/Details 🏥 Reservations Resources DePaul Catering Additional Spaces 🖉 Admin/Help 💭 testo/Dut
Home
Please login to begin using Virtual EMS
The DePaul University Student Centers EVENT website is your resource to request rooms at the following locations:
Lincoln Park
Student Center     Cortelyou Commons     Munroe Hall     Quad
• DePaul Center 8th Floor • DePaul Center 11th Floor • Lewis Center Room 1403 & 1411
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When you log in, you will be redirected to the main page. Please note – successful login often gives the impression you must reattempt to login, but its important to check the upper right corner of the page to verify your name is visible.

You do not need access to VEMS to review the Student Center's policies, building hours, catering information, or links to other event space on campus.



Too many words on this page? Are you more of a visual user? Check out the following tutorials on YouTube:

Full Feature Presentation (30 minutes): <u>HTTP://www.screencast.com/t/wXPdd6IMCD5F</u>

YOUTUBE CHANNEL: DPU STUDENTCENTERS

Section 2 Checking Availability

# **Browsing for Space**

The Browse for Space page is a *read-only* page that displays all the rooms in the Lincoln Park and Loop Student Centers in which you can schedule an event along with the availability information for each room in a grid view. To browse space, under Room Availability/Details, click Room Availability.

Figure 2-1: Browser Key

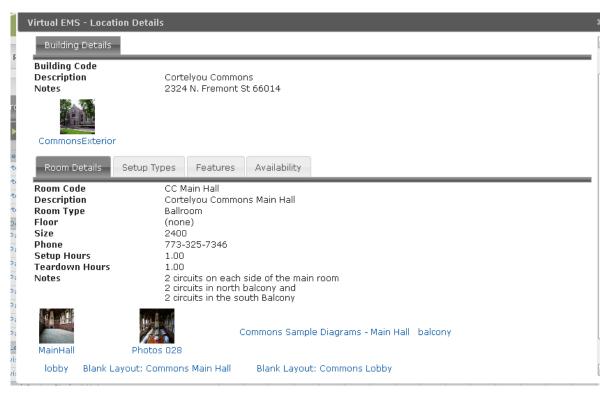
DEPAUL   Stu	ident Cen	ters	EM	IS Ev	ent									ad	vance	by ca	lenda	ar
Room Availability/Details	Reservations	Reso	urces	DePa	aul Ca	tering	Addi	tiona	l Spac	es /	0/7	Admin	/Help		Help		Loci	In/
										(	-0					0		
		_		9.13		1.1		1				91 - 10	1.5		ome V		est Us	er 1
Browse These arrows adv	ance by date (	one	day at	t a time	e)			Thes	e arro	ws ad	vance	by ho	ur (in	16hr b	locks)	8		(
K		_	_	_	_		_	_	_	_	_				1			
•• •• uesday, November 19													2		16 H			er
Room ortelyou Commons	Сар	7	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	
Cortelyou Commons Freehan Room	0																	-1
Cortelyou Commons Main Hall	180																	
Cortelyou Commons N. Mezzanine	NA																1	
Cortelyou Commons S. Mezzanine	NA	_	_	_		_		_	_	_	_	_	_	_		-	-	eľ.
ePaul Center - 11th Floor		_	_			_		_	-	1	-	_	-	_	-			
DePaul Center DePaul Club	60	_				_		_										
DePaul Center East Gallery Lounge	0								*****						1			
DePaul Center Gallery Lounge	0			wh	ite s	nac	e = a	vail	ahle		5			-	-			
DePaul Center North Cafe	60				ne s	pac	с – и	• an	abic				-		10	1	٨	
DePaul Center Room 11013	30						·>	1		-						/	1	
PePaul Center - 8th Floor	50		2 e	-	1000			-							1.	4	7	
DePaul Center - 8th Floor CS Lob	0								14				-					
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incoln Park Student Center			1		1				1.1					1			5u	
PSC 2nd Floor Performance Area	50									-	-				1		n	
PSC Atrium (1st Floor)	50	_												1			ey =	
PSC Brownstones Coffee Bar	0										1						ut de	
PSC East Lounge (1st Floor)	1ªM									1	-				-		5	
PSC Prefunction Lounge (Room 115)	2.										-							
LPSC Prefunction Lounge (Room 115) LPSC Room 120 A&B	600	1											_			V	N	
LEGG ROOM 120 A0D	000															1 3		

You can do the following on the Room Availability/Details page:

- Browse available rooms
   Color Key: White space = available rooms
   Dark Grey/Blue: Reserved Space
   Light Grey: Building Hours
- View compatible setup types, maximum capacities and room features
- View sample layouts for meeting spaces and blank room diagrams

Advance the calendar through the filter button in the top right corner of the page or the green arrows by the date/time. It's recommended to use the "Filter" button if you have a specific date. You can also click the <Room Name> to access the building details popup. The popup shows information about the building, including the address, photos, sample/blank diagrams, building features, and availability.

Figure 2-2: Building Details Popup – (available by clicking on the name of the meeting space)



This multifunctional page allows you to review room specific details, obtain access to blank and sample diagrams, and check availability. To view setup types and capacities click the "setup types" tab. Please note some Student Center spaces have building minimums to maximize efficiently.

You can check availability through the following steps:

- 1. Room Availability/Details → Room Availability: use next day, hour, or filter to specify event date. Reservations must be made at least 5 days in advance.
- 2. Room Availability/Details → Room Specs & Capacities: if you know the setup type for the event, select the "By setup" tab, otherwise confirm event space.



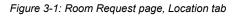
Save time and aggravation: check availability **<u>BEFORE</u>** attempting to submit a room request. When checking availability, the color white indicates the space is available for request. Blue/dark grey/light grey colors cannot be requested and are not available for reservations.

## Submitting a Request for a Space - Booking a Room

The Reservations page is organized into various sections to facilitate the reservation process.

VEMS has been configured so each building of the Student Centers is reserved separately. These divisions allow the administrators in the Lincoln Park and Loop facilities to accept reservations within the operating hours and policies specific to each location. Academic Classrooms in Lincoln Park are not reserved by the Student Centers.

Choose the location of your event and select the appropriate template (as shown in Fig 3.1).



DEPAUL Student Centers EMS Event
Room Availability/Details       Image: Content of the second
Please login to begin using Virtu View My Requests/Reservations The DePaul University Student Centers EVENT Website is your resource to request rooms at the following locations:
Lincoln Park    Student Center  Cortelyou Commons  Munroe Hall  Quad  Loop
<ul> <li>DePaul Center 8th Floor</li> <li>DePaul Center 11th Floor</li> <li>Lewis Center Room 1403 &amp; 1411</li> </ul>
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Terms & Agreements
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Once the campus or location has been selected, the reservation page is divided into three components: a "When and Where" pane (the left pane of the window) and two tabs—a "Location" and a "Details" tab. The information listed under "Info" tab redirects users to the appropriate reservation template, building specifications to verify availability, and summaries of reservation history. Location will provide you a comprehensive updated view of the spaces available during the specifics defined in the "When and Where" and Setup Information panes (left side of window). Details include series of event related questions that the Student Center administrative staff will review to ensure event is in compliance with the University policies and mission. Please be as detailed as possible when submitting the event related questions. Ambiguous room requests will be followed up by Student Center staff and will delay the approval process for your reservation.

#### Figure 3-2: Student Center Room Request tab

	🔍 Room Availability/Details 📫	Reservations Resources / Paul Catering Additional Spaces 🧭 Admin/Help 🕙 LogIn/Out
		Welcome Astra Stephens
	Lincoln Park Student Center Room Reques	t Info Location Details
	When and Where	Lincoln Park Student Center Room Requests
	Date:*	
	9/5/2012 Wed Recurrence Start Time:* End Time:*	Reminder: a request does not guarantee space confirmation. Check the status of your request by visiting, View
		My Requests. Photos and blank floor plans available by visiting Facility Details.
$\sim$	Facilities:	It is your responsibility to provide all details about your event. Failure to provide all details will affect the status of
	(all)	your reservation request.
	Setup Information	Reservations for the Cortelyou Commons must be made through the "Cortelyou Commons Room Request" link.
	Attendance:*	Reservations for the Loop Student Center must be made through the "Loop Student Center Room Request" link.
	0 Cohun Tunauñ	
	Setup Type:*	
	Availability Filters	
	Features:	
8	🗖 1st Floor	
	🔲 2nd Floor 📃	
	3rd Floor	
	Carpet Flooring	
8	Dimmer Lights	
8	Dry Erase Board	
8	Electrical	
	Handicapped Accessible	
	Find Space	
8		

To make a reservation, enter the information to search for available rooms in the When and Where pane (*see fig: 3-2 red star*) and you view the results of the search on the Location tab (*see fig: 3-2 yellow star*). You enter event information on the Details tab (*see fig: 3-2 green star*).

### To submit a request for space - booking a room

- 1. Under Reservations, click a reservation option. The Room Request page opens.
- 2. Enter all required (\*) event information

In the When and Where (left) pane of the page, submit the following details: date, start/end time, estimated attendance and preferred setup type. We strongly recommend verifying space compatibility and availability prior to requesting the space. Unfamiliar users have mentioned the difficulty in securing space when using the room request template prior to submission. Please note: examples of the setup types are available online under additional details.

- 3. The Availability Filters section provides options for filtering your room results by Room Type, Floor, and/or Features. (You can click the arrow to expand/collapse this section). If needed, enter additional filter criteria; disregard if unimportant.
- 4. Click Find Space

A list of rooms that meet the search criteria and that are available for the indicated reservation time are displayed on the List sub-tab (in a list view), on the Grid sub-tab (in a grid view). In the List view, rooms that you can reserve are displayed under a "Reserve" heading. Rooms that you can request are displayed under a "Request" heading.

### Figure 3-3: Room Request page, List view

#### Welcome Astra Stephens Lincoln Park Student Center Room Request 2 Info Location Details When and Where **Availability Key** Selected Locations Date:\* No rooms currently selected Select: if multiple spaces Recurrence 9/6/2012 Thu List Grid are available, sort through Start Time:\* End Time:\* the list of rooms and select 10:00 AM (P) 1:00 PM P Availability the space by pressing the Facilities: LOCATION CAPACITY SELECT AVATI ABI F + icon -Q (all) Request + 1/1 Lincoln Park Student Center - LPSC Room 313 36 Available: tell you how Setup Information ÷ 1/1 Lincoln Park Student Center - LPSC Room 314 A 90 what spaces are available Attendance:\* + based on you search 1/1Lincoln Park Student Center - LPSC Room 314 B 90 30 perimeter (date/time) + 1/1 Lincoln Park Student Center - LPSC Room 31448 200 Setup Type:\* + 1/1 Lincoln Park Student Center - LPSC Room 315 36 Location: this tells you Theater + 1/1 Lincoln Park Student Center - LPSC Room 316 36 the building and room Availability Filters + 1/1Lincoln Park Student Center - LPSC Room 324 40 number + 1/1 Munroe Hall - Munroe 114 30 Features: + Capacity: this number is 1/1 Munroe Hall - Munroe 114/115/116 90 Ist Floor based on the setup type + 1/1 Munroe Hall - Munroe 114-115 60 2nd Floor = you've chosen. This is the + 1/1 Munroe Hall - Munroe 115 30 3rd Floor fire code maximums for + Munroe Hall - Munroe 115-116 1/1 60 Carpet Flooring the event space -1/1 Muproo Holl Muproo 116 20 Dimmer Lights Click the Add icon + next Dry Erase Board to the room in either the Electrical list or grid view. Handicapped Accessible Find Space

5. If you select a location that is available for all the event dates, then the selected location is displayed at the top of the Selected Location panel. If you select a location that is not available for all the event dates, then a message opens indicating as such. Click **OK** to close the message and return to the Location tab. The selected location is displayed at the top of the Location panel and an option to search remaining dates is displayed at the bottom of the When and Where pane.

Lincoln Park Student Center Room Reque								Velcome Astr	a Stepher
	Info L	ocation De	etails						
When and Where					Selected Locations				
Date:* 9/6/2012 Thu Recurrence	X DATE	HOLIDAYS	START	END	LOCATION		STATUS	SETUP COUNT	CONFLI
Start Time:*         End Time:*           10:00 AM         1:00 PM	9/6/2012 Thu		10:00 AM	1:00 PM	Lincoln Park Student Center - Room 315	LPSC	Request	30	
Facilities:	List Gr	rid							
(all) 🗸 🔍					Availability				
Setup Information	SELECT	AVAILABLE	LOC	ATION				CAF	PACITY
Attendance:*	Request								
30		1/1	Linco	ln Park	Student Center - LPSC Roo	m 313		36	
Setup Type:*	_	1/1	Linco	In Park	Student Center - LPSC Roo	m 314	А	90	
Theater 👻		1/1	Linco	In Park	Student Center - LPSC Roo	m 314	В	90	
Availability Filters		1/1	Linco	In Park	Student Center - LPSC Roo	m 314/	AB	200	
		1/1	Linco	In Park	Student Center - LPSC Roo	m 316		36	
Features:		1/1	Linco	In Park	Student Center - LPSC Roo	m 324		40	
1st Floor		1/1			- Munroe 114			30	
2nd Floor		1/1	Munr	oe Hall	Munroe 114/115/116			90	
3rd Floor		1/1	Munr	oe Hall	- Munroe 114-115			60	
Carpet Flooring		1/1	Munr	oe Hall	- Munroe 115			30	
Dimmer Lights		1/1	Munr	oe Hall	Munroe 115-116			60	
Dry Erase Board     Electrical		1/1	Munr	oe Hall	- Munroe 116			30	
Find Space	Continue	-							

- 6. Click the option that indicates you have read and agree to the Terms and Conditions for reserving the room, and then click Continue.
- 7. The Details tab opens. You use the options on this page to enter the event details. You can also request audio-visual equipment, attach documents (i.e. sketches, external rental invoices/equipment lists, certificate of liability insurance, etc.).
- 8. Please provide as much information as possible. Unclear or vague room requests will slow down the reservation process. Provide as much insight on the event goals/plans as possible.

🔍 Room Availability/Details	Reservations Resources DePa	ul Catering Additional Spaces	Admin/Help	🕙 LogIn/Out
			We	come Astra Stephens
Lincoln Park Student Center Room Reques	t Info Location Details			2
When and Where Date:*	Event Details			
9/9/2012 Sun Recurrence Start Time:* End Time:*	Event Name:*	Event Type:*	•	
Facilities:	Client Details			
	Client:* Student Centers Administrati 🗸	0,		
Setup Information Attendance:*	1st Contact:* Student Centers Administrati ▼			
0	Phone:*	Fax:		
Setup Type:*	773-325-7346 Email:*	773-325-7347		
Find Space				
	On-Site Contact: (none) •			
	Phone:	Fax:	]	
	Email:	]		
	Attachments			
	Attach File			

Figure 3-5: Room Request page, Details tab

Figure 3-6: Room Request page, Details tab (cont.).

Please provide a descrip	tion of your event.:*
Will there be attendees	who are not DePaul University Students, Faculty, or Staff:*
Will an admission or reg	stration fee be charged for this event?:*
If charging at the door,	vow much?:
Are you collaborating wi	th or sponsoring an external company or organization?:*
If co-sponsoring, please	list co-sponsoring organization:
Who will provide caterin	a far your avapt21*
	- -
Will alcoholic beverages	▼
Will there be any advert	- · · · · · · · · · · · · · · · · · · ·
Will the media be coveri	
Is a Government or Elec	ted Official invited to attend your event?:*
Will you have an off-car	pus guest speaking at your event?:*
Please list the website a	ddress for your organization or program:
Please provide the nam	and contact information of your Student Organization Advisor :
Submit	
Submic	
)	

If you know what audio-visual equipment you'll need for your event, you can select it during the checkout process of the request. If you are unsure, you can skip this section and submit a request at a later date. Once all details have been provided, click "Submit"

# Submitting a request for a recurring space

- 1. If the meeting is a recurring meeting, then click Recurrence to open the Recurrence popup window, and then enter the necessary information for the meeting (start/end time, recurrence pattern, and range of occurrences) then click "Apply Recurrence". The system will notify you if there are reservations conflicts associated with the range of event dates. (see Fig 3-7 through 3-9)
- 2. Complete steps #3 9 as described for single booking reservations.

Figure 3-7: Recurring reservations process

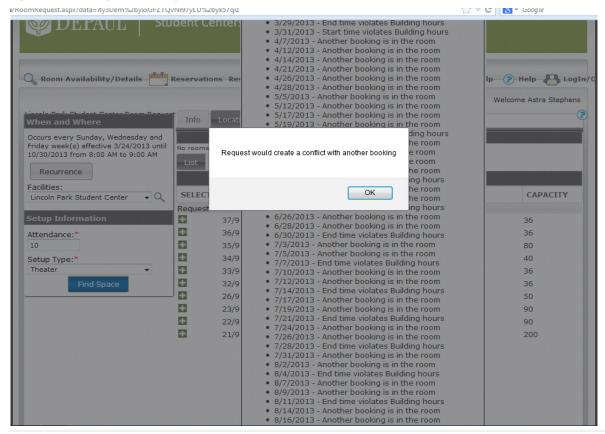
		Welcome Astra Stephen
ncoln Park Student Center Room F Vhen and Where	Recurrence	c
Date:* Date:* Recurrenc Start Time:* End Time:* C Sacilities: (all) Setup Information Attendance:* Setup Type:*	Time Start Time: End Time: Recurrence Pattern Daily Weekly Monthly Recur every 1 week(s) on: Sun Mon Tue Wed Thu Fri Sat	of your request by visiting, <u>View</u> s. Il details will affect the status of <u>Commons Room Request</u> " link. Jent Center Room Request" link
<ul> <li>vailability Filters</li> <li>eatures:</li> <li>1st Floor</li> <li>2nd Floor</li> <li>3rd Floor</li> <li>Garpet Flooring</li> <li>Dimmer Lights</li> <li>Dry Erase Board</li> <li>Electrical</li> <li>Handicapped Accessible</li> </ul>	Range of Recurrence         Start Date: 9/5/2012 Wed <ul> <li>End after: 1 occurrences</li> <li>End by: 9/5/2012 Wed</li> <li>Apply Recurrence</li> <li>Remove Recurrence</li> </ul>	

Figure 3-7: Recurring reservations process – number of dates available/number of requested occurrences

	Info	Location	tails					
Vhen and Where								
Occurs every Sunday, Wednesday and riday week(s) effective 3/24/2013 until	Selected Locations No rooms currently selected List Grid							
0/30/2013 from 8:00 AM to 9:00 AM								
Recurrence	LISC							
acilities:		Availability						
incoln Park Student Center 🛛 🗸	SELECT	AVAILABLE	LOCATION	CAPACITY				
	Request							
etup Information	÷	38/95	Lincoln Park Student Center - LPSC Room 380	36				
tendance:*	+	37/95	Lincoln Park Student Center - LPSC Room 316	36				
0	+	36/95	Lincoln Park Student Center - LPSC Room 312	36				
etup Type:*	+	35/95	Lincoln Park Student Center - LPSC Room 220	80				
Theater  Find Space	+	34/95	Lincoln Park Student Center - LPSC Room 324	40				
	+	33/95	Lincoln Park Student Center - LPSC Room 315	36				
	+	32/95	Lincoln Park Student Center - LPSC Room 313	36				
	+	26/95	Lincoln Park Student Center - LPSC Room 325	50				
	+	23/95	Lincoln Park Student Center - LPSC Room 314 B	90				
	+	22/95	Lincoln Park Student Center - LPSC Room 314 A	90				
	+	21/95	Lincoln Park Student Center - LPSC Room 314AB	200				

Based on this request, the SC has 11 potential spaces available from the range selected. Select the meeting space you prefer for your event by clicking the **+** 

#### Figure 3-8: Recurring reservations process- conflict notification

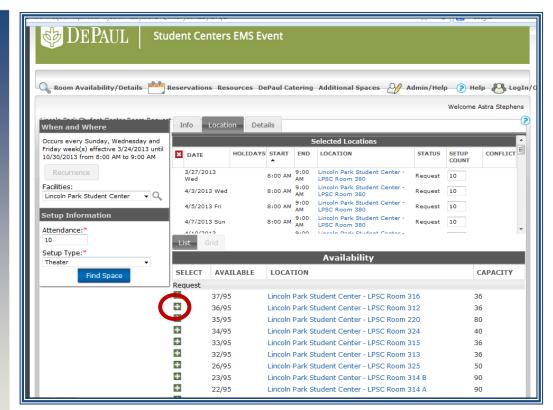


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Available: VEMS shows the total number of spaces available AND total number of spaces selected.

Conflict: VEMS shows any concflicts to your reservation on the right side of the page



If you require more than one meeting space during the selected date range, select additional meeting rooms. **Please note:** unfortunately the system is not currently updating availability of the list below to fill any gaps in meetings during the range of dates you've selected. Selecting additional meeting spaces at this point will only increase the cumulative number of meeting spaces reserved.

# Adding Services

After you submit any type of reservation request, the Reservation Summary page opens. The Reservation Summary page also opens after you select View My Requests on the Reservations menu, and then select a specific reservation request for viewing. The Reservation Details tab on the Reservation Summary page displays summary information for the selected reservation and all its bookings as well any services that were requested for the bookings.

In addition to the Reservation Details tab, the Reservation Summary page might have up to two additional tabs in the top pane of the page—the Additional Information tab and the Attachments tab. The Reservation Summary page also has three tabs in the bottom pane—

All, Current, and Historical of the page

- "Reservation Details" tab *request summaries*
- \* "Attachments" tab pertinent event files (i.e. diagram, approved forms, etc.)
- "Current" tab *current and future reservatons in Student Center facilities*

The All tab displays all the bookings for the selected reservation, regardless of the booking date. The Current tab displays all the current bookings (bookings with a date greater than or equal to the current day's date) for the selected reservation. The Historical tab displays all the past bookings for the selected reservation.

You will have the ontion to add services (i.e. audiovisual equipment, furniture, or catering times at the time of the submission or later in the reservation process. Once the initial details have been included, review the Terms & Conditions and indicate they have been read and understood before clicking submit.

You can do the following on the Current tab:

- To cancel a booking, click the Cancel Booking icon next to it.
- To edit a booking, click the Edit Booking icon next to it. See "To edit a booking" on page
- To edit and/or cancel (delete) services (audio-visual equipment; furniture; catering tables; setup notes, etc.) for a booking, click the Add/Edit Services icon next to it, and then continue "To edit and/or cancel services for ambooking" on page
- To view services for a booking, click the View Services icon next to it

Bookings

313

Powered by 🚟 ems

LOCATION

Lincoln Park Student Center - LPSC Room

TITLE

test

Figure 3.10: Reservation Summary (View My Request Page)

🍪 DEPAU	L Student Centers El	MS Event				
Room Availability/	LogIn/Out	SER	VICES			
Room Availability/Details       Image: Cortelyou Commons Room Request       Welcome Astra Stephen         Current       Historical       Calt       Calt						To add audio-visual equipment or furniture (i.e. easels), you MUST
Reservation Id:	Ever Quad and St. Vincent Circle			Show Cancelled		add services
ID NAME CLIEN 76479 test Student Adminis	Centers 10/10/2012 Wed	LAST         STATUS           BOOKING         Web           10/10/2012 Wed         Web	LOCATION Lincoln Park Student Center - LPS Room 313	HAS SERVICES		through the <b>+</b> . Writing the equipment in the setup notes of AV notes does not confirm equipment.
			介	To revise or cancel		
igure 3.11: Reservation Summary (View My Request Page)						requested items, select the X under "services".
🔍 Room Availability/E	etails 🛄 Reservations Resour	ces DePaul Catering Addit	tional Spaces 🛛 🎸 Admin/Help	🕙 LogIn/Out		
Reservation Details	Additional Information Attachm	ents		ome Astra Stephens ck to My Requests	ACT	IONS
Reservation Id Event Name Event Type Client Name 1st Contact Name Phone Onsite Contact Name	76479 test Dance Performance Student Centers Administration (none) 773-325-7346		Edit Reservation Add Booking Cancel Bookings Cancel All Bookin Service Availabilit View Reservation	y	Æ	To cancel existing reservations, select the x under "actions"

Add booking to personal calendar

STATUS

Request

Web

SETUP

Theater

(20)

Booking Tools

A To edit existing reservations, select the pencil/paper icon under "actions"

On-Site Contact Name

Current Historical

ACTIONS SERVICES DATE \*

 $\pm$ 

10/10/2012

Wed

Add or Edit Services

TIME

AM

9:00 AM - 10:00

Phone

All

×

# Quick List & Tutorial Reference Sheet

Making a Reservation

- 1. Check Availability and verify the setup/capacity of your event matches the criteria for the selected room (*DO NOT SKIP THIS STEP UNLESS YOU'VE MEMORIZED THE BUILDING SPECIFICATIONS*).
  - a. Change date/facility by "Filter" on the left side of your screen. Keep in mind, white space indicates a room is available. Once setup availability has been determined select the "Room Request" tab applicable to your meeting (i.e. LPSC, Commons, Loop, Quad).
- 2. Enter the following details:

Date / Time / Setup Type / Capacity Click "Find Space" Select the 🛨 to secure the space you need for the event. Answer event questions. Click Submit.



Too many words on this page? Are you more of a visual user? Check out the following tutorials on YouTube and ScreenCast:

VEMS Full Tutorial: <u>http://youtu.be/vPJzq8gTFLE</u> (or) <u>http://www.screencast.com/t/wXPdd6IMCD5F</u> (Full length feature)

Section(s) 1 & 2 Video Help: http://www.youtube.com/playlist?list=PLqwFUYN6 dJafPSVe eG-7eibb2gEQAj

Section(s) 3 Video Help: http://www.youtube.com/watch?v=TL-2VMREWac&list=SPqwFUYN6 dJYsyeVbv0uvk5IOAnlY Zed

Miscellaneous Videos Help: http://youtu.be/MjzH58fHhPs

Help!!!!: http://www.youtube.com/watch?v=MjzH58fHhPs&feature=share&list=SPqwFUYN6\_dJY2xLuJRbXSes4OM-8wcjHJ

# Additional Reservation Information

- → New reservations and revisions to existing reservations must be entered at least 5 days in advance.
- All events must be cancelled online atleast 3 days in events
- DePaul University encourages colloboration with the DePaul internal and external community. These partnerships will be reviewed by the Student Center Administrative staff to ensure compliance with University reservation/rates policy
- - Food Donation: "DePaul Catering" → "Food Donation Letter" / "Donation Request Form"
  - Building Hours: "Resources" → "Building Hours Loop" / "Building Hours Lincoln Park"
  - Event Feedback: "Resources" → "Survey-Event Feedback"
- Academic Spaces (i.e. Arts & Letters, SAC Building) in Lincoln Park are reserved through Academic Space & Scheduling. Please contact Brittany Pearson for assistance with these buildings in Lincoln Park....not Astra Stephens in Student Centers (confusing... I know, but imagine the fun I have explaining the difference).