

# EMS Internal - Reservation Job Aid

## Purpose

This document is to aid internal staff in using the web based EMS (Event Management System).

Instructions

**Note:** \* indicates a required field

1. Goto <http://capitolevents/VirtualEMS/> A shortcut is also available on the Intranet under Applications – *Capitol Events Scheduling*.
2. Select the **Reservations** tab



3. From the Reservations drop down select **Request a Space** or **Reserve a Legislator Conf. Room (Members Only)** – Members are able to directly book & reserve rooms defined for legislative use only. (No need to wait for a confirmation)

4. From the *When and Where* screen select: **Date**, **Recurrence**, **Start Time**, & **End Time**. For, **Facilities** can leave it on (all) or specify a location: (Capitol, or Capitol Steps and Outside Areas)

Note: The “Add to Calendar/Send Invitation” check box will automatically add the event to your personal outlook calendar if checked.

5. From the Setup Information menu input number of attendees in the **Attendance** field. A **Setup Type** must be specified, pick one from the drop-down.

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- Now that all this information is input, click **Find Space** to see a list of available rooms. If no rooms appear on the list, then double check all parameters. Try less specific criteria, or email [capitol.events@state.or.us](mailto:capitol.events@state.or.us), or call 6-1384, to request assistance in finding an available room.



- From the Availability menu, select an available room or location by clicking this icon 

Availability				
SELECT	AVAILABLE	LOCATION	CAPACITY	PRICE
Request				
	1/1	Capitol - HR C	89	
	1/1	Capitol - HR D	89	
	1/1	Capitol - HR E	89	
	1/1	Capitol - HR 343	40	
	1/1	Capitol - HR 50	75	

**Note:** If the **Location** name is selected, details about the room is populated.

**Find Attendee** is to locate users in the building to invite to your meeting directly from EMS. It is not required, but if you want to send invites, type a full or partial name and then click the magnifying glass to search for list of staff to invite, and click the  icon to add them.

**Note:** For additional information on the rooms shown on the list, click on the blue name under the Location Column. Example picture below.

Virtual EMS - Location Details ✕

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**Building Details**

**Building Code** Capitol  
**Description** Capitol  
**Notes** <Replace this text with your street address and your directions.>

**Room Details** | Setup Types | Features | Availability

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**Room Code** HR C  
**Description** Hearing Room C  
**Room Type** Hearing Room  
**Floor** 1st Floor  
**Square Feet** 1440  
**Phone** 986-1395  
**Setup Hours** 0.30  
**Teardown Hours** 0.30  
**Notes** No food allowed. Reserve for legislative meetings only during session and legislative days unless authorized by Committee Services managers.






HR C
HR C-1
HR C-2
HR C-3

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- Complete the request by going to the Details tab, fill in the fields in the following sections: Event Details, Group/Sponsor Details, Facilities Setup Notes, Furniture and Equipment, and staff.

**Note:**

- The Group/Sponsor options will normally be only yourself. If you need to reserve for another area, that reservation will need to be input by Visitor Services staff.
  - Click  the icon to expand groups for further options.
  - Click I have read and agree to the terms and conditions check box
- Click the **Submit** button to finalize the request. The request will be status "Pending" until you receive an email confirmation from the [capitol.events@state.or.us](mailto:capitol.events@state.or.us).

Request a Space

Location Details

**When and Where**

Add to Calendar/Send Invitations

Date: \*  
6/28/2014 Sat Recurrence

Start Time: \* End Time: \*  
8:00 AM 10:00 AM

Facilities:  
(all)

**Setup Information**

Attendance: \*  
35

Setup Type: \*  
Hearing Room

Find Attendee:

**Find Space**

**Event Details**

Event Name: \*  
Event Type: \*  
Meeting

**Calendaring Details**

Subject:  
Show Time As:  
Busy

Reminder:  
(none)

Message:  
 Private  
[Attach File](#)

**Group/Sponsor Details**

Group/Sponsor: \*  
1st Contact: \*  
Phone: \* Fax:  
Email: \*

**Attachments**

**Facilities Setup Notes**

**Furniture and Equipment**

Equipment and Furniture

**Staff**

Start Time: End Time: Service Type:  
Setup/Takedown

(none)

I have read and agree to the terms and conditions [View](#)

**Submit**

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To see a list of the Reservations under your name, click on **Reservations** from the top menu and Choose **View my Requests**

1. Click on a Reservation to select and view it.
2. **Reservation Details** shows the status of the reservation. Changes can be made in this view as well.



The screenshot displays the 'Oregon State Legislature Capitol Events Scheduling' interface. The top navigation bar includes 'Browse', 'Reservations', 'My Account', 'Links', and 'Help'. The user is logged in as 'Welcome Crawford, Jenny'. The main content area shows 'Reservation Details' for reservation ID 106, titled 'Human Services Coalition of Oregon Meeting'. The reservation is currently 'Pending'. A table below lists the booking details for Monday, May 12, 2014, at 7:30 PM, located at Capitol - 167A, with a status of 'Pending' and 25 attendees. The 'STATUS' column in the table is highlighted with a red box.

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		Monday, May 12, 2014 7:30 PM	5/12/2014 Mon 12:30 PM - 3:30 PM	Human Services Coalition of Oregon	Capitol - 167A	Pending	(none) (25)

**Note:** The status of your request will show pending until it is confirmed and then will be changed to confirmed status.

## Editing a reservation

Editing a reservation can be done many ways:

Select Edit Reservation to make changes to an existing reservation

**Note:** You can also select the edit icon 

Select Manage Attendees to change attendee information

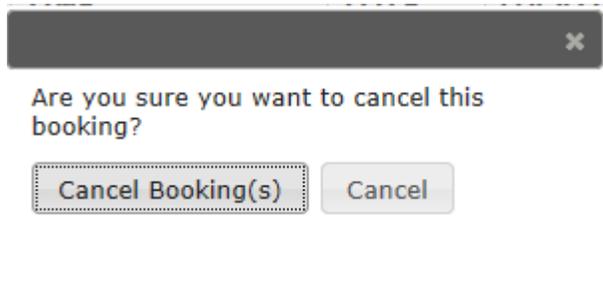
Select Cancel All Bookings

**Note:** This is to cancel all bookings under your name

To cancel an individual reservation select this icon next to the reservation 

Confirm cancelation by clicking Cancel Booking(s) popup

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**Oregon State Legislature**  
Capitol Events Scheduling

Browse Reservations My Account Links Help Welcome Crawford, Jenny

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

**Reservation Id** 292 **Group/Sponsor Name** Crawford, Jenny  
**Event Name** Test **1st Contact Name** (none)  
**Event Type** Meeting **Phone** (503) 986-1914

[Edit Reservation](#)  
[Manage Attendees](#)  
[Cancel All Bookings](#)  
[View Reservation Summary](#)

All Current Historical

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		Saturday, June 28, 2014 3:00 PM	8:00 AM - 10:00 AM	Test	Capitol - HR C	Pending	Hearing Room (35)

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