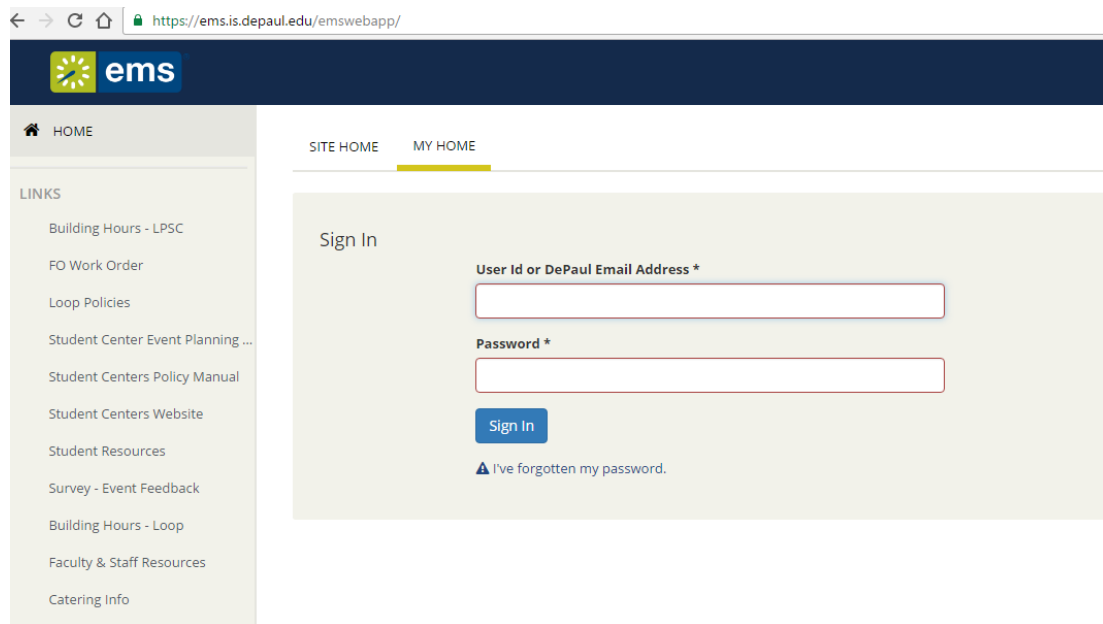


EMS Web App - Reference Sheet

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


Section 1: Logging in

You can access EMS 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 reviewing the reference sheet - please email your name, contact number, preferred email address and organization name to studentcenters@depaul.edu.



The screenshot shows the EMS Web App login interface in a web browser. The address bar displays <https://ems.is.depaul.edu/emswebapp/>. The page has a dark blue header with the 'ems' logo. Below the header, there is a navigation bar with 'HOME' (active) and 'MY HOME' tabs. A sidebar on the left lists various links under the heading 'LINKS'. The main content area is titled 'Sign In' and contains two input fields: 'User Id or DePaul Email Address *' and 'Password *'. A blue 'Sign In' button is positioned below the password field. At the bottom of the sign-in area, there is a link that says 'I've forgotten my password.' with a small warning icon.

← → ↻ 🏠 <https://ems.is.depaul.edu/emswebapp/>

 **ems**

🏠 HOME SITE HOME MY HOME

LINKS

- Building Hours - LPSC
- FO Work Order
- Loop Policies
- Student Center Event Planning ...
- Student Centers Policy Manual
- Student Centers Website
- Student Resources
- Survey - Event Feedback
- Building Hours - Loop
- Faculty & Staff Resources
- Catering Info

Sign In

User Id or DePaul Email Address *

Password *

Sign In

⚠ I've forgotten my password.

Section 2: Homepage

Student Centers oversees reservations for Cortelyou Commons, LP Student Center, Munroe Hall classrooms, Quad and St. Vincent Circle.

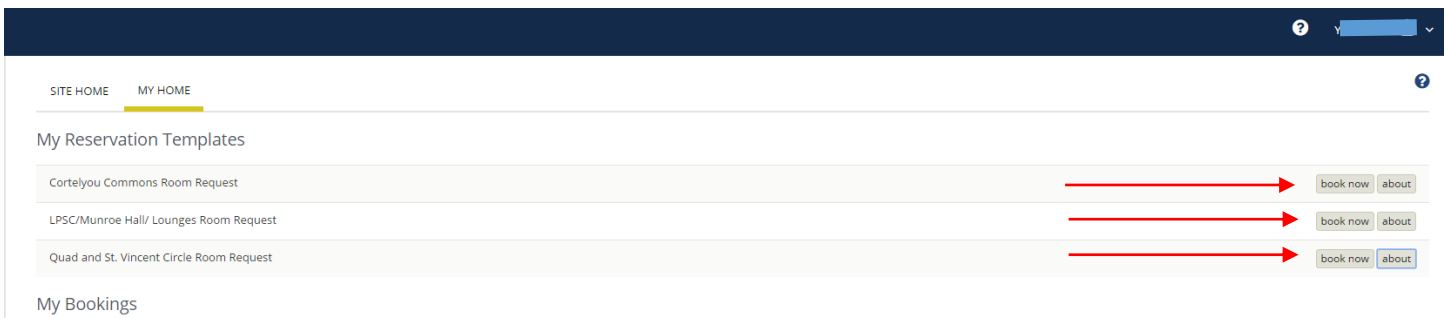
Each Reservation Template is used to request particular spaces:

Cortelyou Commons: This template allows you to request the main hall, the largest room in the Commons.

LPSC/Munroe/ Lounges: This template allows you to reserve space in the Lincoln Park Student Center, Munroe Hall [Rooms 114-116], and the evening lounges [Brownstones Annex and Inner Dining Room].

Quad and St. Vincent Circle: This template allows you to reserve outdoor space – the Quad, St. Vincent Circle, and the Arts and Letter Patio.

You can click **about** to learn more about the procedures that accompany each space from the homepage before making a reservation.



The screenshot shows the 'My Reservation Templates' section of the DePaul University Student Centers homepage. At the top, there is a dark blue navigation bar with a question mark icon, a user profile icon, and a dropdown arrow. Below this, the 'MY HOME' tab is selected and highlighted in yellow. The 'My Reservation Templates' section lists three templates, each with a red arrow pointing to the 'book now' button and a blue arrow pointing to the 'about' button.

Reservation Template	Book Now	About
Cortelyou Commons Room Request	book now	about
LPSC/Munroe Hall/ Lounges Room Request	book now	about
Quad and St. Vincent Circle Room Request	book now	about

Below the templates, there is a section for 'My Bookings'.

Section 3: Browsing for spaces

Filters

Date: Fri 09/23/2016 Time Zone: Central Time

Locations: (all) Add Filter Save Filters

Locations

11th floor Loop Student... Cap

DePaul Center DePaul ... 60

DePaul Center Gallery L... 60

DePaul Center North C... 60

DePaul Center Room 11... 30

Cortelyou Commons (CT) Cap

Cortelyou Commons Fr... 180

Cortelyou Commons M... 180

Confirmed reservation.

There is an option to browse available spaces by dates if you do not have a preference for a specific room.

Light spaces mean there is an available room for that time. Purple blocks are for confirmed reservations. If a block says "meeting space NOT available," the room is not available for reservation for that specific date/time.

Filters

Date: Fri 09/23/2016 Time Zone: Central Time

Locations: (all) Add Filter Save Filters

Locations

11th floor Loop Student... Cap

DePaul Center DePaul ... 60

DePaul Center Gallery L... 60

DePaul Center North C... 60

DePaul Center Room 11... 30

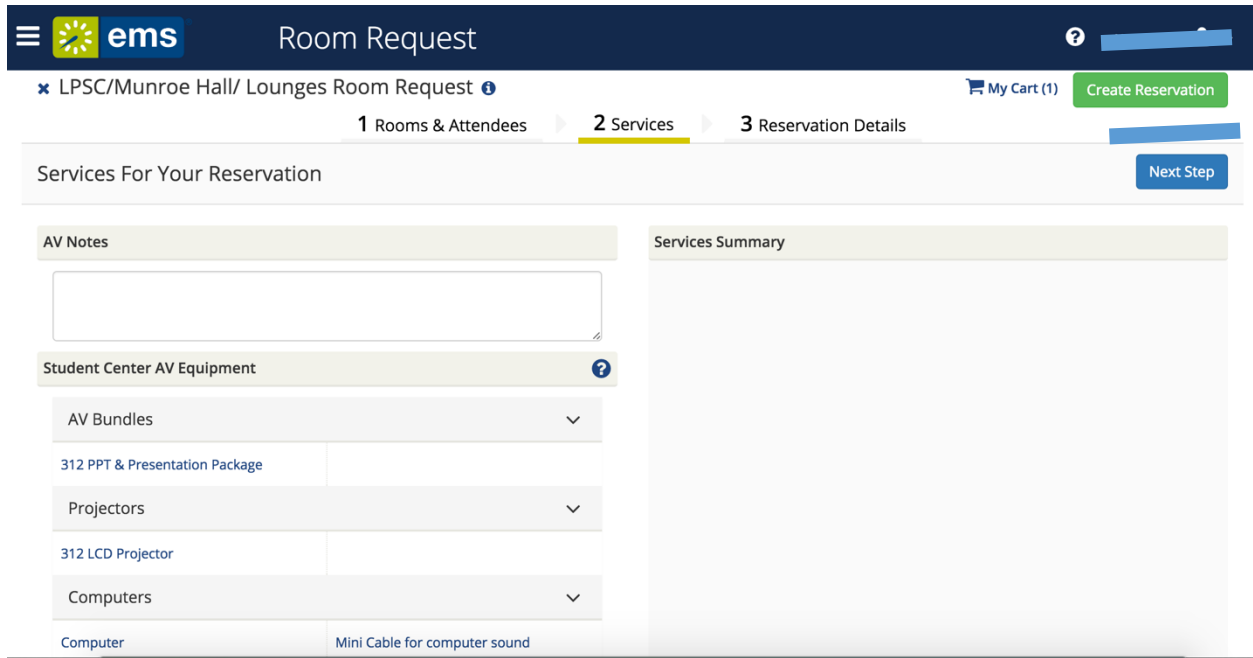
Cortelyou Commons (CT) Cap

Cortelyou Commons Fr... 180

Cortelyou Commons M... 180

Space available for date/time.

Section 5: Add services to your reservation







The screenshot shows the 'Room Request' interface in the EMS system. The top navigation bar includes the EMS logo, the title 'Room Request', a help icon, and a user profile icon. Below this, a breadcrumb trail shows 'LPSC/Munroe Hall/ Lounges Room Request' with a step indicator showing '1 Rooms & Attendees', '2 Services' (the current step), and '3 Reservation Details'. A 'My Cart (1)' icon and a 'Create Reservation' button are also visible. The main content area is titled 'Services For Your Reservation' and includes a 'Next Step' button. The interface is divided into two columns. The left column contains an 'AV Notes' text area, a 'Student Center AV Equipment' section with a help icon, and a list of AV equipment options: 'AV Bundles' (with a dropdown arrow), '312 PPT & Presentation Package', 'Projectors' (with a dropdown arrow), '312 LCD Projector', 'Computers' (with a dropdown arrow), and 'Computer'. The right column is titled 'Services Summary' and is currently empty.





Step number 2 allows for you to add AV services and specify what you need for your event. Be sure to include everything you need.

Please know that the entering AV needs in the AV notes does not reserve the AV for the room. Please use the AV bundles or individual choices to reserve the necessary AV.

If you have a specific setup in mind, please use the setup note box to describe it.

Section 6: Add details to your reservation

 Room Request  

 LPSC/Munroe Hall/ Lounges Room Request   My Cart (1) 

1 Rooms & Attendees

2 Services

3 Reservation Details

Reservation Details

Event Details

Event Name *

Event Type *

Calendaring Details

☒ Add this reservation to my calendar ☐ Private

Subject

Show Time As

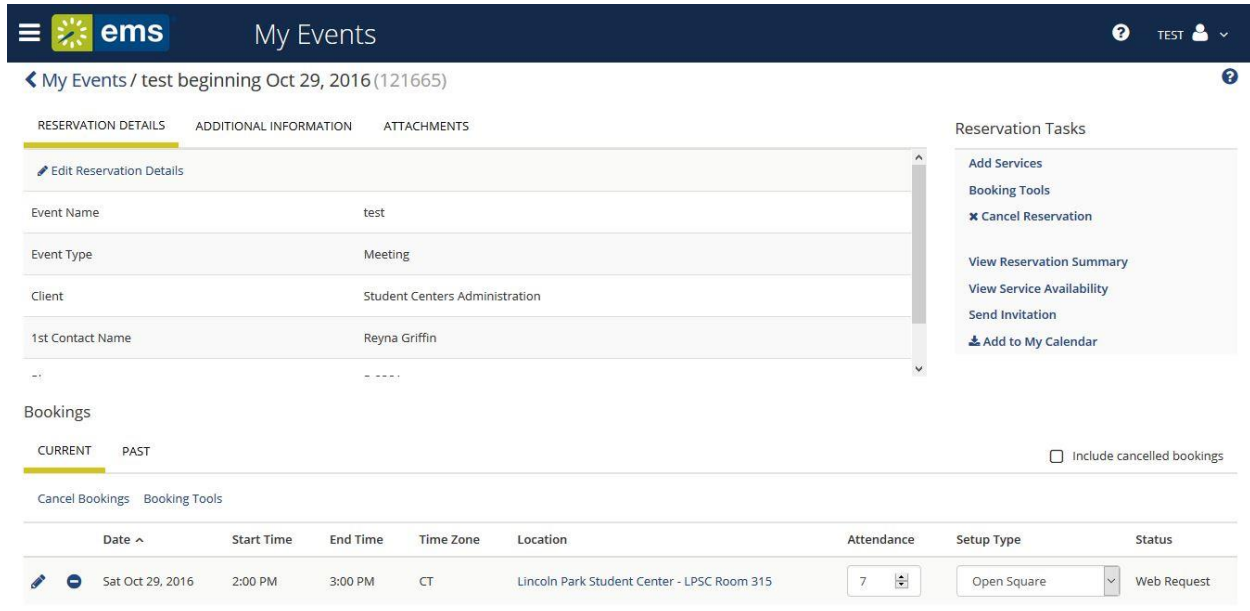
Reminder

Message

Add remaining details to your event. Please note that we require a detailed description of your event to process the request. Failure to answer the questions fully will delay event processing.

Section 7: How to edit your reservation

After navigating to your event, by clicking on my events and then the event name you will arrive at this page:



The screenshot shows the EMS (Event Management System) interface. At the top, there's a navigation bar with the EMS logo and 'My Events'. Below this, the breadcrumb trail reads 'My Events / test beginning Oct 29, 2016 (121665)'. The main content area is divided into three tabs: 'RESERVATION DETAILS' (active), 'ADDITIONAL INFORMATION', and 'ATTACHMENTS'. Under 'RESERVATION DETAILS', there's an 'Edit Reservation Details' link. Below this, a table displays event information:

Event Name	test
Event Type	Meeting
Client	Student Centers Administration
1st Contact Name	Reyna Griffin

To the right of this table is a 'Reservation Tasks' sidebar with links: 'Add Services', 'Booking Tools', 'Cancel Reservation' (with a red X icon), 'View Reservation Summary', 'View Service Availability', 'Send Invitation', and 'Add to My Calendar'. Below the event details, there's a 'Bookings' section with 'CURRENT' and 'PAST' tabs. The 'CURRENT' tab is active. Below it, there's a 'Cancel Bookings' link and a 'Booking Tools' link. A checkbox 'Include cancelled bookings' is also present. At the bottom, a table lists the booking details:

Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Sat Oct 29, 2016	2:00 PM	3:00 PM	CT	Lincoln Park Student Center - LPSC Room 315	7	Open Square	Web Request

Here you can edit:

Reservation details: Update the title of the event and contact person.

Add services: Clicking here, you can add additional AV, setup notes, and other services.

Cancel the reservation: You can cancel an event up to 3 days, to the minute, on the EMS Web App. After that time frame please email studentcenters@depaul.edu.

Update setup type: A drop down of available setup choices you can choose from.

Update number of people in attendance: Update the number of people coming to your event.