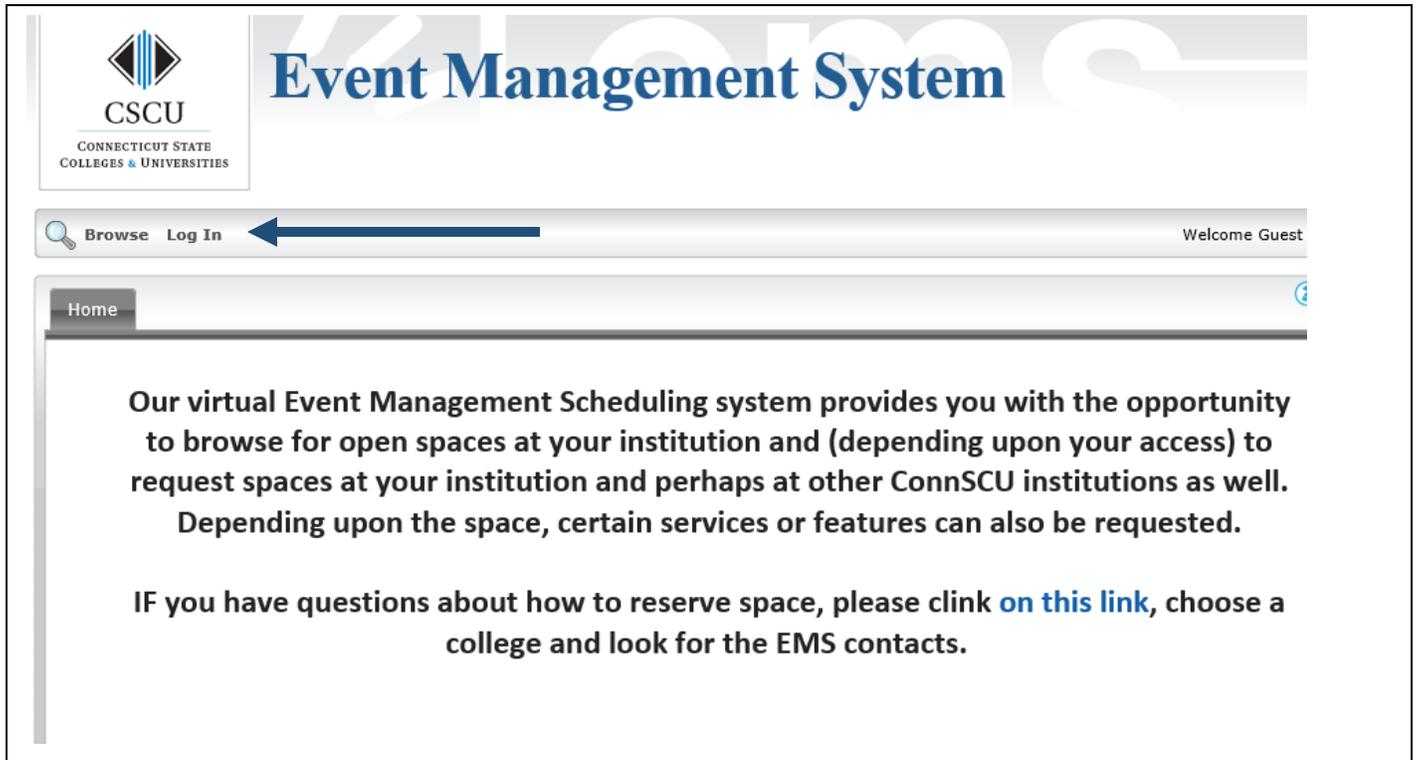


EVENT MANAGEMENT SYSTEM (EMS)

Direct Link: <https://ems.commnet.edu/VirtualEMS/>



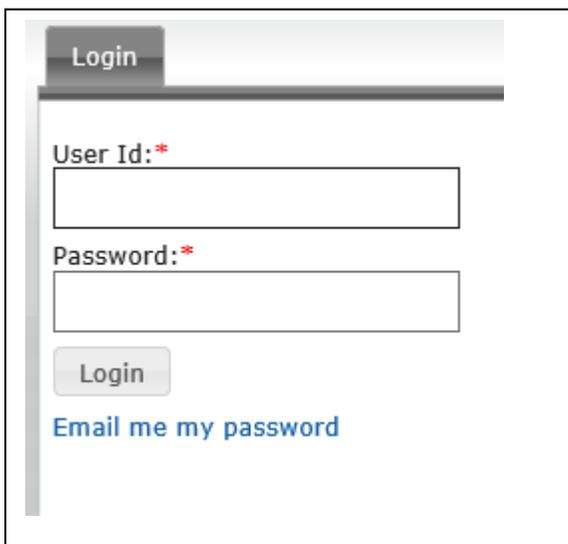
The screenshot shows the homepage of the Event Management System (EMS). In the top left corner, there is the CSCU logo (Connecticut State Colleges & Universities). The main header features the text "Event Management System" in a large, blue, serif font. Below the header, there is a navigation bar with a search icon, the text "Browse Log In", and a blue arrow pointing left. On the right side of the navigation bar, it says "Welcome Guest". Below the navigation bar, there is a "Home" button. The main content area contains the following text:

Our virtual Event Management Scheduling system provides you with the opportunity to browse for open spaces at your institution and (depending upon your access) to request spaces at your institution and perhaps at other ConnSCU institutions as well. Depending upon the space, certain services or features can also be requested.

IF you have questions about how to reserve space, please click [on this link](#), choose a college and look for the EMS contacts.

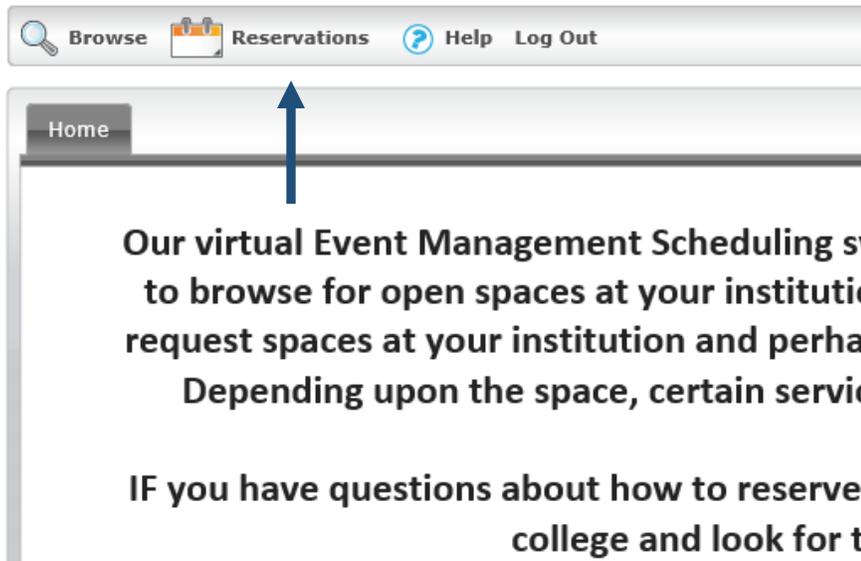
Step 1: Click on Log In

Step 2: Log in with the same ID and Password as you would your computer (do not type in @commnet.edu)



The screenshot shows the login form. It has a "Login" tab at the top. Below the tab, there are two input fields: "User Id: *" and "Password: *". Below the input fields, there is a "Login" button and a link that says "Email me my password".

Once you log in this is what you will see:

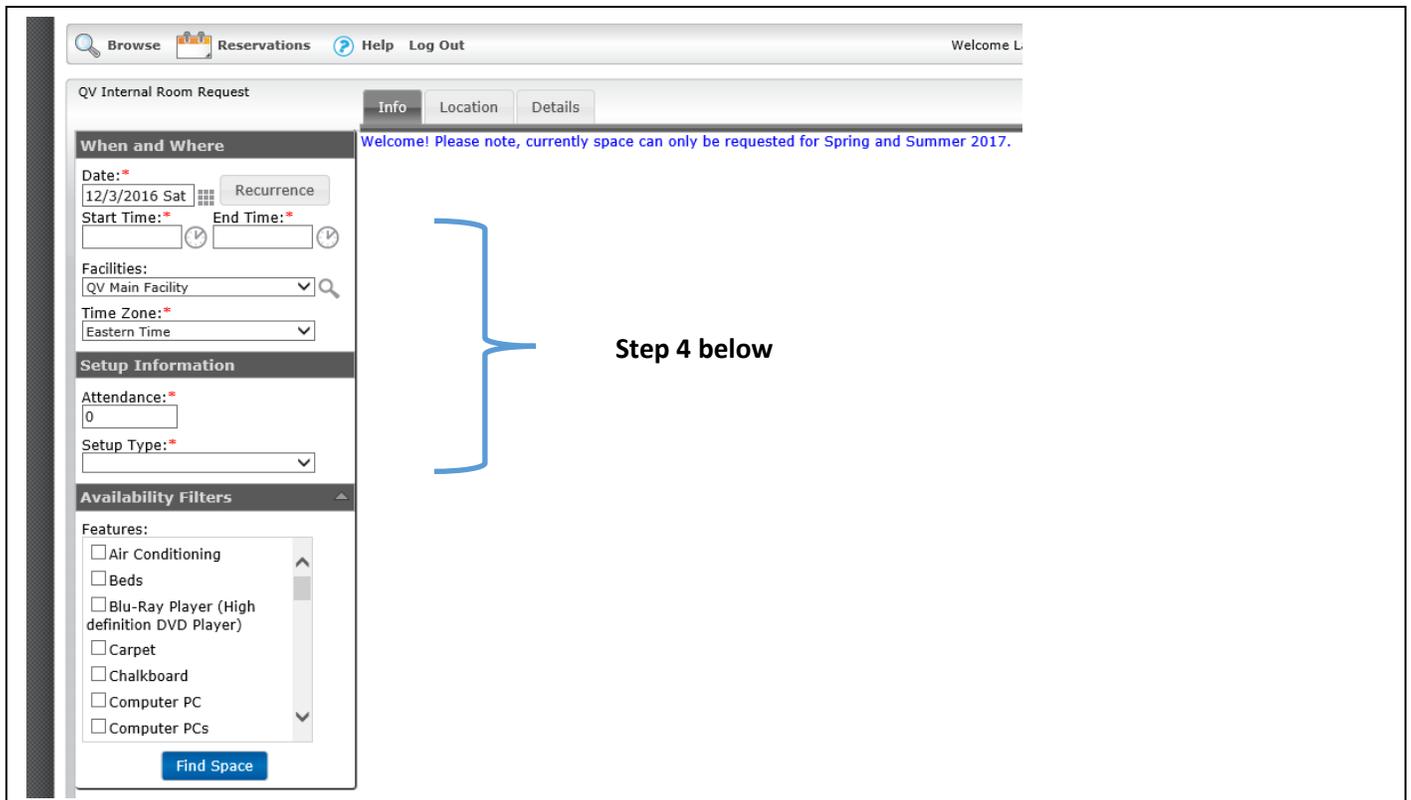


Step 3: Hover over Reservations

You have two options:

- *QV Internal Room Request* – This request will be approved by Krissy Larrow or Nicole Marcoux-Bowen
- *View My Requests* – This will show every space that you have requested, approved and cancelled.

To book a room choose QV Internal Room Request:



Step 4: Enter your information

- Date (you can choose Recurrence...see last page for guidance)
- Start/End time
- Facilities – QV Main Facility, QV Quad Mod, or QV Willimantic Center
- Attendance
- Setup Type
- Hit Find Space

Below shows the classrooms that match the parameters that you entered. **If there is a dark blue block within the red lines than that space is not available.** The classrooms are on the left and the Capacity of the room and times are along the top.

QV Internal Room Request

When and Where

Date: * Recurrence

Start Time: * End Time: *

Facilities: 🔍

Time Zone: *

Setup Information

Attendance: *

Setup Type: *

Availability Filters

Features:

- Air Conditioning
- Beds
- Blu-Ray Player (High definition DVD Player)
- Carpet
- Chairs
- Chalkboard
- Computer PC

Find Space

Info
Location
Details

Selected Locations

No rooms currently selected

List
Grid

Wednesday, February 8, 2017 Eastern Time

Room	Cap	7	8	9	10	11	12 PM	1	2
QV Main Facility (ET)									
+ 0003 - Classroom (QM	23								
+ 0017 - Art Classroom (22								
+ 2007 - Classroom (QM	30								
+ 2008 - Classroom (QM	28								
+ 2009 - Classroom(QMC	30								
+ A131 - Classroom	25								
+ C127 - Corporate Semi	24								
+ E237 - Classroom	35								
+ E239 - Classroom	34								
+ E241 - Classroom	32								
+ W100 - Classroom	54								
+ W101 - Classroom	48								
+ W102 - Classroom	30								
+ W105 - ECE Classroom	36								
+ W106 - Classroom	30								
+ W201 - Classroom	32								
+ W202 - Classroom	32								
+ W210 - Classroom	30								

If you want details about the room, you can click on the classroom and the following will pop up:

Building Details

Building Code	LM
Description	QV Main Facility
Notes	

Room Details Setup Types Features Availability

Room Code	E239
Description	E239 - Classroom
Room Type	Classroom - General
Floor	Second Floor
Size	0
Phone	
Setup Hours	0.00
Teardown Hours	0.00
Notes	

[E239](#) [E239_2](#)

Step 5: To pick a room

Hit the + sign on the left side of the room (or rooms) you wish to book



Once you click the green + you will see:

DATE	HOLIDAYS	START	END	LOCATION
1/17/2017 Tue		9:00 AM	10:00 AM	QV Main Fac

List Grid

Tuesday, January 17, 2017 Eastern T

Room	Cap	7	8	9	10	11
QV Main Facility (ET)						
+ 0003 - Classroom (QMC)	23					
+ 0017 - Art Classroom (QM)	22					
+ 2007 - Classroom (QMC)	30					
+ 2008 - Classroom (QMC)	28					
+ 2009 - Classroom(QMC)	30					
+ A131 - Classroom	25					
+ C127 - Corporate Semina	24					
+ E237 - Classroom	35					
+ E239 - Classroom	34					
+ E241 - Classroom	32					
+ W100 - Classroom	54					
+ W101 - Classroom	48					
+ W102 - Classroom	30					
+ W105 - ECE Classroom	36					
+ W106 - Classroom	30					
+ W201 - Classroom	32					
+ W202 - Classroom	32					
W210 - Classroom	30					



Scroll Down until you see the Continue/Submit button

Continue

Hit the yellow continue box

Step 6: Complete the information

Event Details

Event Name: * Event Type: *

Group Details

Group: *

1st Contact: *

Name: *

Phone: * Fax:

Email: *

QV IT Needs

Laptop Carts

QV Maint. Space Set-Up Notes

QV Room Setup

Misc.

Tables/Chairs

- Event Name
- Event Type – Meeting, ceremony, etc.
- Group – Choose the group you belong to (if it not prefilled already)
- 1st Contact – Start typing your last name and it should prefill

QV IT Needs – If you need a laptop cart for your class choose the + sign and check what you want. A notification will go to IT so you will not need to contact them.

Laptop Carts

- Engineering Laptops
- Laptop Cart 1
- Laptop Cart 2
- Physics Laptops

QV Maint. Set-Up Notes – Type in any information that you need maintenance to know. Ex – you need the room set-up in a horseshoe shape for a meeting.

QV Room Setup – Choose the + sign near Misc to request the podium with mic or coat rack and choose the + sign near Tables/Chairs if you need extra for your reservation.

QV Room Setup

Misc.

- Coat Rack
- Podium w/Mic

Tables/Chairs

- Folding Chairs
- Folding Tables

***A notification will go to maintenance for the set-up notes and room set-up**

Hit Continue. You will see:

Reservation Details | Attachments | [Back to My Requests](#)

Reservation Id 29252 **Group Name** QV-Student Services [Edit Reservation](#)
Event Name ABC Meeting **1st Contact Name** Larrow, Krissy L [Add Booking](#)
Event Type Meeting **Phone** (860) 932-4112 [Cancel Bookings](#)
[Cancel All Bookings](#)
[Add booking to personal calendar](#)
[Booking Tools](#)

All | **Current** | Historical

ACTIONS	SERVICES	DATE ^	TIME	STATUS	SETUP
		1/12/2017 Thu	9:00 AM ET	Web Request	Student table & chair layout (10)

Powered by ems

As you can see, the status says Web Request. That will change over to Confirmed and you will receive an email once Nicole or Krissy approve the request.

BOOKING A RECURRING EVENT

When and Where

Date:*
12/7/2016 Wed ← Hit Recurrence

Start Time:* End Time:*

Facilities:
QV Main Facility

Time Zone:*
Eastern Time

Setup Information

Recurrence

Time

Start Time:* End Time:* ← Enter Start/End Time

Recurrence Pattern

Daily Weekly Monthly Random ← How often

Recur every week(s) on:

Sun Mon Tue Wed Thu Fri Sat ← Day

Range of Recurrence

Start Date: 12/20/2016 Tu

End after: occurrences ← Date Ranges

End by: 12/20/2016 Tu

- Enter Start/End Time
- How often
- Day
- Date Ranges
- Hit Apply Recurrence

- Enter Attendance
- Enter Setup Type
- Hit Find Space

This is what you will see:

List		Grid		
Availability				
SELECT	AVAILABLE	LOCATION	TIME ZONE	CAP/
Request				
+	5/5	QV Main Facility - C127	ET	24
+	5/5	QV Main Facility - A131	ET	25
+	5/5	QV Main Facility - W105	ET	36
+	5/5	QV Main Facility - W102	ET	30
+	5/5	QV Main Facility - 2009	ET	30
+	5/5	QV Main Facility - 0017	ET	22
+	5/5	QV Main Facility - 0003	ET	23
+	5/5	QV Main Facility - 2008	ET	28
+	5/5	QV Main Facility - 2007	ET	30
+	2/5 	QV Main Facility - W201	ET	32

These spaces are available 5 out of the 5 days that were requested.

This space is only available 2 out of the 5 days requested

Choose your space and continue with the steps above.

To Make Changes to Your Existing Event

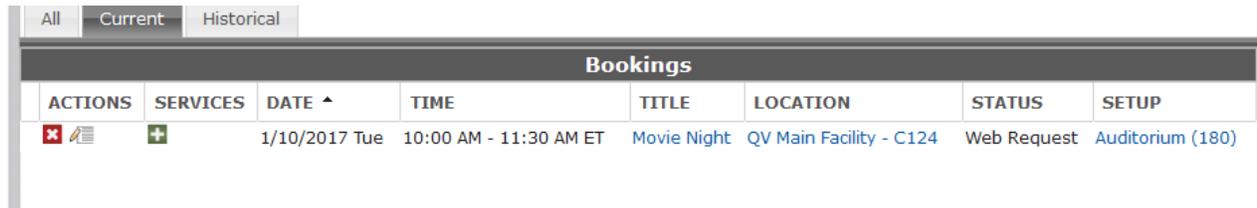
Add IT or Maintenance

Step 1: Log in to EMS

Step 2: Put your mouse on **Reservations**

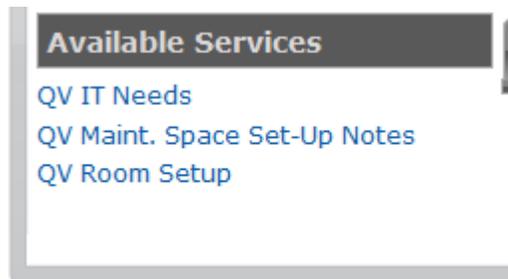
Step 3: Click on **View My Requests**

- Click on the event you wish to change (**Please note, any changes to date/time/location will be considered a request and will have to be reapproved**)
- Once you are in your event, click on the **Green +** located to the left under Services

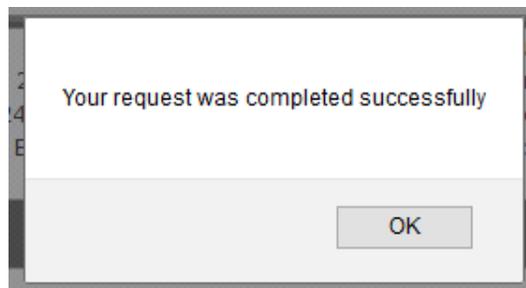


Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 		1/10/2017 Tue	10:00 AM - 11:30 AM ET	Movie Night	QV Main Facility - C124	Web Request	Auditorium (180)

- Choose what service you need



- Enter the information and click save



Change the Event Day/Time/Location

Step 1: Log in to EMS

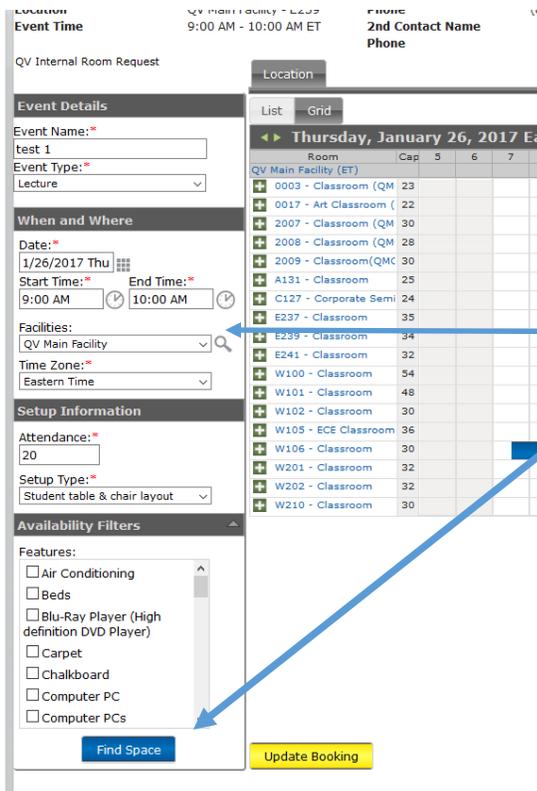
Step 2: Put your mouse on **Reservations**

Step 3: Click on **View My Requests**

- Click on the event you wish to change
- Click on the pencil and paper located near the **Red x** and this will bring you back to the reservation details.



Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 	 	1/19/2017 Thu	9:00 AM - 10:00 AM ET	test 1	QV Main Facility - E239	Confirmed	Student table & chair layout (20)



Event Time: 9:00 AM - 10:00 AM ET

2nd Contact Name: [Blank]

Phone: [Blank]

QV Internal Room Request

Location: [Dropdown]

Event Details

Event Name: test 1

Event Type: Lecture

When and Where

Date: 1/26/2017 Thu

Start Time: 9:00 AM

End Time: 10:00 AM

Facilities: QV Main Facility

Time Zone: Eastern Time

Setup Information

Attendance: 20

Setup Type: Student table & chair layout

Availability Filters

Features:

- Air Conditioning
- Beds
- Blu-Ray Player (High definition DVD Player)
- Carpet
- Chalkboard
- Computer PC
- Computer PCs

Find Space

Update Booking

Make change to date/time here and click on Find Space. *If you wish to keep the same day/time but would like to change rooms, just click on Find Space.*

- Click on the **green +** to choose the location
- Click on Update Booking

Booking successfully updated

OK

CANCELLING YOUR EVENT

Step 1: Log in to EMS

Step 2: Put your mouse on **Reservations**

Step 3: Click on **View My Requests**

- Click on the event you wish to cancel (if multiple meeting times exist under your event, you can cancel one or cancel all)
- Click the **Red X box** located on the left side under Actions

The screenshot shows the 'Reservation Details' page in EMS. The reservation ID is 29391, the event name is 'afd', and the event type is 'Advising/Counseling'. The group name is 'QV-Student Services' and the contact is 'Larrow, Krissy L'. On the right side, there are several action links: 'Edit Reservation', 'Add Booking', 'Cancel Bookings', 'Cancel All Bookings', 'Add booking to personal calendar', and 'Booking Tools'. Below this is a 'Bookings' table with columns: ACTIONS, SERVICES, DATE, TIME, TITLE, LOCATION, STATUS, and SETUP. The first row shows a booking for 12/21/2016 Wed 9:00 AM - 10:00 AM ET at 'QV Main Facility - E184' with a status of 'Confirmed'. A red X icon is visible in the ACTIONS column, and a blue arrow points to it from below.

Step 4: Complete the pop up box and click on Cancel Booking(s)

The pop-up box contains the following text and fields:

Are you sure you want to cancel this booking?

Cancel Reason:

Cancel Notes:

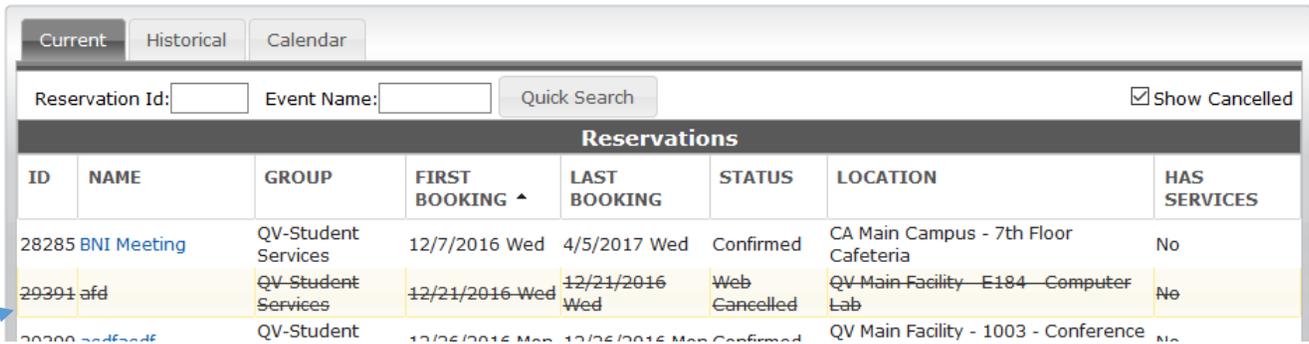
At the bottom, there are two buttons: 'Cancel Booking(s)' and 'Cancel'.

VIEW YOUR REQUESTS

Step 1: Log in to EMS

Step 2: Put your mouse on **Reservations**

Step 3: Click on **View My Requests** – you can view your Current, Historical and also Calendar view. If you would like to see your cancelled events, click on **Show Cancelled** located in the upper right hand side of your requests.



The screenshot shows a web interface for viewing reservations. At the top, there are tabs for 'Current', 'Historical', and 'Calendar'. Below the tabs are search fields for 'Reservation Id:' and 'Event Name:', a 'Quick Search' button, and a checkbox for 'Show Cancelled'. The main content is a table titled 'Reservations' with the following data:

ID	NAME	GROUP	FIRST BOOKING ^	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
28285	BNI Meeting	QV-Student Services	12/7/2016 Wed	4/5/2017 Wed	Confirmed	CA Main Campus - 7th Floor Cafeteria	No
29391	afd	QV-Student Services	12/21/2016 Wed	12/21/2016 Wed	Web Cancelled	QV Main Facility - E184 - Computer Lab	No
30300	asdfasdf	QV-Student	12/26/2016 Mon	12/26/2016 Mon	Confirmed	QV Main Facility - 1003 - Conference	No

Cancelled events will be crossed-out.

NOTES

1. Bookings and maintenance requests must be requested by 12:30 pm two (2) business day prior to need. The sooner the better!!!
2. Computer classrooms must be booked five (5) days in advance.
3. If you need to book one big event, which consists of multiple rooms, please see Krissy Larrow for individual training.