



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:

- ☞ Submitting a request for space on page(s): 7-11
- ☞ Submitting a recurring request for space on page(s): 11-13
- ☞ Reservation Summary Functions on page(s): 13-14

Section 1

Account Eligibility & Additional Resources

Logging into and out of VEMS

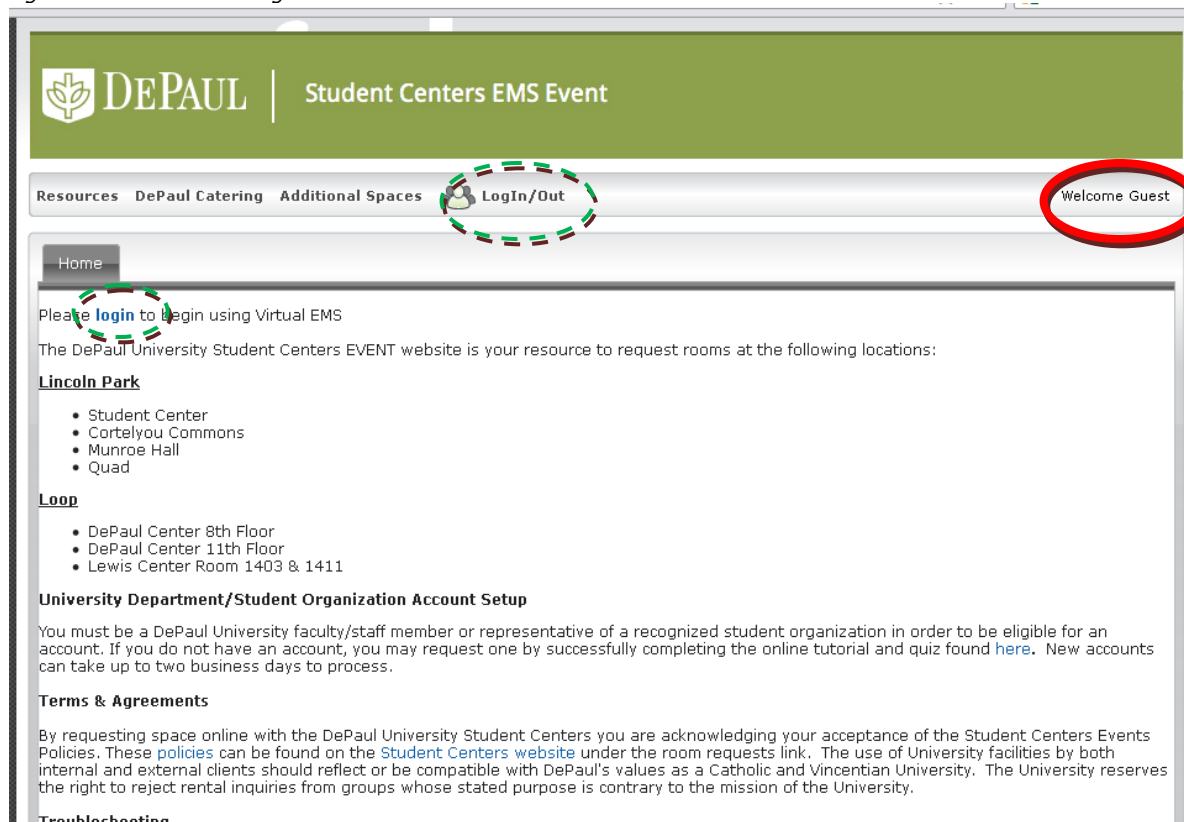
You can access VEMS through any standard browser or mobile device. You must be a DePaul University faculty/staff member or a representative of a recognized student organization for access to this reservation system. The Student Center Administration staff will provide you with account information. The 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: <https://ems.is.depaul.edu>

The VEMS Default page opens.

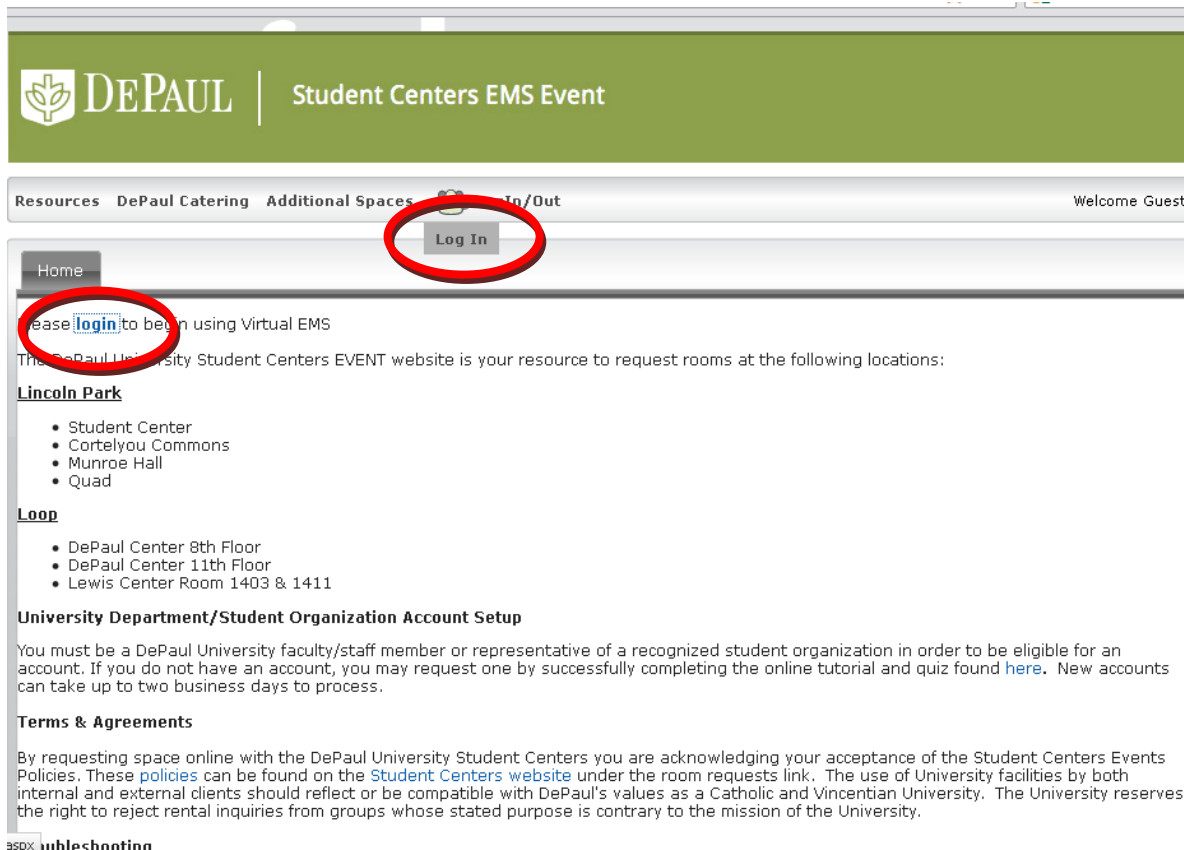
Figure 1-1: VEMS Home Page



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

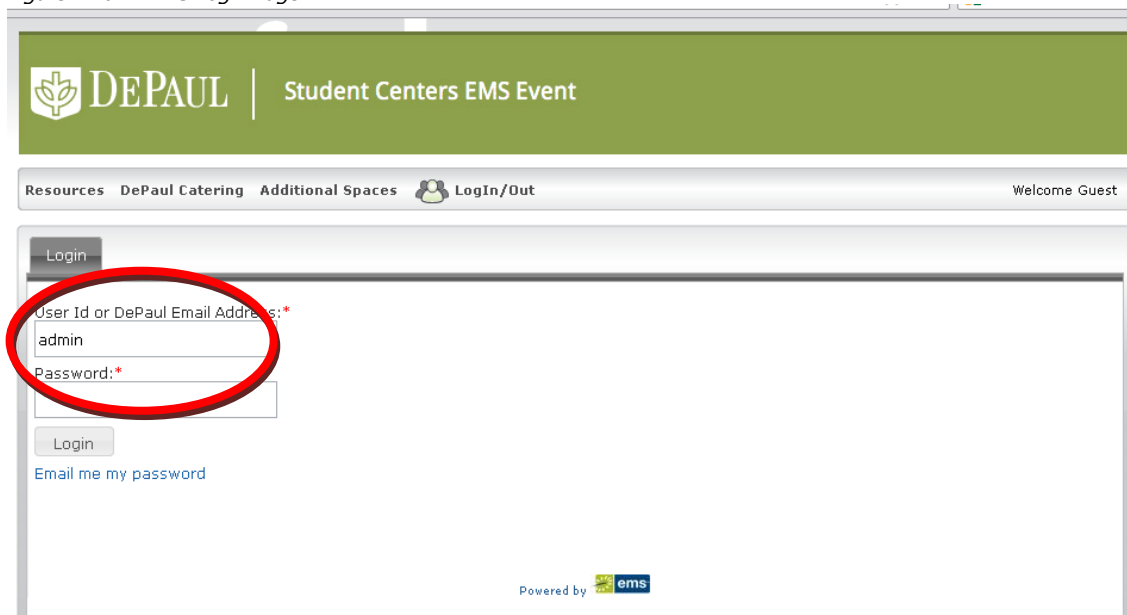
3. Under LogIn/Out or login, click log in

Figure 1-2: VEMS Login Page



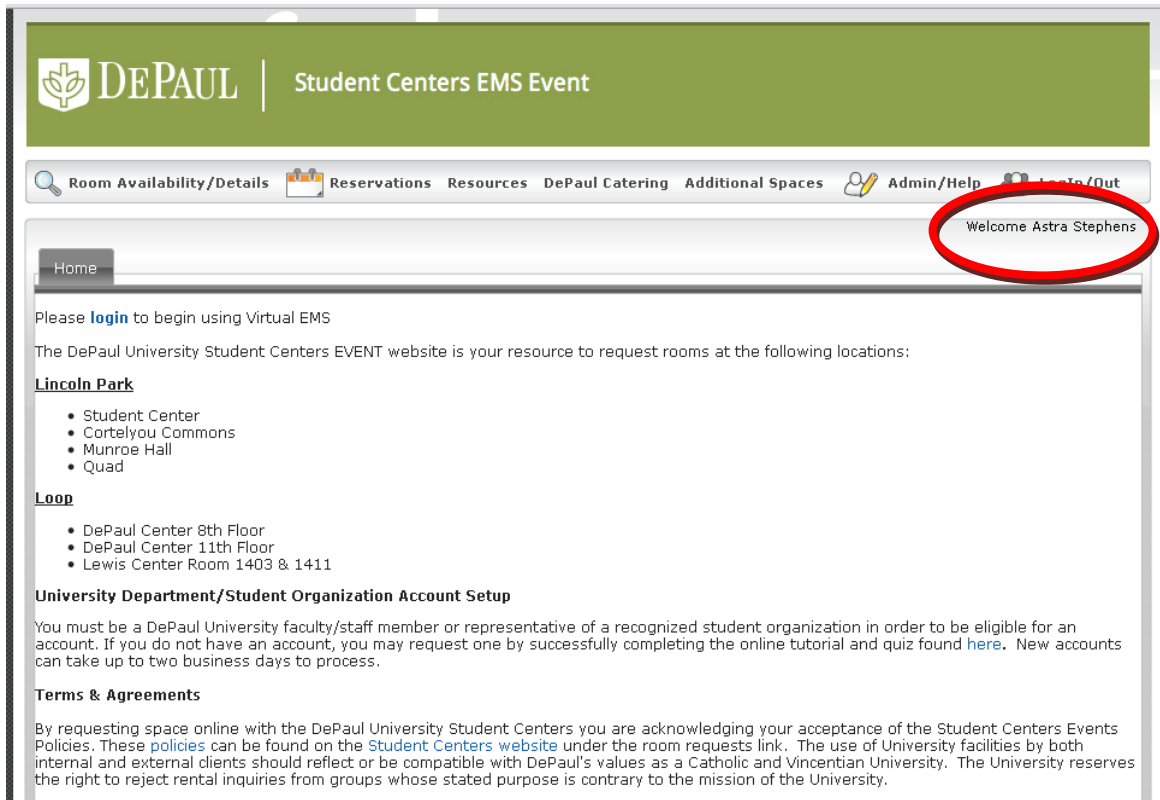
4. In the User Id or DePaul email address field, enter your user id, which is either your DePaul email address or Student Center assigned user name
5. In the Password field, enter your password
If you do not know your password, you can click "Email me my password" to have an email sent to your DePaul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

Figure 1-2a: VEMS Login Page



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



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:

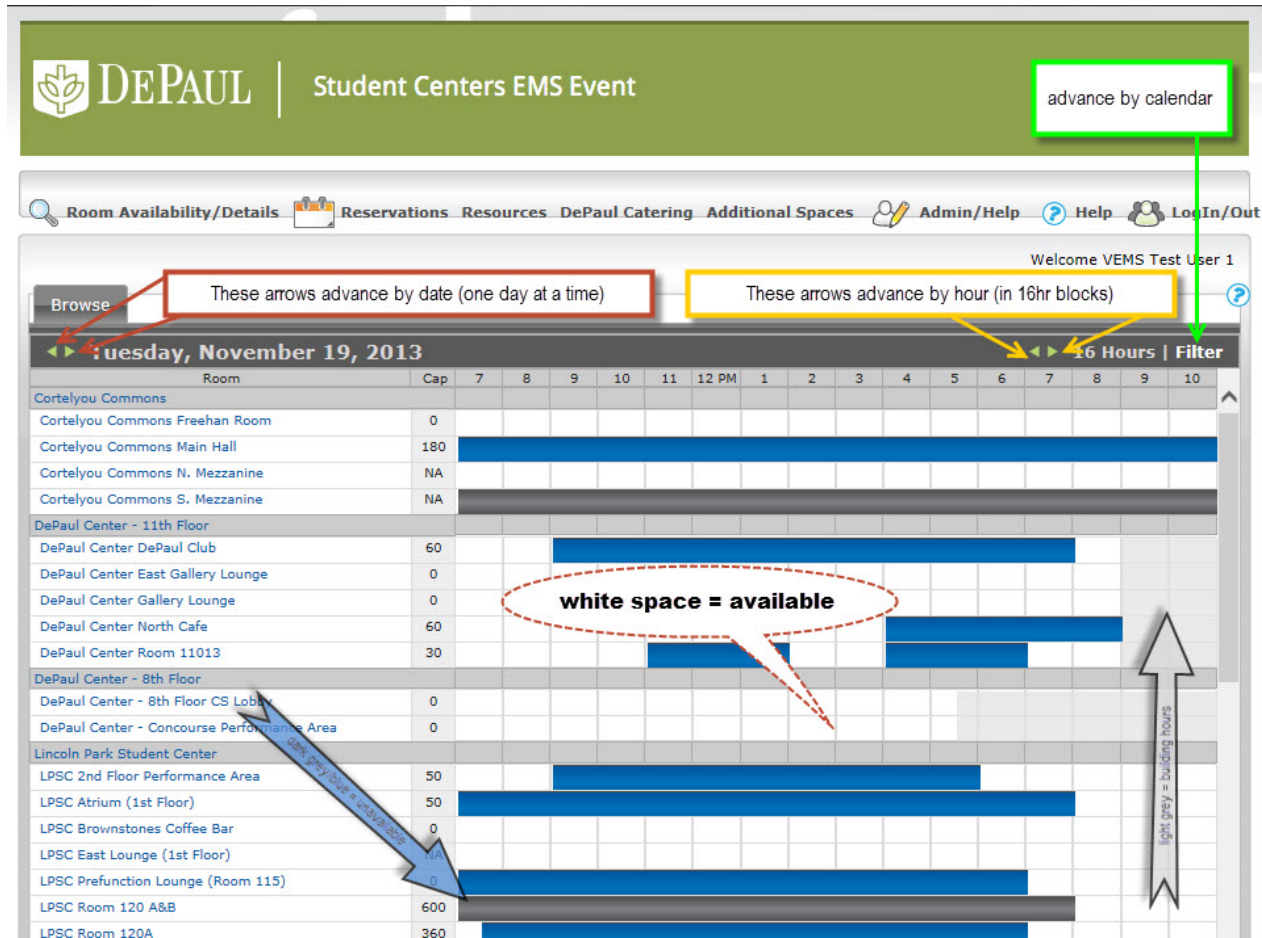
Full Feature Presentation (30 minutes): [HTTP://WWW.SCREENCAST.COM/T/WXPdd6IMCD5F](http://www.screencast.com/t/WXPdd6IMCD5F)

YOUTUBE CHANNEL: DPU STUDENTCENTERS

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

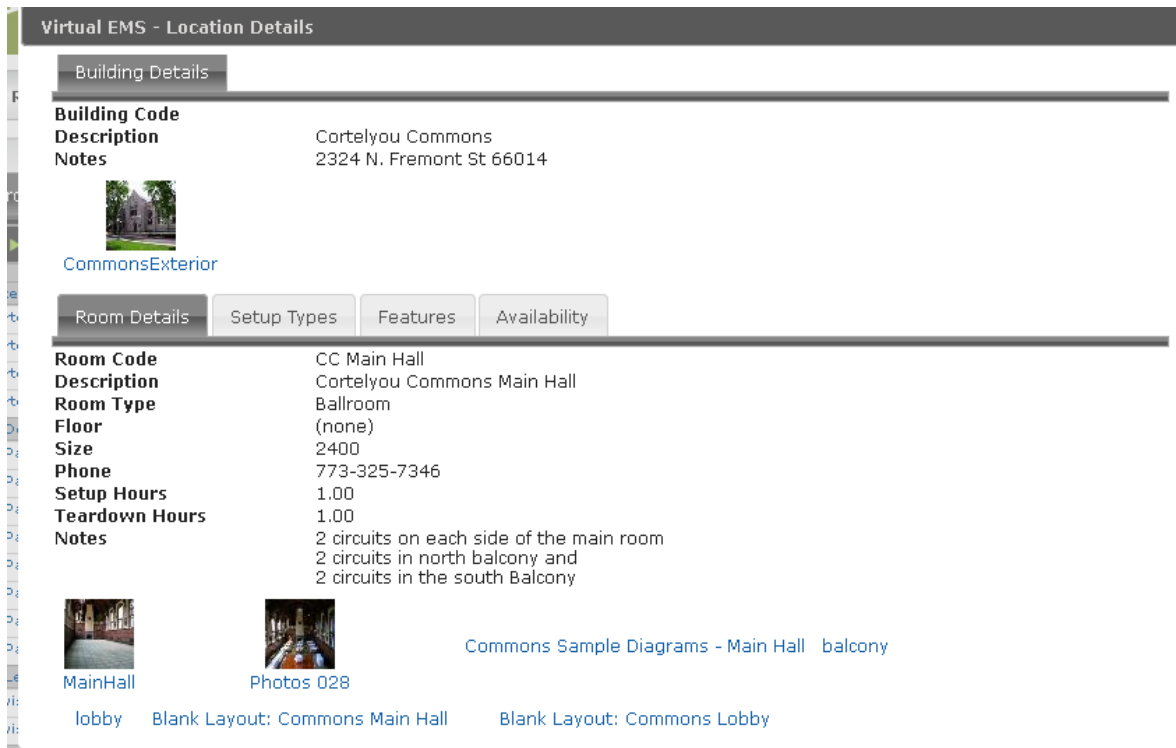


You can do the following on the Room Availability/Details page:

- 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 **BEFORE** 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.

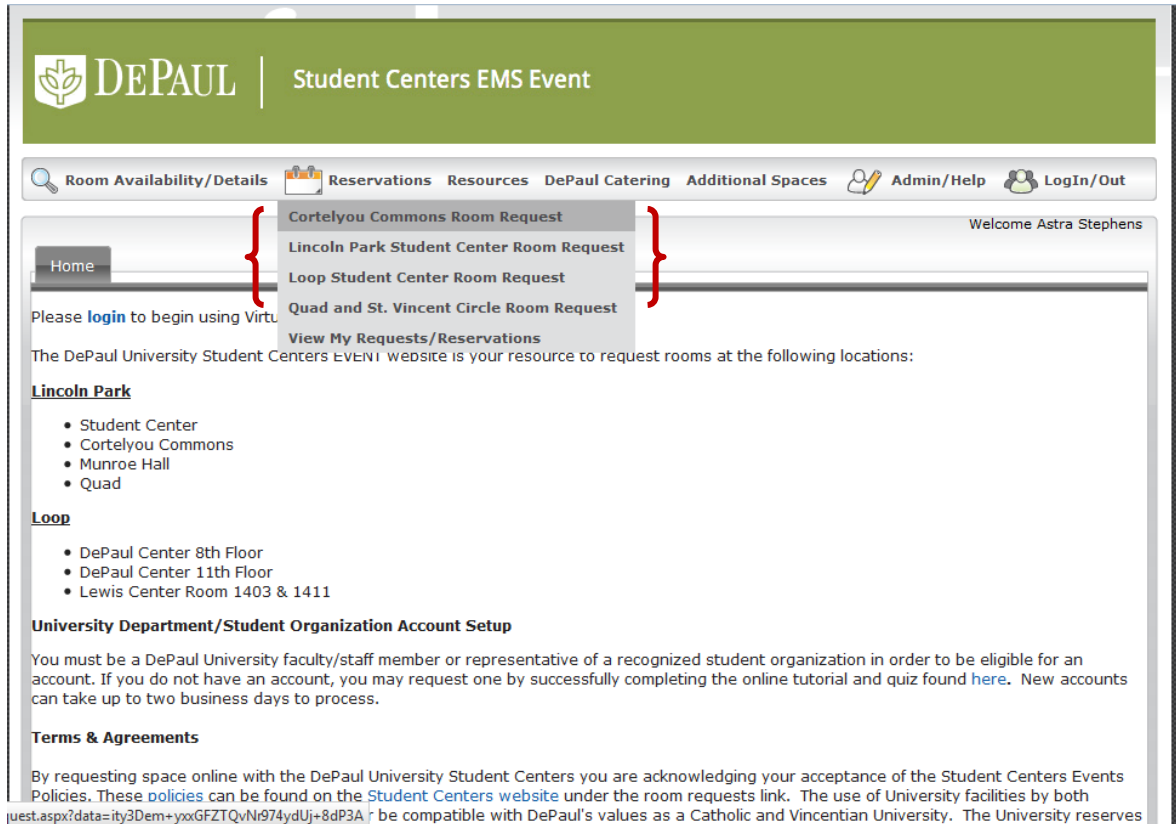
Submitting a Request for a Space - Booking a Room

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).

Figure 3-1: Room Request page, Location tab



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 LePaul Catering Additional Spaces Admin/Help LogIn/Out

Welcome Astra Stephens

Lincoln Park Student Center Room Request

Info Location Details

When and Where

Date:* 9/5/2012 Wed Recurrence

Start Time:* End Time:*

Facilities: (all)

Setup Information

Attendance:* 0

Setup Type:*

Availability Filters

Features:

- 1st Floor
- 2nd Floor
- 3rd Floor
- Carpet Flooring
- Dimmer Lights
- Dry Erase Board
- Electrical
- Handicapped Accessible

Find Space

Lincoln Park Student Center Room Requests

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](#).

It is your responsibility to provide all details about your event. Failure to provide all details will affect the status of your reservation request.

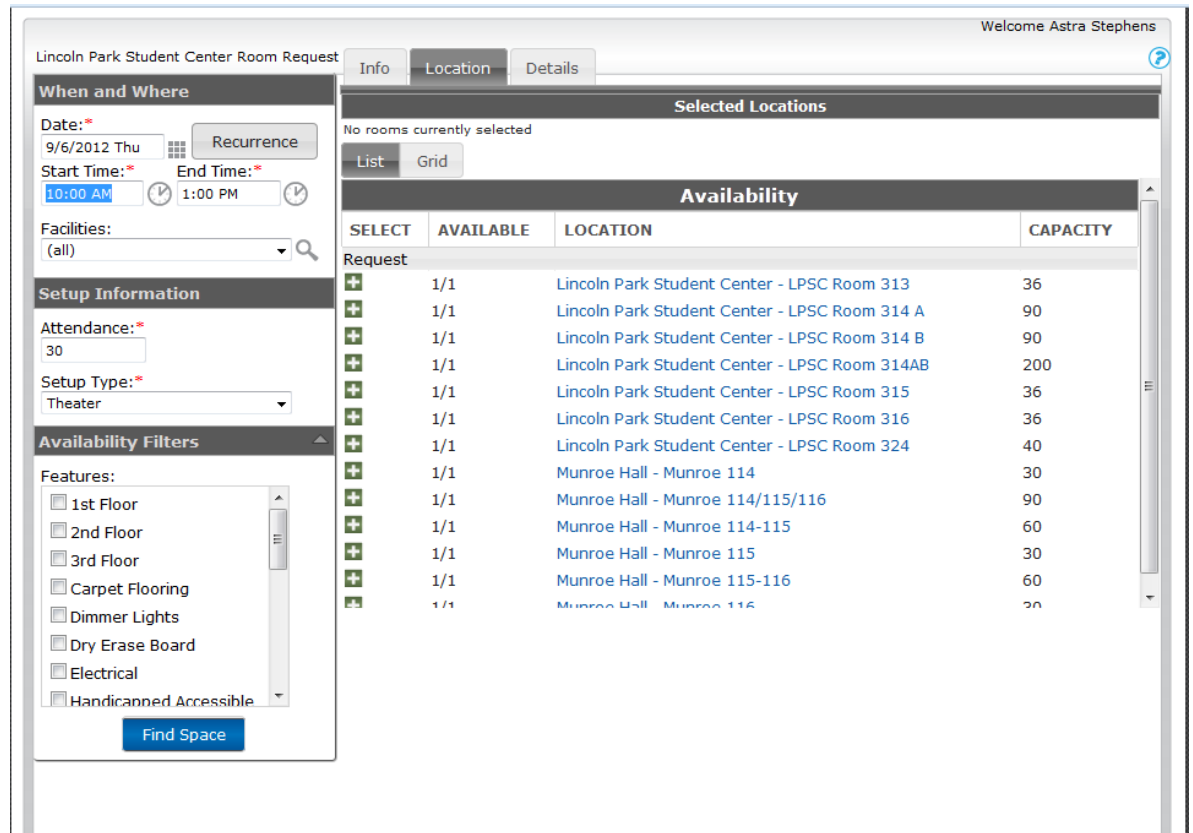
Reservations for the Cortelyou Commons must be made through the "[Cortelyou Commons Room Request](#)" link. Reservations for the Loop Student Center must be made through the "[Loop Student Center Room Request](#)" link.

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

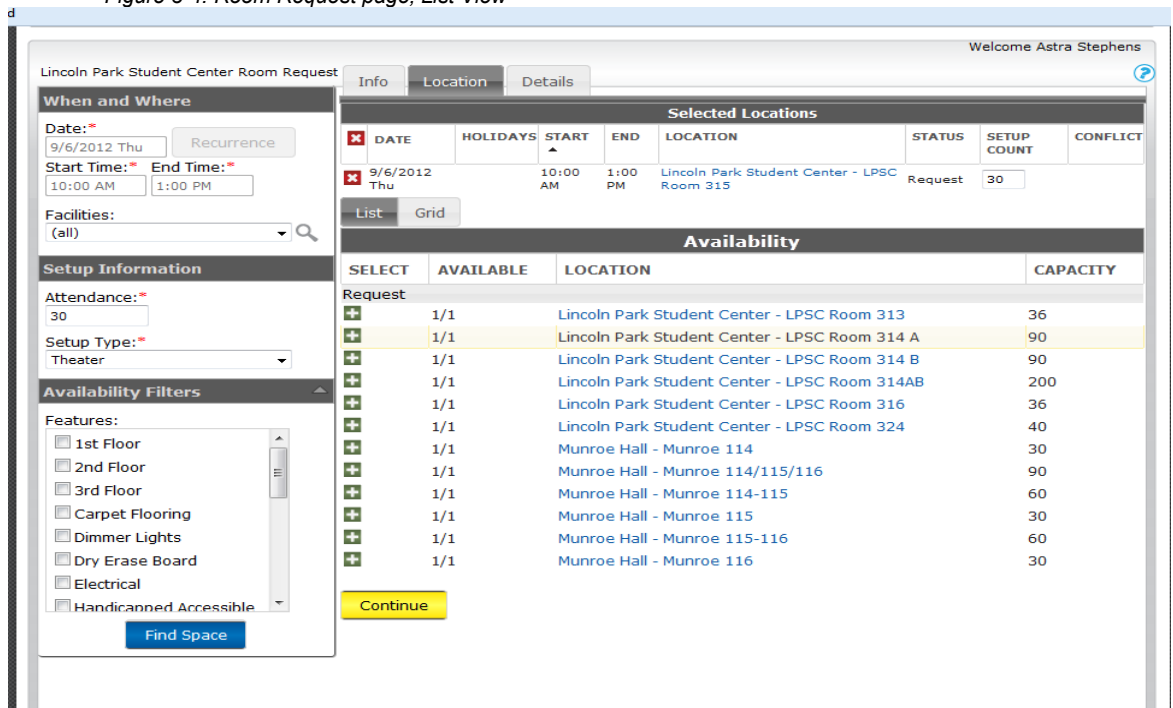
1. Under Reservations, click a reservation option. The Room Request page opens.
2. Enter all required (*) event information
In the When and Where (left) pane of the page, submit the following details: date, start/end time, estimated attendance and preferred setup type. We strongly recommend verifying 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



- 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.

Figure 3-4: Room Request page, List View



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.

Figure 3-5: Room Request page, Details tab

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

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

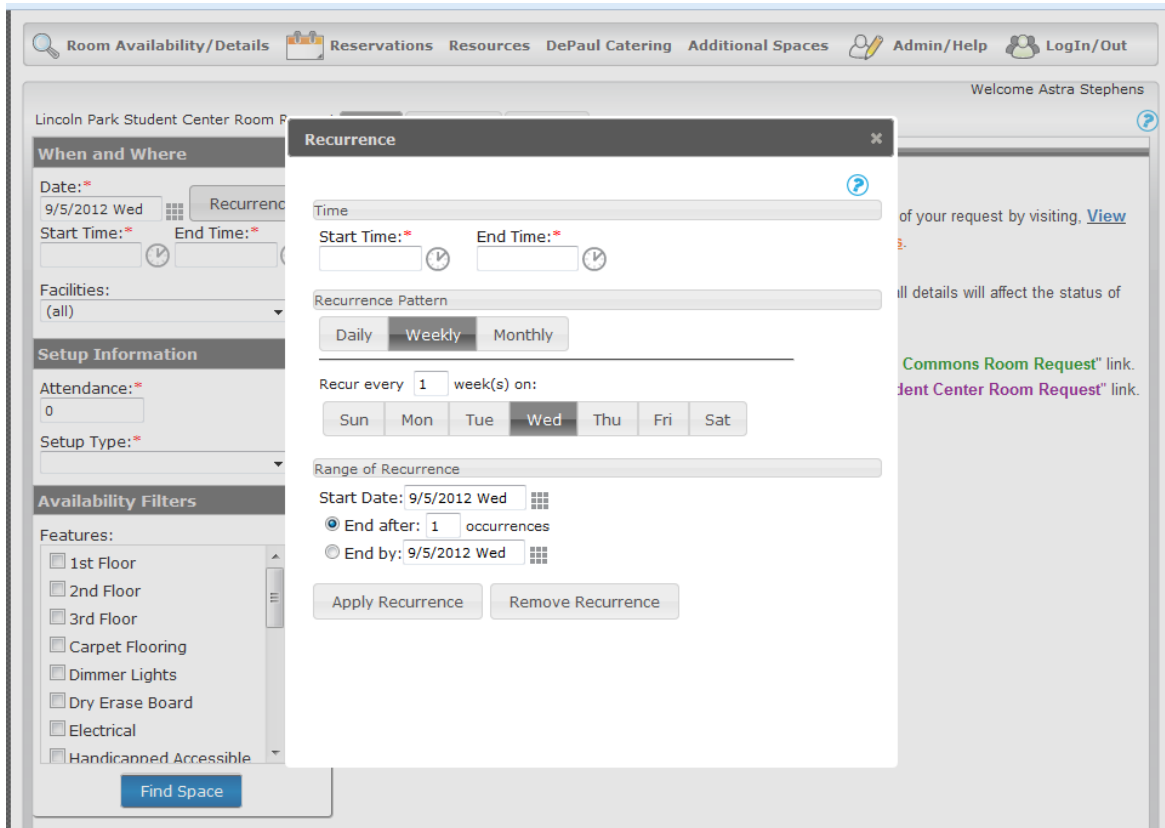
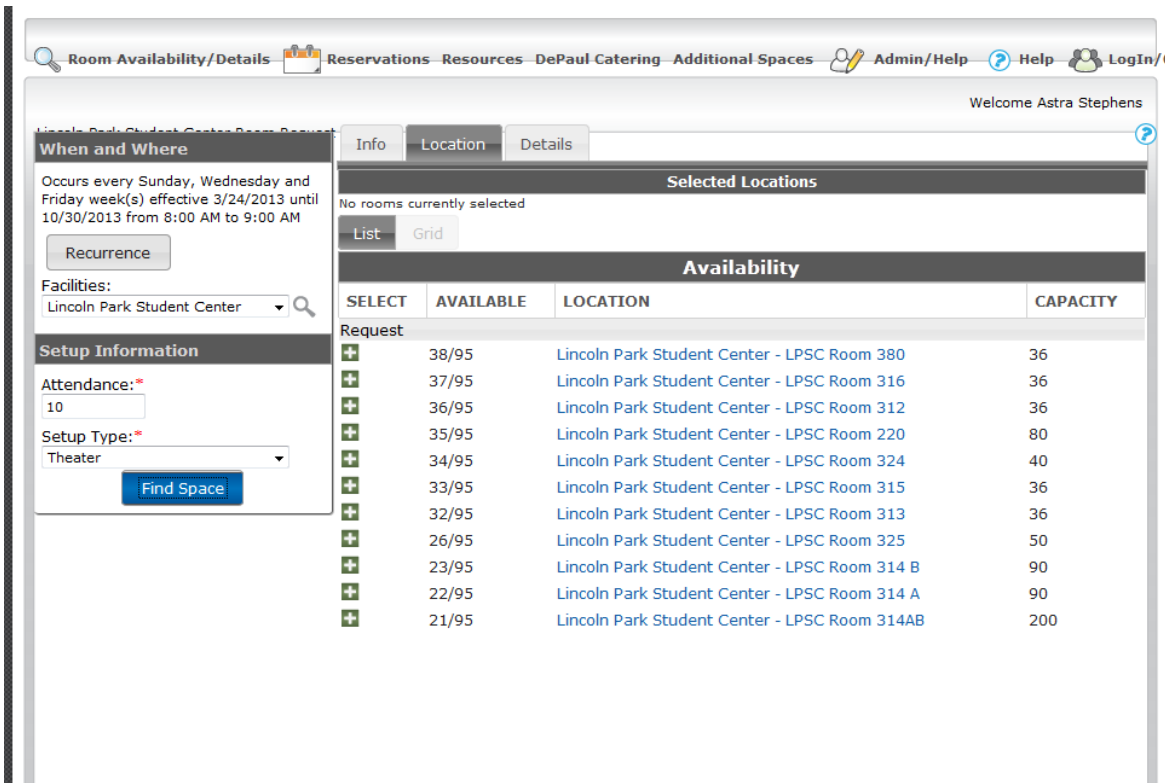


Figure 3-7: Recurring reservations process – number of dates available/number of requested occurrences



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

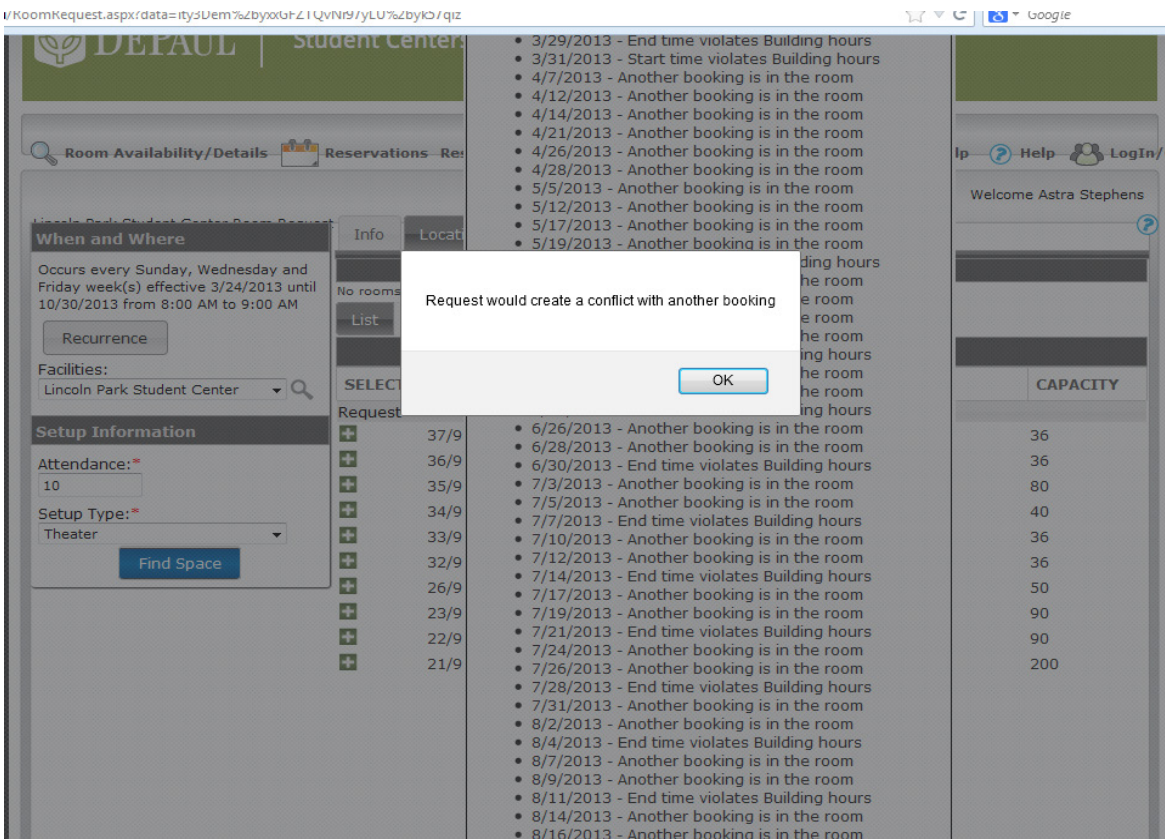
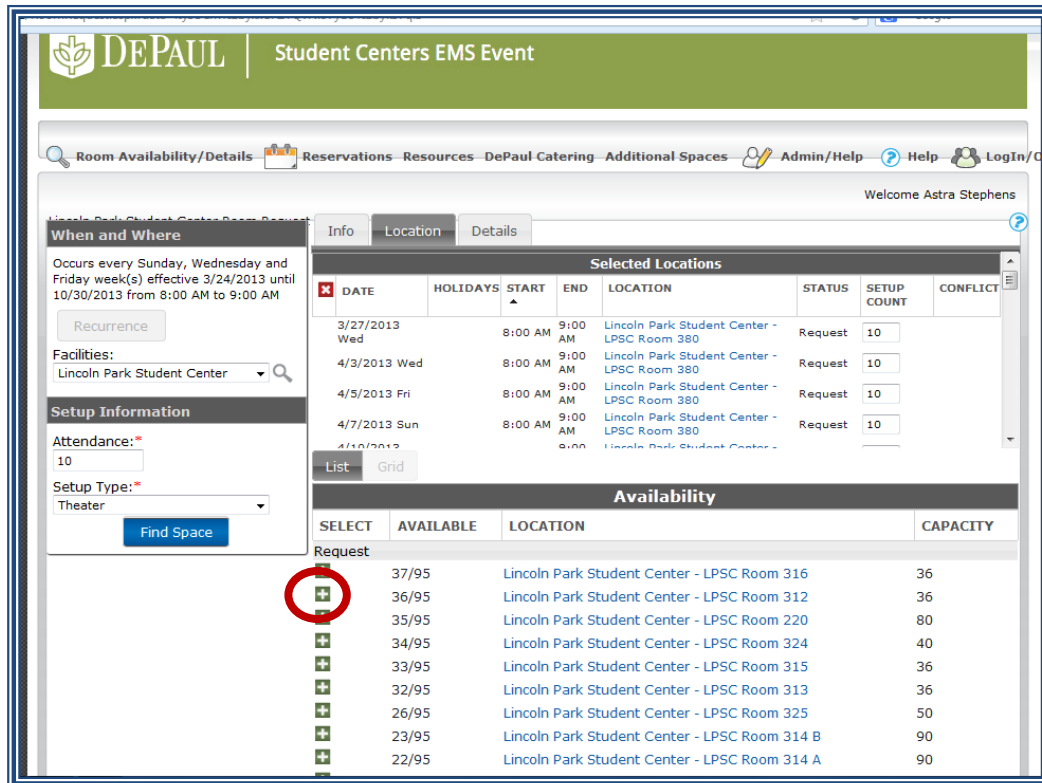


Figure 3-9: Recurring reservations process – additional spaces

Tips

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

Conflict: VEMS shows any conflicts 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*
- ☞ "Additional Information" tab – *event questions*
- ☞ "Attachments" tab – *pertinent event files (i.e. diagram, approved forms, etc.)*
- ☞ "Current" tab – *current and future reservations 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 option to add services (i.e. audio-visual 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

Figure 3.10: Reservation Summary (View My Request Page)

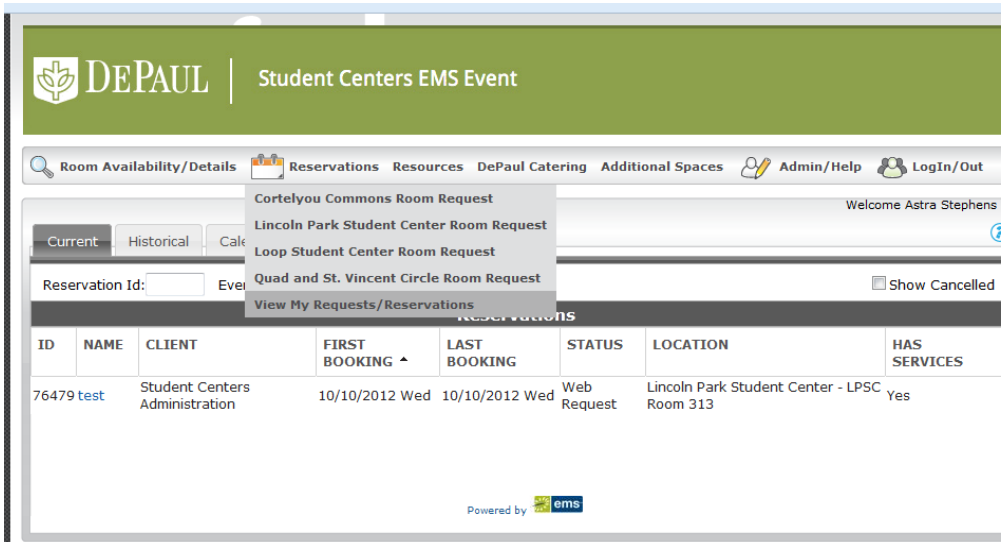
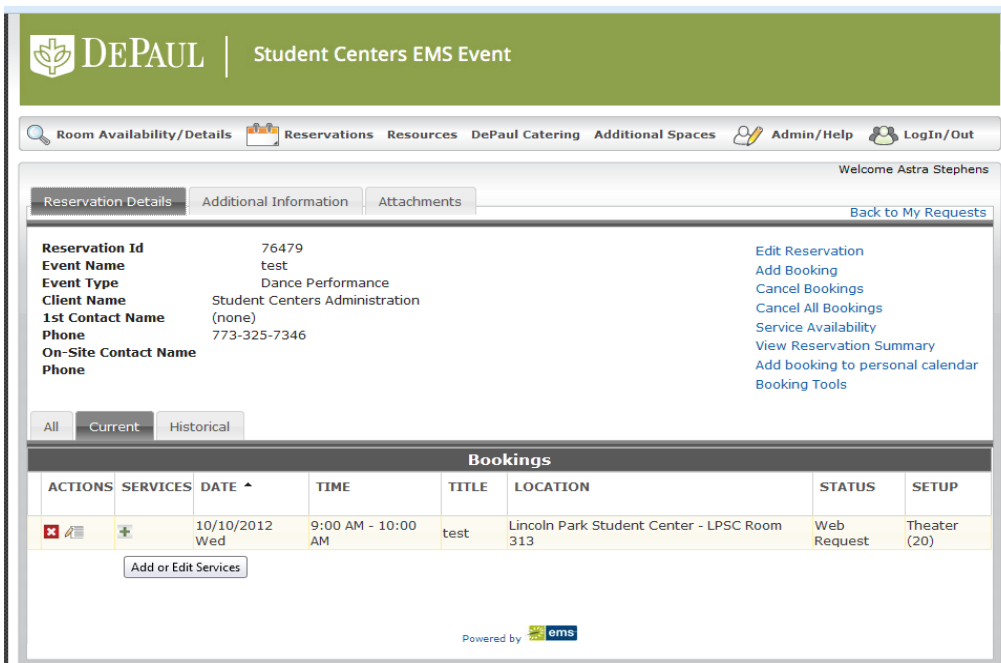


Figure 3.11: Reservation Summary (View My Request Page)



SERVICES

- ✎ To add audio-visual equipment or furniture (i.e. easels), you MUST add services through the . Writing the equipment in the setup notes of AV notes does not confirm equipment.

- ✎ To revise or cancel previously requested items, select the under "services".

ACTIONS


- ✎ To cancel existing reservations, select the under "actions"
- ✎ To edit existing reservations, select the pencil/paper icon under "actions"

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: <http://youtu.be/vPJzq8gTFLE> (OR) <HTTP://WWW.SCREENCAST.COM/T/WXPdd6IMCD5F> (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_dJYsyeVbv0uvk5IOAnIY_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
- ☞ Useful Paths:
 - 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).*