



Event Management Software (EMS) System

Virtual EMS User's Guide

Updated January 6, 2015



Logging into and out of VEMS

You can access VEMS through any standard Internet browser. The Stevens VEMS website is located at <https://emsweb.campus.stevens-tech.edu/VirtualEMS>

To log into VEMS

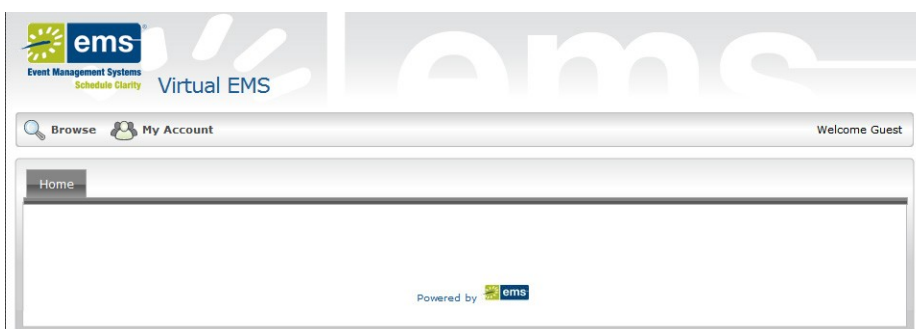
1. Open an Internet browser session.
2. In the browser's address field, enter the VEMS URL.



Stevens VEMS URL: <https://emsweb.campus.stevens-tech.edu/VirtualEMS>

The VEMS Default page opens.

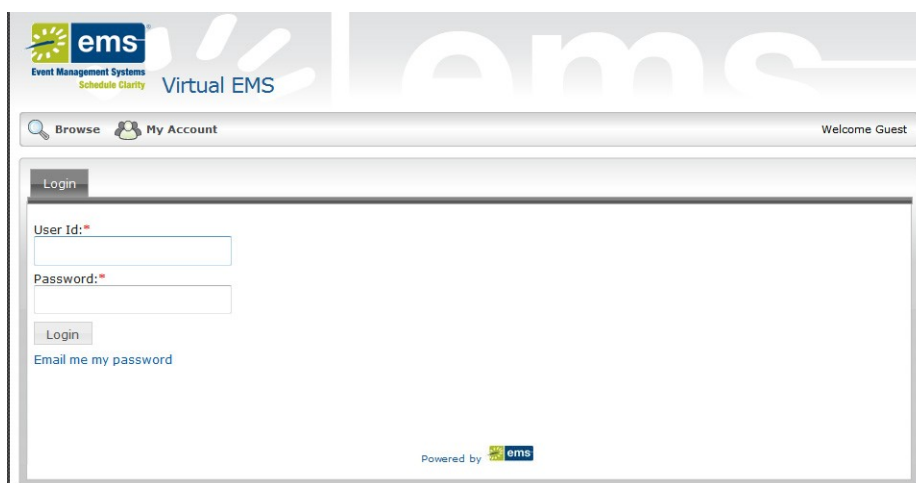
Figure 1-1: VEMS Home page



3. Under My Account, click Log In.

The VEMS Login page opens.

Figure 1-2: VEMS Login page



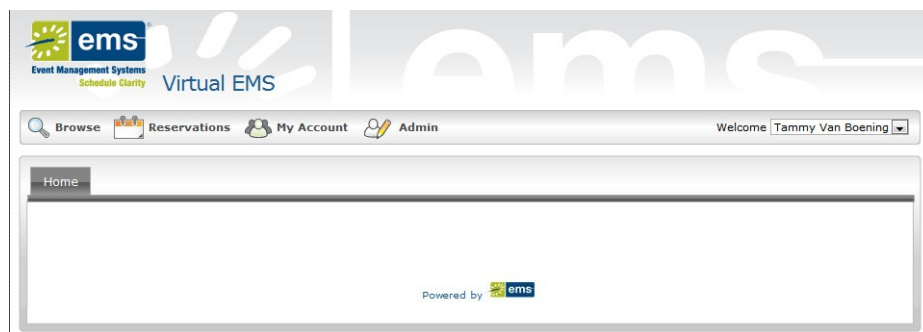
Getting Started with VEMS

4. In the User ID field, enter your Stevens username.
5. In the Password field, enter your Stevens password.
6. Click Login.

The toolbar on the VEMS Default page is updated with the following menu options—Browse, Reservations, My Account, and Admin. The My Account option is also displayed. In the upper right corner of the Default page, Welcome <User Name> is displayed.



Figure 1-3: VEMS Home page



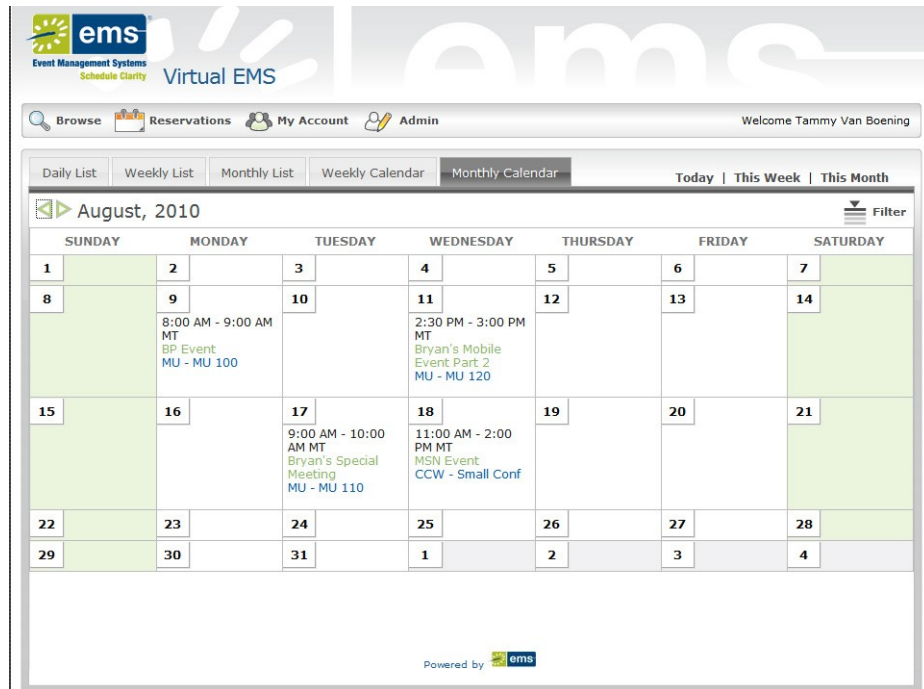
To log out of VEMS

Under My Account, click Log Out.

Browsing for Events

The Browse Events page in VEMS displays your organization's EMS events in a daily, weekly, or monthly view. To open the Browse Events page, under Browse, click Browse Events.

Figure 2-1: Browse Events page, Monthly Calendar view



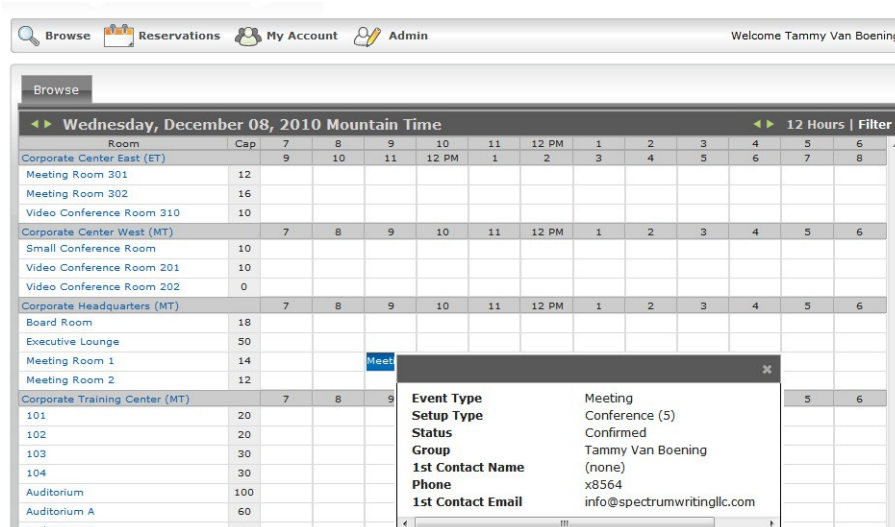
You can do the following on the Browse Events page:

- Change the page view.

Option	Description
Daily List	Events that are scheduled for the current day's date in a list view.
Weekly List	Events that are scheduled for the current week (weeks always begin on a Sunday) in a list view.
Monthly List	Events that are scheduled for the current month in a list view.
Weekly Calendar	Events that are scheduled for the current week (weeks always begin on a Sunday) in a calendar view.
Monthly Calendar	Events that are scheduled for the current month in a calendar view.

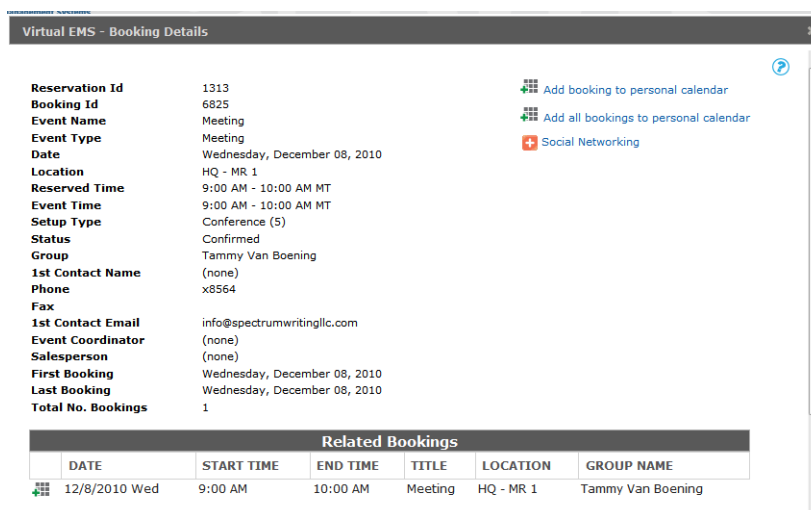
- Place your cursor over the event entry (in a Calendar view) or the event title (in a list view) to open the Event Details popup, which displays information for the event.

Figure 2-2: Event Details popup



- Click the Event Name/Title to open the Booking Details popup. The popup shows reservation details and related bookings. It also contains links for adding the selected booking to your personal calendar, adding all the bookings for the reservation to your personal calendar, and adding the booking to various social networking sites such as Facebook or Twitter.

Figure 2-3: Booking Details popup



- Click the Event Building-Room link to open a Location Details popup. Depending upon how your EMS administrator has configured your EMS application, the popup can show varying information about the event location, including the event building details (name, description, and/or notes), any images that have been associated with the building, detailed information for the event room (description, room type, setup type, features, floor map, availability, any user defined fields configured for the room), and any images that have been associated with the room.

Figure 2-4: Location Details popup

- Click Filter to open a Filters popup, and specify the information that is to be displayed on the Browse Events page.

Figure 2-5: Filters popup



If you select Save, and then click Apply, your filter settings are remembered the next time that you open the Browse Events page.

Browsing for Space

The Browse for Space page is a *read-only* page that displays all the rooms in your organization in which you can schedule an event along with the availability information for each room (based on the current day's date) in a grid view. To open the Browse Space page, under Browse, click Browse for Space.

Figure 2-9: Browse for Space page

Wednesday, December 08, 2010 Mountain Time		12 Hours Filter											
Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
Corporate Center East (ET)		9	10	11	12 PM	1	2	3	4	5	6	7	8
Meeting Room 301	12												
Meeting Room 302	16												
Video Conference Room 310	10												
Corporate Center West (MT)		7	8	9	10	11	12 PM	1	2	3	4	5	6
Small Conference Room	10												
Video Conference Room 201	10												
Video Conference Room 202	0												
Corporate Headquarters (MT)		7	8	9	10	11	12 PM	1	2	3	4	5	6
Board Room	18												
Executive Lounge	50												
Meeting Room 1	14			Meeting									
Meeting Room 2	12												
Corporate Training Center (MT)		7	8	9	10	11	12 PM	1	2	3	4	5	6
101	20												
102	20												
103	30												
104	30												
Auditorium	100												
Auditorium A	60												
Auditorium B	60												

You can do the following on the Browse for Space page:

- Place your cursor over an event entry to open the Event Details popup, which displays information for the event.

Figure 2-10: Event Details popup

Wednesday, December 08, 2010 Mountain Time		12 Hours Filter											
Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
Corporate Center East (ET)		9	10	11	12 PM	1	2	3	4	5	6	7	8
Meeting Room 301	12												
Meeting Room 302	16												
Video Conference Room 310	10												
Corporate Center West (MT)		7	8	9	10	11	12 PM	1	2	3	4	5	6
Small Conference Room	10												
Video Conference Room 201	10												
Video Conference Room 202	0												
Corporate Headquarters (MT)		7	8	9	10	11	12 PM	1	2	3	4	5	6
Board Room	18												
Executive Lounge	50												
Meeting Room 1	14			Meeting									
Meeting Room 2	12												
Corporate Training Center (MT)		7	8	9	10	11	12 PM	1	2	3	4	5	6
101	20												
102	20												
103	30												
104	30												
Auditorium	100												
Auditorium A	60												
Auditorium B	60												

Event Type Meeting

Setup Type Conference (5)

Status Confirmed

Group Tammy Van Boening

1st Contact Name (none)

Phone x8564

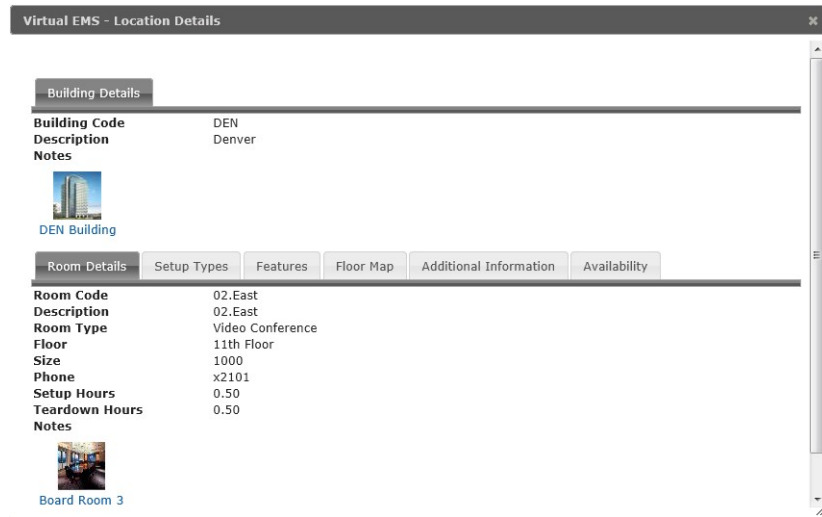
1st Contact Email info@spectrumwritingllc.com

Chapter 2

Browse Menu

- Click the Room Name to open the Location Details popup. Depending upon how your EMS administrator has configured your EMS application, the popup can show varying information about the event location, including the event building details (name, description, and/or notes), any images that have been associated with the building, detailed information for the event room (description, room type, setup type, features, floor map, and availability) and any images that have been associated with the room.

Figure 2-11: Location Details popup



Submitting a Request for a Space - Booking a Room

The Room Request page is organized into various sections to facilitate the [reservation process](#)—a When and Where pane (the left pane of the window) and two tabs—a Location tab and a Details tab.

Figure 3-1: Room Request page, Location tab

The screenshot displays the 'Book a Meeting Room' interface. The left pane, titled 'When and Where', contains the following sections:

- When and Where:** Includes fields for Date (3/20/2012 Tue), Start Time (8:00 AM), End Time (10:00 AM), Areas (all), Facilities (New York), and Time zone (Eastern Time).
- Setup Information:** Includes Attendance (0) and Setup Type (Conference).
- Availability Filters:** Includes Room Type (all), Floor (all), and Features (Data Projector/Screen, Polycom).

A 'Find Space' button is located at the bottom of the left pane. The right pane, titled 'Selected Locations', shows 'No rooms currently selected' and includes tabs for 'List', 'Grid', and 'Floor Map'. The top navigation bar includes links for Browse, Reservations, My Account, Admin, and Help, along with a welcome message for Tammy Van Boening. The EMS logo is visible in the top left corner.

You enter the information to search for available rooms in the When and Where pane and you view the results of the search on the Location tab. You enter information for the event on the Details tab.

To submit a request for space - booking a room

1. Under Reservations, click a reservation option.

The Room Request page opens.



Because VEMS is so highly configurable, the options that are outlined in the remainder of this procedure might or might not be present. In addition, certain labels might have been renamed in your implementation of VEMS. For example, "group" might have been relabeled to "client," "employee," or "department," event might have been relabeled "Meeting," and so on. Required fields are marked with a red asterisk ().*

2. In the When and Where (left) pane of the page, do the following to search for a room or rooms in which the event is to take place:



Depending on how your EMS administrator has configured your organization's, Room Request template, you might see different fields, or you might not see some of these fields displayed at all.

- Enter your date and time criteria.
- On the Areas dropdown list, leave the default value of (all) areas as is, or select a specific area to search.



Areas are available only in EMS Enterprise. Areas are not available in EMS Professional.

- On the Facilities dropdown list, select (all) buildings, or select a specific building or view to search.
- Select a time zone.



Multiple time zones are available only in EMS Enterprise. Only a single time zone is available in EMS Professional.

- 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.
3. In the Setup Information section, enter your attendance and setup type.
 4. 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.

5. 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), and if available, on a Floor Map 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.



It might be possible to specify the default values for some of these options, including the default view (List or Grid) for the search results. See [“Setting Default Values for Room Requests”](#) on page 70.



A room that you can “reserve” is automatically booked for the event and no approval is required. A room that you can “request” must be approved by an EMS reservation coordinator.



An option might be available to create a list of favorite rooms from which to make a selection. This list of favorites is displayed in the Facilities dropdown list on the Room Request page. See [“Creating a List of Favorite Rooms”](#) on page 72.

Figure 3-2: Room Request page, List view

The screenshot shows the 'Book a Meeting Room' page in the EMS system. The left sidebar contains search filters under 'When and Where', 'Setup Information', and 'Availability Filters'. The main area shows 'Selected Locations' with a table of available rooms.

When and Where

Date: 3/22/2012 Thu
Start Time: 8:00 AM
End Time: 10:00 AM
Areas: (all)
Facilities: Denver
Time zone: Mountain Time

Setup Information

Attendance: 10
Setup Type: (no preference)

Availability Filters

Room Type: (all)
Floor: (all)
Features: Data Projector/Screen, Polycom


Selected Locations

No rooms currently selected

Availability

SELECT	AVAILABLE	LOCATION	TIME ZONE	CAPACITY	PRICE
Request					
+	1/1	Denver - 02.West	MT	16	
+	1/1	Denver - 02.East	MT	10	100.00

6. Do one of the following to select a room:

- Click the Add icon  next to the room in either the list or grid view.
- Click the Available Room icon for the room in the Floor Map view, and then click Reserve in the Room Details message that opens.



If you are scheduling a video conference, you might be required to specify a host location. If this option is available when you add a room to the booking, the room is automatically selected as the video conferencing host. After you add all the needed rooms, you can select the appropriate room to be the video conferencing host. You can select only one room per building. You might also have the option of specifying the setup count for each room.



Depending on how your EMS administrator has configured the room, an alert might open when you select the room. After you read the alert, click OK to close the alert and continue with room selection.

The following results are possible:






- If you select a location that is available for all the event dates, then the selected location is displayed at the top of the Location tab. Continue to [Step 7](#).

Figure 3-3: Selected room displayed on Location tab

Location

Details

Selected Locations

	DATE	HOLIDAYS	START ^	END	LOCATION	STATUS	SETUP COUNT	CONFLICT
	7/3/2012 Tue		8:00 AM	10:00 AM	Denver - 02.West	Request	10	
	7/10/2012 Tue		8:00 AM	10:00 AM	Denver - 02.West	Request	10	
	7/17/2012 Tue		8:00 AM	10:00 AM	Denver - 02.West	Request	10	
	7/24/2012 Tue		8:00 AM	10:00 AM	Denver - 02.West	Request	10	
	7/31/2012 Tue		8:00 AM	10:00 AM	Denver - 02.West	Request	10	

List

Grid

Floor Map

- If you select a location that is not available for all the event dates, then a message opens indicating this. Click OK to close the message and return to the Location tab. The selected location is displayed at the top of the Location tab and an option to search remaining dates is displayed at the bottom of the When and Where pane. Use this option as needed to fulfill all the event dates, and then continue to [Step 7](#).

Figure 3-4: Option to search for additional rooms

Availability Filters

Room Type:

(all)

Floor:

(all)

Features:

☐ Data Projector
 ☐ Polycom

Find Space

Search Remaining Dates

Chapter 3

Reservations Menu

7. Optionally, do one or both of the following; otherwise, continue to [Step 8](#).
 - Click the name of any room that you selected for the event to open the Location Details popup, and then open the Availability tab on this popup to view the room's availability in either a Daily or Weekly view.
 - In the Availability grid, click and hold the left mouse button, drag the mouse to schedule the room for another date and time on a selected day, and then release the mouse button to select the room.

You can schedule only one day at a time on the Availability tab. You cannot multi-select days. As you drag the mouse, the cursor changes to a double-headed arrow and a blue vertical bar is displayed.




8. Click the option that indicates you have read and agree to the Terms and Conditions for reserving the room, and then click Continue.

The Details tab opens. You use the options on this page to enter the event details.

Figure 3-5: Room Request page, Details tab


9. Enter the information for the event.

When you are entering the event details, note the following:

- Required fields are marked with a red asterisk (*). At minimum, you must enter the event name, the event type, and the group details.
- Some fields in the Group section might be automatically populated with your group/department information. You can modify this information. If a Search icon  is present, then you can search for a group/contact record for the event.
- If contacts are available for a group, you can specify which contact is to be the default contact for the group, and you can inactivate any contact for the group.
- You might have the option of answering additional questions, or you might be required to answer these questions when booking the room, and/or you might have the option of entering reservation-level comments. These questions and comments are displayed in an Other Information section.
- You might have the option of attaching files to the room request. If so, then an Attachments section is displayed on the Details tab. The allowed file attachment formats are .csv, .doc, .gif, .pdf, .txt, .xls, .xlsx, and .tif.
- You might have the option of booking services for the event. If so, then a Service section is displayed on the Details tab.



Depending on how your EMS administrator has configured the service, an alert might open when you select the service. After you read the alert, click OK to close the alert and continue with adding the event details.

- You might be required to specify billing information. You can manually enter the billing information, or if a Search icon  is present, then you can search for the information.
- You might be required to read and agree to Terms and Conditions. If so, you can click View to review the Terms and Conditions before you accept them.

10. Click Submit Reservation.

The Reservation Summary page opens. See [“The Reservation Summary Page” on page 53](#).



Depending on how your EMS administrator has configured your EMS implementation, when the Reservation Summary page opens after you submit a reservation request, a Reservation Summary email might be automatically generated and sent to you.

Viewing your Requests

The Reservations menu provides an option for all the requests for spaces and/or services that you have ever made in VEMS. You can select a specific request from this page for more detailed viewing and for editing if needed. To open the Requests page, under Reservations, click View My Requests. When the page first opens, the Current tab is the active tab. This page lists all your requests that have an event start date that is greater than or equal to the current day's date.

Figure 3-17: Requests page, Current tab

ID	NAME	GROUP	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
21264	Meeting	ATL Facilities	3/20/2012 Tue	3/29/2012 Thu	Confirmed	New York - Collaboration Room 1	Yes
21262	Meeting	Evans, Dean	6/25/2012 Mon	6/25/2012 Mon	Request	Denver - 02.West	Yes
21260	Meeting	Evans, Dean	7/3/2012 Tue	7/31/2012 Tue	Request	Denver - 02.West	Yes
21263	2012 TDF Time Trial Live Watch Stage	Evans, Dean	7/23/2012 Mon	7/23/2012 Mon	Request	Denver - 02.West	Yes

You can carry out the following actions from the Requests page:

- To view the list of requests in a Calendar view, open the Calendar tab.
- To search for a reservation, enter a reservation ID in the Reservation ID field and/or a search string in the Event Name field, and then click Quick Search.



*Your search is limited to the exact order of the characters in the string, but the string is not case-sensitive and it can appear anywhere in the search results. For example, a search string of **ed** returns the College of **E**ducation Seminar, **E**d Smith fundraiser, Health Center **E**ducation Training, and so on.*

- To view all requests that have a date older than the current day's date, open the Historical tab.
- To open a selected reservation for viewing and/or editing on the Reservation Summary page, click the name of the reservation. See [“The Reservation Summary Page” on page 53.](#)

The Reservation Summary Page

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. In both cases, the Reservation Details tab is the active tab. The Reservation Details tab on the Reservation Summary page displays summary information for the selected reservation and all its bookings as well as any services that were requested for the bookings.

Figure 3-18: Reservation Summary page, Reservation Details tab

The screenshot displays the 'Reservation Details' tab of the Reservation Summary page. The top navigation bar includes links for Browse, Reservations, My Account, Admin, and Help, along with a welcome message for Tammy Van Boening. The main content area is divided into three tabs: Reservation Details (active), Additional Information, and Attachments. The Reservation Details tab shows the following information:

- Reservation Id:** 21263
- Meeting Name:** 2012 TDF Time Trial Live Watch Stage
- Meeting Type:** Meeting - Internal
- Cost Center Number:** 22.2222
- Department Code:**
- Group Name:** Evans, Dean
- 1st Contact Name:** (none)
- Phone:**
- 2nd Contact Name:**
- Phone:**

On the right side of the details, there is a list of actions: Edit Reservation, Add Booking, Cancel Services, Cancel Bookings, Cancel All Bookings, Service Availability, View Reservation Summary, Add booking to personal calendar, Booking Tools, and Edit Additional Information. Below the details, there are three tabs: All, Current (selected), and Historical. The 'Current' tab displays a table of bookings:

ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
		7/23/2012 Mon	6:00 PM - 11:00 PM MT	2012 TDF Time Trial Live Watch Stage	Denver - 02.West	Request	(none) (50)

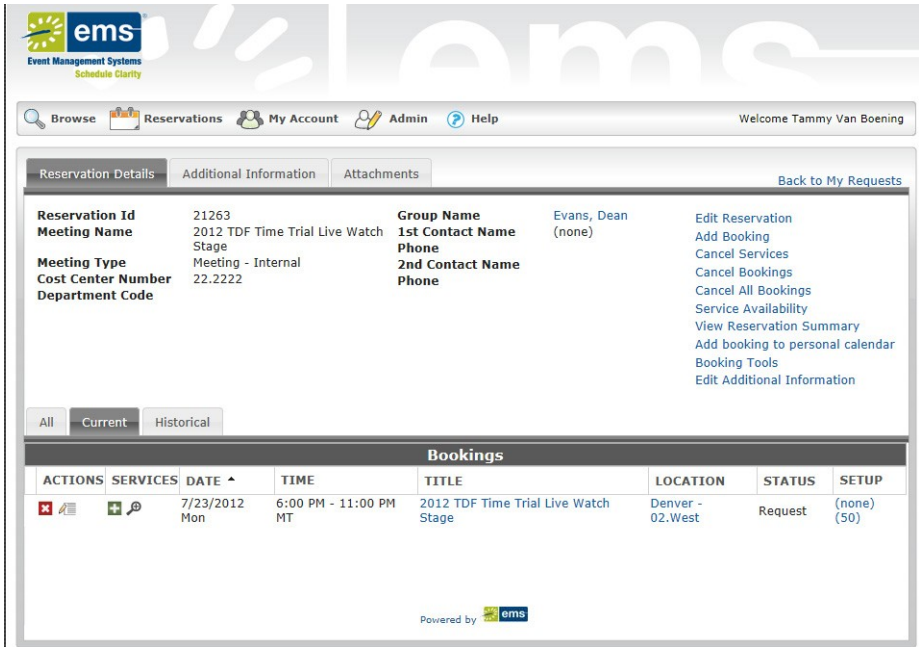
At the bottom of the page, it says 'Powered by ems'.

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. See:

- “Reservation Details tab” on page 54.
- “Additional Information tab” on page 55.
- “Attachments tab” on page 56.
- “Current tab” on page 57.

Reservation Details tab

Figure 3-19: Reservation Summary page, Reservation Details tab



The Reservation Details tab displays detailed summary information (the Reservation ID, the Event Name, the Event Type, and so on) for the selected reservation and all its bookings as well any services that were requested for the bookings. The following links are displayed on the Reservation Details tab. Click a link to carry out the indicated action.

Link	Description
Edit Reservation	Update event and/or group details.
Manage Attendees	Add or remove attendees. (Available only if using the optional Plan a Meeting (PAM) module.)
Add Bookings	Add a booking to the reservation. See “Submitting a Request for a Space - Booking a Room” on page 30.
Cancel Services	Cancel selected services for all bookings in the reservation. Note: You can also cancel selected services for one or more bookings in a reservation on the Current tab. See “Current tab” on page 57.
Cancel Bookings	Cancel selected bookings for the reservation. Note: You can also cancel selected bookings on the Current tab. See “Current tab” on page 57.
Cancel All Bookings	Cancel all bookings for the reservation.
Service Availability	Opens a Service Availability message in which you can view the buildings for which the service is allowed as well as any booking rules for the service.

Link	Description
View Reservation Summary	Provides a summary of the selected reservation, all its bookings, and any resources/services that were ordered. Three views are available—Detail, Summary, and Mobile Friendly. The summary also contains an Email Option for emailing the summary to one or more recipients.
Add booking to personal calendar	Adds the reservation and all its bookings to your personal calendar.
Booking Tools	Provides options for editing multiple bookings (date and time) for the reservation.
Edit Additional Information	Provides the option for modifying your answers to any questions or modifying any comments for the reservation.

Additional Information tab

Figure 3-20: Reservation Summary page, Additional Information tab

ems Event Management Systems Schedule Clarity

Browse Reservations My Account Admin Help Welcome Tammy Van Boening

Reservation Details **Additional Information** Attachments [Back to My Requests](#)

• Would you like someone from Meeting Services to assist you with this meeting/event?
• No

All Current Historical

Bookings								
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP	
		7/23/2012 Mon	6:00 PM - 11:00 PM MT	2012 TDF Time Trial Live Watch Stage	Denver - 02.West	Request	(none) (50)	

Powered by ems

The Additional Information tab is displayed only if you had the option to answer questions or were required to answer questions when making the reservation request, and/or you had the option of entering comments for the reservation. The tab is a view-only tab and it displays the questions and your answers, if any, to these questions, as well as any comments that you entered for the reservation.



To modify the answers to any questions that are displayed on this tab, you must open the Reservation Details tab, and then click the Edit Additional link. See “Reservation Details tab” on page 54.

Attachments tab

Figure 3-21: Reservation Summary page, Attachments tab

The screenshot displays the EMS (Event Management Systems) interface. At the top, there's a navigation bar with links for Browse, Reservations, My Account, Admin, and Help. The user is logged in as Tammy Van Boening. The main content area is divided into tabs: Reservation Details, Additional Information, and Attachments. The Attachments tab is active, showing a table of attachments. Below the table is an 'Attach File' button and tabs for 'All', 'Current', and 'Historical'. Below the attachments section is a 'Bookings' section with a table showing reservation details.

FILE NAME	DESCRIPTION	FILE NAME	NOTES
	LocationDetails_popup.png	LocationDetails_popup.png	
	Groups.xls	Groups.xls	

Attach File

All Current Historical

Bookings							
ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
		7/23/2012 Mon	6:00 PM - 11:00 PM MT	2012 TDF Time Trial Live Watch Stage	Denver - 02.West	Request	(none) (50)

Powered by


The Attachments tab is displayed if you had the option of attaching files to the room reservation request. This tab displays the following information for each attachment—the attachment description, the attachment file name, and any notes that were entered for the attachment. You can do the following on this tab:

- To delete an attachment from a reservation or request, click the Delete icon next to it.
- To attach another file to the reservation or request, click Attach File. A dialog box opens in which you can browse to and select the attachment. (Allowed attachment formats are .csv, .doc, .gif, .pdf, .txt, .xls, .xlsx, and .tif.)

Current tab






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 (bookings with a date before the current day's date) for the selected reservation.

Figure 3-22: Reservation Summary page, Current tab


Bookings								
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP	
 	 	7/3/2012 Tue	8:00 AM - 10:00 AM MT	Meeting	Denver - 02.West	Request	(none) (10)	
 		7/10/2012 Tue	8:00 AM - 10:00 AM MT	Meeting	Denver - 02.West	Request	(none) (10)	
 		7/17/2012 Tue	8:00 AM - 10:00 AM MT	Meeting	Denver - 02.West	Request	(none) (10)	
 		7/24/2012 Tue	8:00 AM - 10:00 AM MT	Meeting	Denver - 02.West	Request	(none) (10)	
 		7/31/2012 Tue	8:00 AM - 10:00 AM MT	Meeting	Denver - 02.West	Request	(none) (10)	

Powered by 

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 58](#).
- To add services (attendees/visitors, setup notes, resources with service orders and/or resources without service orders) to a booking, click the Add/Edit Services icon  next to it, and then continue to [“To add services for a booking” on page 58](#).
- To edit and/or cancel (delete) services (attendees/visitors, setup notes, resources with service orders and/or resources without service orders) for a booking, click the Add/Edit Services icon  next to it, and then continue [“To edit and/or cancel services for a booking” on page 61](#).
- To view services for a booking, click the View Services icon  next to it.

To edit a booking

After you click the Edit Booking icon  next to the booking that you are editing, a Request page opens.



The Request page that opens depends upon the type of booking that you are editing—a booking for reserving a room, a booking for requesting a room, or a booking for services only.

1. Edit the information for the booking as needed.



Required fields are marked with a red asterisk ().*

2. At the bottom of the Request page, click Update Booking.

A message opens indicating that the booking was successfully updated.

3. Click OK.

The message closes. You return to the Reservation Summary page with the new or modified information for the booking displayed.

To add services for a booking


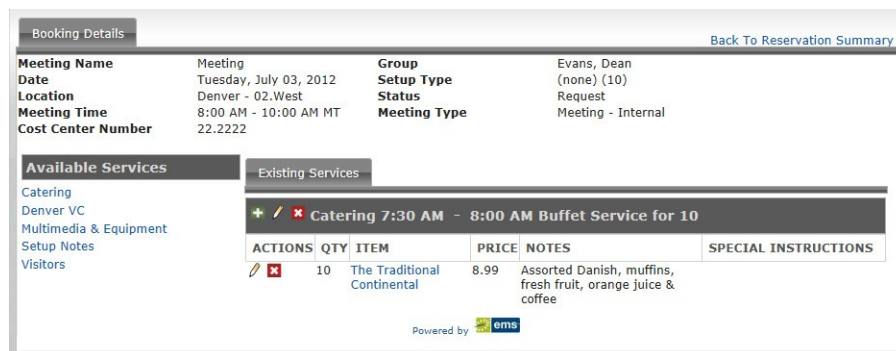
After you click the Add/Edit Services icon  next to a booking, the Booking Details tab opens. This tab displays not only summary information for the booking (event name, event date, location, and so on), but also the services that are available for adding to the booking (Available Services tab) and the services that you have already added to the booking (Existing Services tab).

Figure 3-23: Booking Details tab



The screenshot shows the 'Booking Details' tab with a 'Back To Reservation Summary' link. The booking summary includes:

Meeting Name	Meeting	Group	Evans, Dean
Date	Tuesday, July 03, 2012	Setup Type	(none) (10)
Location	Denver - 02.West	Status	Request
Meeting Time	8:00 AM - 10:00 AM MT	Meeting Type	Meeting - Internal
Cost Center Number	22.2222		

Below the summary are two tabs: 'Available Services' and 'Existing Services'.


Available Services:

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

Existing Services:

Catering 7:30 AM - 8:00 AM Buffet Service for 10

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
	10	The Traditional Continental	8.99	Assorted Danish, muffins, fresh fruit, orange juice & coffee	

Powered by 

1. On the Available Services tab, click the link for the type of service that you are adding to the booking.

The Available Services tab is refreshed with options based on the type of service that you are adding.

- If you are adding resources with service orders, catering (food) services, resources without service orders, setup notes and/or a room charge, go to [Step 2](#).
 - If you are adding attendees/visitors, then go to [Step 3](#).
2. Enter the necessary information for the services that you are adding to the booking, and then at the bottom of the page, click Save.



Required fields are marked with a red asterisk (). Depending on the booking detail that you are adding, you might have to supply additional information such as the start and end times, the estimated count, and so on. You might also have to answer service-specific questions, and/or have to agree to Terms and Conditions.*

The Available Services tab closes. You return to the Booking Details tab.

- If the reservation for which you edited the booking has but this single booking, then a message opens indicating that your request was completed successfully. Click OK to close the message and remain on the Booking Details tab. The newly added booking detail is displayed on the Existing Services tab.
- If the reservation for which you edited the booking has multiple bookings, then do one of the following:
 - To add the booking detail to just this selected booking, click Do Not Apply to Additional Bookings. You remain on the Booking Details tab. The newly added booking detail is displayed on the Existing Services tab.
 - To add the booking detail to one or more of the other bookings in the reservation, select the appropriate bookings (to select all the remaining bookings in a single step, select the blank checkbox in front of the Date column heading), and then click Save. A message opens indicating that your request was completed successfully. Click OK to close the message. You remain on the Booking Details tab. The newly added booking detail is displayed on the Existing Services tab.



Any resource conflicts are marked with a Warning icon and highlighted in red. See [Figure 3-24](#) below.

Figure 3-24: Resource conflict indicated

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		7/3/2012 Tue	8:00 AM - 10:00 AM MT	Meeting	Denver - 02.West	Request	(none) (10)
		7/10/2012 Tue	8:00 AM - 10:00 AM MT	Meeting	Denver - 02.West	Request	(none) (10)
		7/17/2012 Tue	8:00 AM - 10:00 AM MT	Meeting	Denver - 02.West	Request	(none) (10)

Chapter 3

Reservations Menu

3. For *each* attendee/visitor that you are adding to the booking, enter the necessary information, and then click Save.



Required fields are marked with a red asterisk ().*

You remain on the Attendees/Visitor page.

4. *After* you add all necessary attendees/visitors, do one of the following:
 - If the reservation for which you edited the booking has but this single booking, then click Back to Reservation Summary page.
 - If the reservation for which you edited the booking has multiple bookings, then do one of the following:
 - To add the booking detail to just this selected booking, click Back to Reservation Summary page.
 - To add the booking detail to one or more of the other bookings in the reservation, click Add to Additional Bookings. You return to the Booking Details tab. Select the appropriate bookings (to select all the remaining bookings in a single step, select the blank checkbox in front of the Date column heading), and then click Save. You remain on the Booking Details tab. The newly added booking detail is displayed on the Existing Services tab.

To edit and/or cancel services for a booking


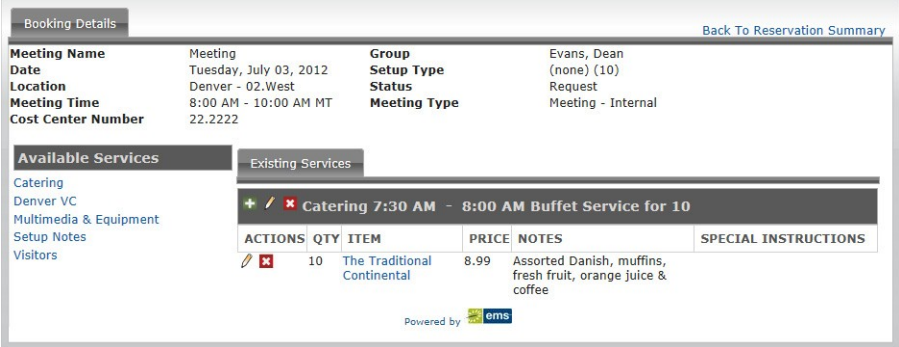
After you click the Add/Edit Services icon  next to a booking, the Booking Details tab opens. This tab displays not only summary information for the booking (event name, event date, location, and so on), but also the services that are available for adding to the booking (Available Services tab) and the services that have already been added to the booking (Existing Services tab).



Figure 3-25: Booking Details tab




The screenshot shows the 'Booking Details' tab with a 'Back To Reservation Summary' link. The booking information is as follows:






Meeting Name	Meeting	Group	Evans, Dean
Date	Tuesday, July 03, 2012	Setup Type	(none) (10)
Location	Denver - 02.West	Status	Request
Meeting Time	8:00 AM - 10:00 AM MT	Meeting Type	Meeting - Internal
Cost Center Number	22.2222		

Below the booking information are two tabs: 'Available Services' and 'Existing Services'. The 'Existing Services' tab is active, showing a service: 'Catering 7:30 AM - 8:00 AM Buffet Service for 10'. Below this service is a table with columns: ACTIONS, QTY, ITEM, PRICE, NOTES, and SPECIAL INSTRUCTIONS.

ACTIONS	QTY	ITEM	PRICE	NOTES	SPECIAL INSTRUCTIONS
 	10	The Traditional Continental	8.99	Assorted Danish, muffins, fresh fruit, orange juice & coffee	

At the bottom right, it says 'Powered by  ems'.

You have the following options for editing and/or canceling (deleting) the services for a booking:

- To add a new item to a service, click the New Item icon  for the service.
- To edit the service, for example, the start and stop times for a Catering service, click the Edit icon  for the service.
- To cancel (delete) the service (which deletes all items in the service), click the Cancel Service Order icon  for the service.
- To edit a single item for a service, for example, the quantity and/or special instructions for an item, click the Edit Item  icon next to the item.
- To cancel (delete) a single item for a service, click the Cancel Item icon  next to the item.

Working with the Mobile Version of VEMS

If you access VEMS from a mobile device, you are redirected to the VEMS mobile version.

Figure 5-1: VEMS mobile version, Home page

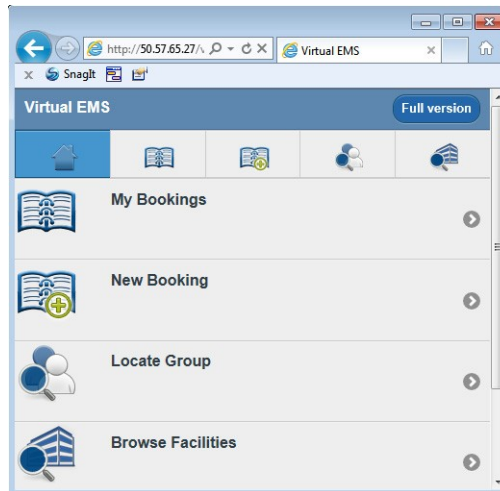








Table 5-1: Icons on the Mobile VEMS Home page

Icon	Description
	Click the Home icon at any time to return to the Mobile VEMS Home page.
	Click the My Bookings icon to open a page on which you can view all the bookings that you have made in VEMS.
	Click the New Bookings icon to open a page on which you can enter bookings in VEMS.
	Click the Groups icon to open a page that lists all the groups for which you can make a booking in VEMS. You can also search for groups on this page.
	Click the Browse Facilities icon to open a page that lists all the facilities that you can book in VEMS. You can also search for facilities on this page. Note: A Map icon  might be displayed next to a facility. Click this icon to view the location of the facility on a map.