



# Virtual Ems – User Guide

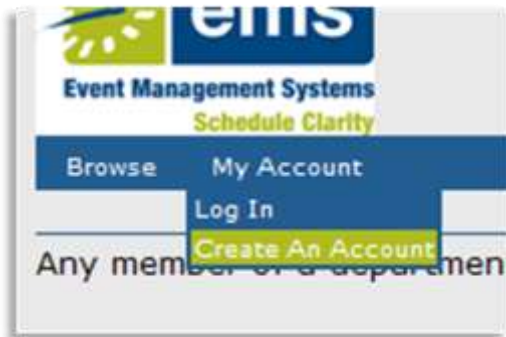
Welcome to the Virtual EMS User Guide! This guide will assist you in requesting space using the Virtual EMS online reservation system. Please read the selections below to assist you with any questions. If your question is not answered within this guide, please contact the Campus Information Center at (312) 567-3700 or email [reservations@iit.edu](mailto:reservations@iit.edu) for further assistance.

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## Logging onto VEMS

To log onto Virtual EMS, visit <http://reservations.iit.edu>

## Registering an account for VEMS



- **Faculty and Staff**

Registration for faculty and staff can be found by clicking “Create an Account” under the “My Account” menu.

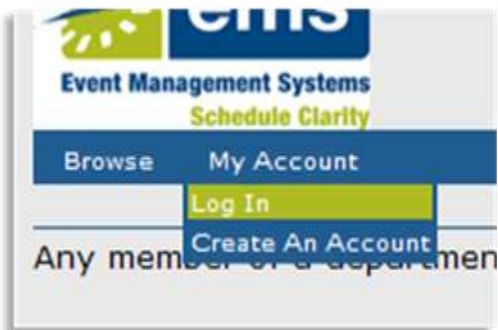
Follow the instructions on the screen to request an account. Your request will be processed within 2 business days.

- **Student Organization**

Student Organizations every semester must be registered with the Office of Student Activities (OSA). On the OSA registration form, up to 3 students can be designated to reserve rooms for the organization. Each of those individuals can register to obtain their own personal account to use Virtual EMS. If any of those individuals have been designated to reserve rooms on behalf of multiple organizations, they can do so through their one Virtual EMS account.

The designated representatives can follow the directions for Faculty and Staff members to register an account.

## Logging into your account



To log into an existing account, click “Log In” under the “My Account” menu.

On the following page, enter your email address and password determined when registering your account and click “Log In”.

If you forgot your password, enter your email address and click “Email me my password”.

## Creating a New Reservation

To create a new reservation click “Room Request” under the “Reservations” menu.



For a single day event, type the date needed or select using the calendar icon next to the Date field, complete start and end times (make sure am/pm is correct), estimate your attendance and select a setup type.

A screenshot of the Room Request form. The form is divided into several sections: 'Appointment Time', 'Recurrence Pattern', 'Range of recurrence', 'Location Information', 'Setup Information', and 'Show Results As'. In the 'Appointment Time' section, the Date is set to 7/10/2006 Mon, Start Time to 12:00 AM, and End Time to 12:00 AM. The 'Recurrence Pattern' section shows 'Recur every 1 week(s) on:' with checkboxes for Sunday through Saturday. The 'Range of recurrence' section has 'End after: 10 occurrences' selected. The 'Location Information' section has a 'Building:' dropdown menu set to '(all)'. The 'Setup Information' section has 'Attendance:' set to 0 and a 'Setup Type:' dropdown menu. The 'Show Results As' section has a 'List' dropdown menu and a 'Search' button. A 'Your Cart' box in the top right corner shows '0 items' and a 'View' button.

For a multiple day event, select the recurrence (Daily, Weekly, Monthly or Random). After selecting the recurrence category, complete the Recurrence Pattern and Range of Recurrence information. After selecting the necessary dates, enter the Start Time and End time (Make sure you select am/pm correctly). Next, enter the Attendance and Setup Type. Additionally, you can select a preferred building at this time, narrowing your search results. Only rooms that can accommodate your request will be displayed.

Click search and the system will display a listing of available rooms that meet your location, attendance, and setup requirements on at least one of the dates and times requested. Rooms that are available to be requested are shown in *italics*. The entry in the availability column (ex.

Type	Available	Building	Room
Request	5/5	McCormick Tribune Campus Cntr.	Student Conference Room
Request	5/5	McCormick Tribune Campus Cntr.	University Club Meeting Room 605
Request	5/5	McCormick Tribune Campus Cntr.	University Club Dining (Main Floor)
Request	4/5	McCormick Tribune Campus Cntr.	University Club Meeting Room 606
<b>Date</b>		<b>Status</b>	
Request	7/19/2006 Wed	McCormick Tribune Campus Cntr.	Booking Conflict
Request	7/19/2006 Wed	McCormick Tribune Campus Cntr.	Booking Conflict
Request	7/20/2006 Thu	McCormick Tribune Campus Cntr.	Booking Conflict
Request	3/5	McCormick Tribune Campus Cntr.	Ephraim Meeting Room
Request	2/5	McCormick Tribune Campus Cntr.	LaSalle Bank Executive Conference Room
Request	1/5	McCormick Tribune Campus Cntr.	Meeting Room 704
Request	1/5	McCormick Tribune Campus Cntr.	Meeting Room 705
Request	1/5	McCormick Tribune Campus Cntr.	Meeting Room 706

3/5) indicates the number of dates available (3) over the dates requested (5). To get specific information on the availability of a specific room, click this entry. In situations where one room cannot accommodate all of your dates, you can use this information to piece together your reservation.

To get more information on a building or room, click on the name. The Capacity column indicates how many people the room will accommodate using its default setup type. To select a room to be requested, click the Cart Icon on the word "Request".

Upon selection of a room, the system will direct you to "Your Cart". The list displayed shows the entry for each date on which the room is being requested. To delete a listing from the list, click the red "X" on the left side. To delete all listings in your cart, click the trash can icon.



To add more bookings to your reservation before finalizing, click "Request More Rooms". To finish requesting the rooms selected, click "Continue".

To start the reservation process over again without saving any of your selections, click "Start Process Again".

## Checkout

In the checkout window, type and “Event Name” and select an “Event Type”. Select an “Organization” from the drop down menu. Select the “1<sup>st</sup> Contact” from the list and fill in any missing information. Finally, submit your room request by clicking “Submit”.

## Reservation Summary

Clicking “Submit” (above) takes you to the “Reservation Summary” screen. Please review you reservation for any errors or problems. From this page, you can Edit the Reservation, Add a Booking, Cancel all Bookings in the Reservation or View/Email an event summary, click the appropriate link on the right.



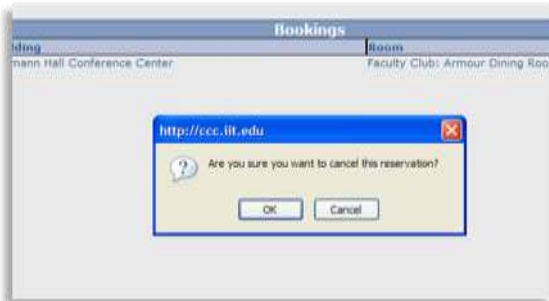
## Edit Reservation

The “Edit Reservation” link takes you can make changes to the Event Name, Type and Contact Information.

## Add Booking

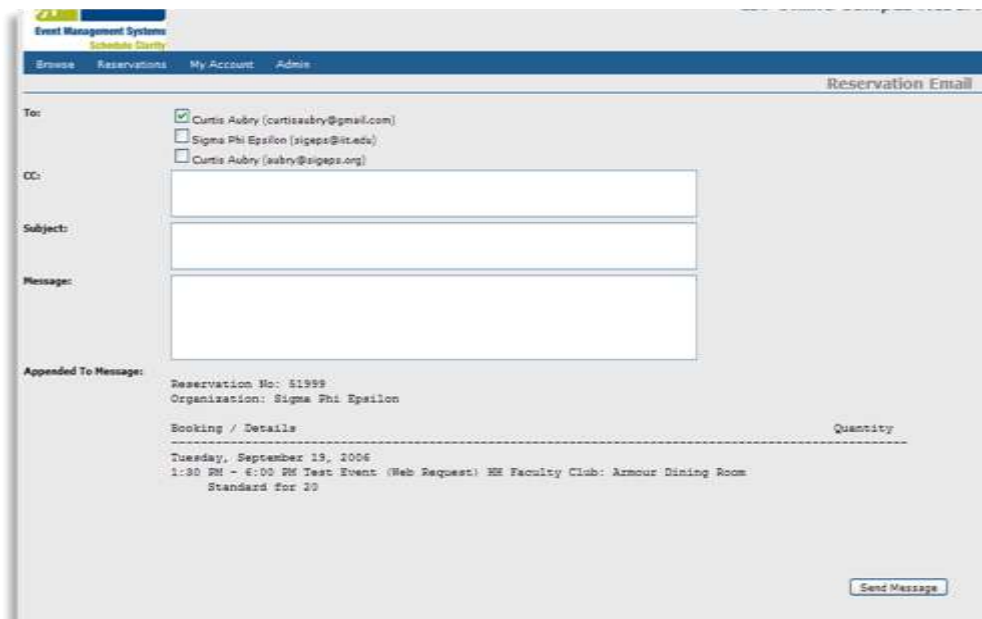
The “Add Booking” link takes you to a new booking. Complete the information to add to your reservation.

## Cancel All Bookings



To cancel all bookings in a reservation click “Cancel All Bookings”. You will then be prompted, “Are you sure you want to cancel this reservation?” Select “OK” to cancel your reservation.

## View/Email Summary



The “View/Email Summary” link allows you to email a copy of your reservation to yourself and others. Complete the fields listed and click “Send Message”.

## Edit or Cancel a Specific Booking



To edit a specific booking, click the pencil icon located in the “Actions” column. To cancel a specific booking, click the red “X” located in the “Actions” column.

## Adding Services or Notes

The term services, refers to Audio Visual Equipment, Catering, Tables, Chairs, Personnel, Setup Notes, etc.



To add services or notes to your event, click the green “+” located in the “Services” column. Select the category that you would like to select services for (Catering, Equipment, or Setup Notes). For setup notes, type any specifications for the booking (Ex. Lectern setup along east wall, with small table for computer). For any food related services, select catering, and follow the steps. For equipment, select the quantity of equipment that you will need.



On the Additional Bookings Page, select any booking that will need the services previously selected.

Repeat the above process as necessary and then click “Save” to add it to the booking.

Review the list of reserved items, make any changes necessary, add in times and notes, then click “Back to

Summary “ to return to the Reservation Summary page.

Quantity	Delete	Actions
	✗	Edit Add New Item
1	✗	Edit
	✗	Add New Item
1	✗	Edit
5	✗	Edit
1	✗	Edit

To make additions or changes to a service at a later time, click the Folder Icon to View Services, and click Add New Item to add additional services,

or click “Edit” in the Action menu to change service specifications. To delete a service, click the X beside it in the delete column. To delete an entire service category (Catering, Equipment, or Setup Notes) click the X beside the service category name.

## View my Requests

Virtual EMS users are only allowed to view the reservations that they themselves have entered.



To see a listing of the events you have created, click “View My Requests” under the “Reservations” Menu. In this menu, you can view, edit and cancel entire reservations.

To view or edit a reservation, simply click the Folder Icon on the left hand side to open up the reservation summary page.

To cancel a reservation, click the red “X” located on the left side of the screen. You

will then be prompted to confirm cancellation. Click OK, to do so.