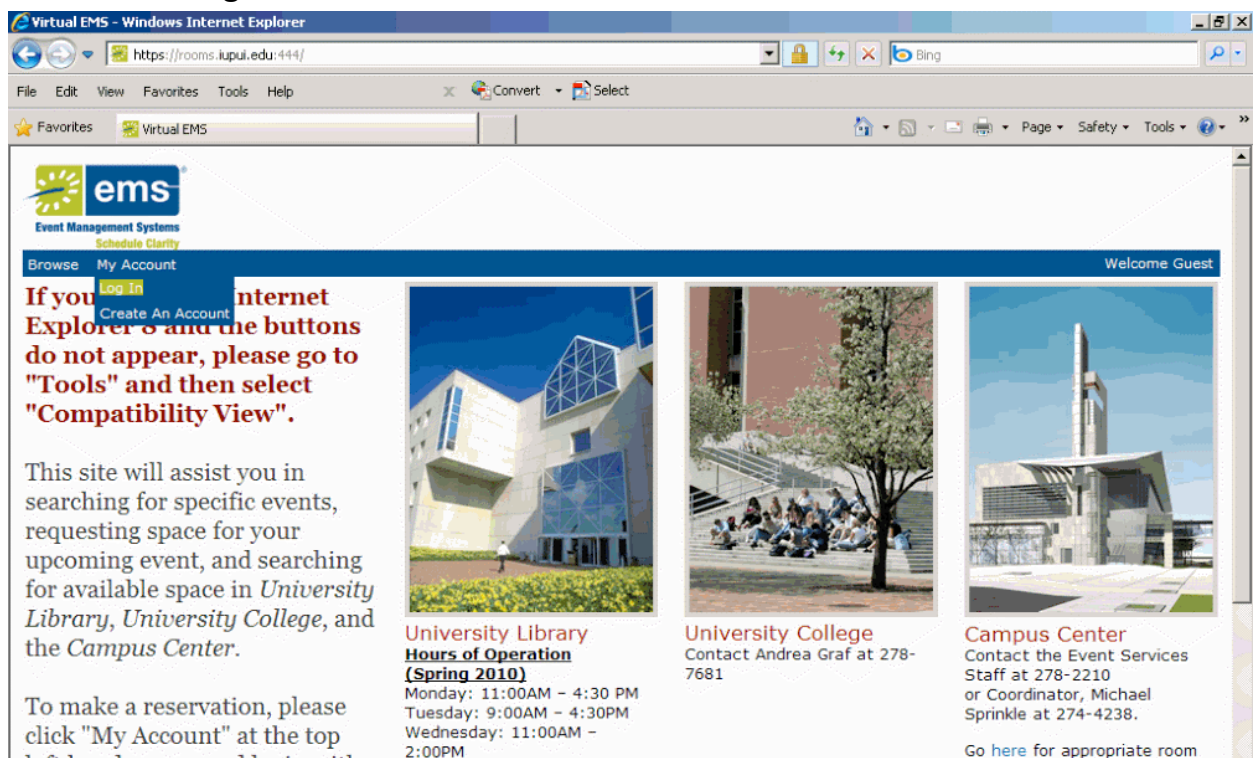


IUPUI Faculty/Staff Virtual EMS Room Request Instruction for University Library

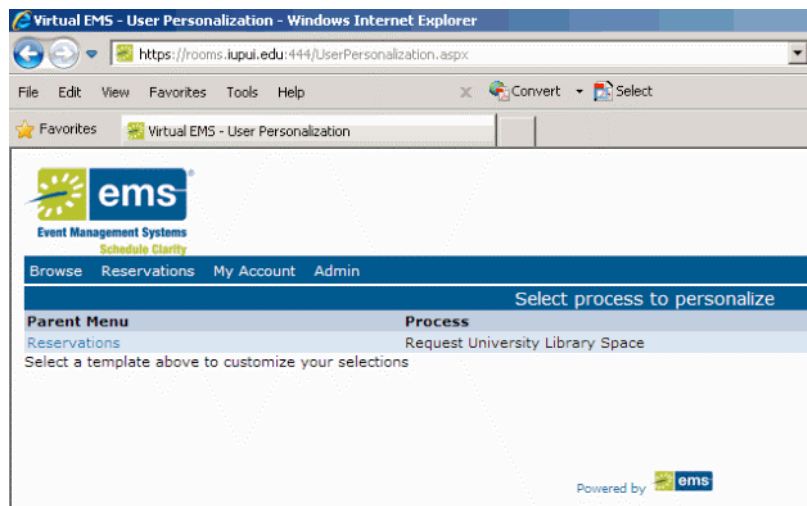
1. First, go to <https://rooms.iupui.edu/> and Under “**My Account**”, select “**Log In**”
 - a. NOTE: If you have not setup a Virtual EMS account, please choose “**Create An Account**”. Allow 1-5 days for your account creation. An email will be sent once your account has been created

Main VEMS Page:

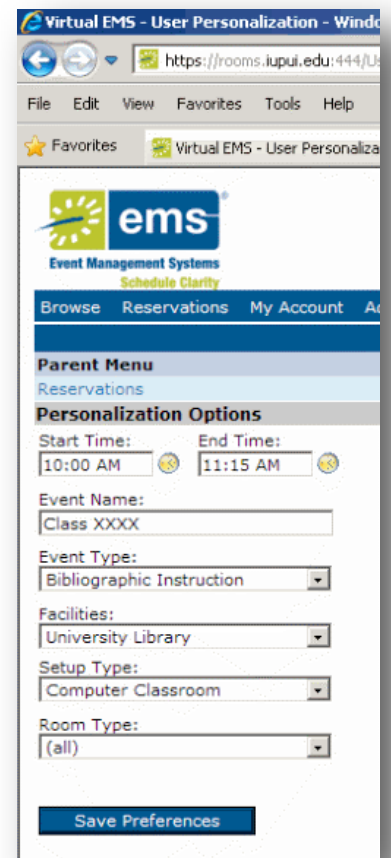


2. Once you login, a new feature to EMS is the Personalization feature. This option allows you to set defaults for your reservation page so that you can easily refer back to standard settings.
3. Once logged in, mouse over “**Admin**” and select “**User Options**”, and click on “**Reservations**”

The next two screen shots show the this sequence



4. Once you click “**Reservations**”, you’ll see menu options similar to what you would see when you submit a room request. Whatever you save at this screen will always appear when you begin to create a room request.
 - a. You only need to make changes to this once unless you want to change settings you’ve already inserted at a later date
 - b. **NOTE:** all of these settings can be modified when making your reservation; they are just a starting point.



Now that you've saved your personalization settings, let's go through the process of creating a room request. You will need to go through this process each time a room is requested inside of University Library

5. Go back to the Virtual EMS Homepage, mouse over "Reservations", and select "Request University Library Space".

- a. To view other Campus Units using VEMS, Select "Room Request" (that option is not listed here)

6. Next, you'll see the option to select a date/time and other information to find an available room. This option is similar to the personalization options

7. When and Where

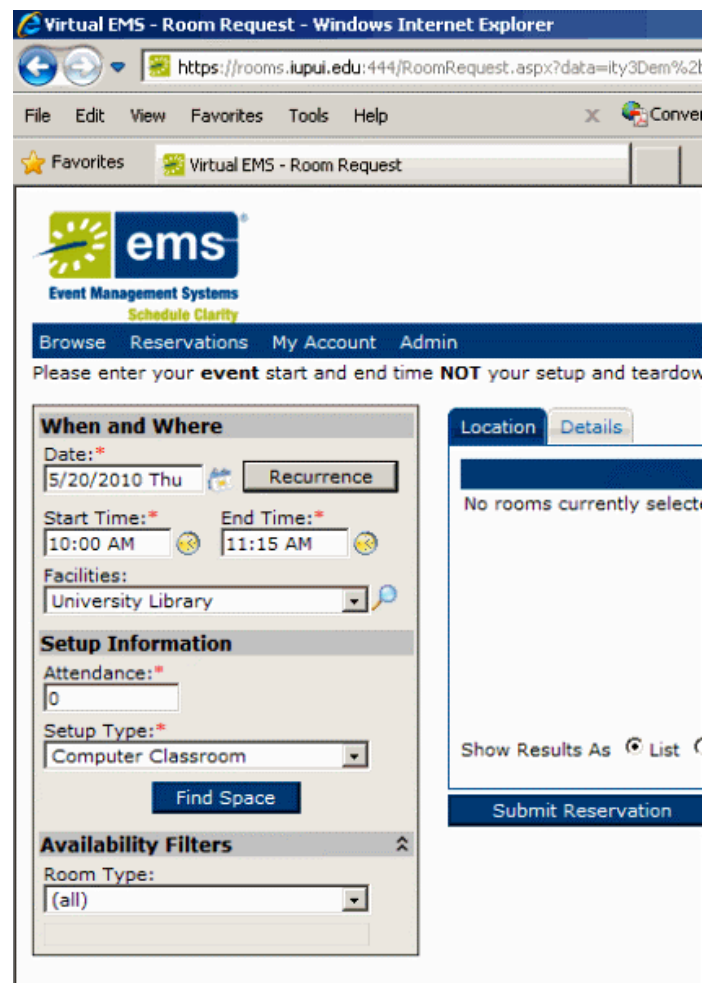
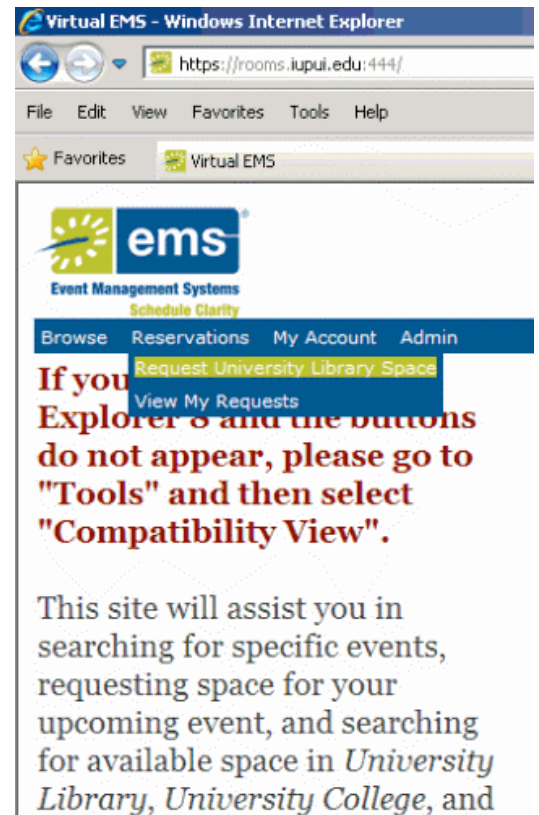
- a. Date: Select the Calendar icon next to "Recurrence" to navigate through months

- b. Start Time and End Time is the duration between your event times. Later, you'll see an option for a Setup time.

- i. If I change my Start Time from 10AM to 11AM, my End time will automatically update to 12:15PM from 11:15AM

- c. Facilities: You'll only see University Library unless you select "Room

Request" which then you'll see both University Library and all other VEMS Units



8. Setup Information

- a. Attendance: Please select the approximate number of attendees expected for the event
- b. Setup Type:
 - i. Auditorium
 - ii. Classroom (UL1116, UL1126) – Accessible by all IUPUI Faculty/Staff
 1. (UL0110 – Only accessible by UL/SLIS)
 - iii. Computer Classroom (UL0106, UL1130) – Only accessible by UL
 - iv. Conference Room (UL1116, UL1126, UL2115E, UL2115G, UL211J) – Accessible by all IUPUI Faculty and Staff

9. Leave the “Availability Filters” as the default “All” and press “Find Space”

Please enter your **event** start and end time **NOT** your setup and teardown time.

Request University Library Space

When and Where

Date: 6/16/2010 Wed

Start Time: 10:00 AM End Time: 11:15 AM

Facilities: University Library

Setup Information

Attendance: 5

Setup Type: Computer Classroom

Availability Filters

Room Type: (all)

Selected Locations

No rooms currently selected

Show Results As List Grid

Select	Available	Location	Capacity	Price
<input type="checkbox"/>	1/1	University Library - 1130 Computer Classroom	33	

10. Based on my criteria inserted above, I can see UL 1130 Computer Classroom is available listed under “**Availability**”

11. If that room suits my needs, all I would do is press the Green plus sign above the “**Submit Reservation**” and that room is now in a Web Request.

12. Once I see the reservation listed under “**Selected Locations**”, I can click on the “**Details**” tab at the top.

Please enter your **event** start and end time **NOT** your setup and teardown time.

Request University Library Space

When and Where

Date: 6/16/2010 Wed Recurrence

Start Time: 10:00 AM End Time: 11:15 AM

Facilities: University Library

Setup Information

Attendance: 5

Setup Type: Computer Classroom

Find Space

Availability Filters

Room Type: (all)

Location Details

Selected Locations							
Date	Holidays	Start Time	End Time	Location	Status	Setup Count	Conflict
X 6/16/2010 Wed		10:00 AM	11:15 AM	University Library - 1130 Computer Classroom	Request	5	

Show Results As List Grid

Availability				
Select	Available	Location	Capacity	Price
<input type="checkbox"/>	<input type="checkbox"/>			

Submit Reservation

13. Once the “Details” tab is selected, this is where you can insert important information about the reservation. Start with **Event Details**

- a. *Event Name*: name that best describes your event. This name will be displayed online and on Room Cards outside the door.
- b. *Group*: department/group you are a member of, drop down if you are a member of more than one
- c. *1st Contact*: This is the person who is setting up the event. This is who we should contact in case of any reservation issues (when a name is selected, it'll automatically insert a Phone Number and Email).
- d. *2nd Contact*: This is the person who is going to be facilitating the event. If they are not listed, you can select “(temporary contact) and manually insert there information
 - i. **NOTE: If you are both the person requesting the space and facilitating, please list a backup contact so we have someone to work with if you are unavailable**

Location Details

Event Details

Event Name: Test Event Type: Bibliographic Instruction

Group Details

Group: University Library Librarians

1st Contact: (temporary contact) Phone: Fax:

Name: Email:

2nd Contact: (none) Phone: Fax:

Email:

Contact's Arrival Time

Arrival Time Before Event

15 Minutes

30 Minutes

45 Minutes

60 Minutes

Setup Notes

UL Faculty Technology

Equipment

Conference Phone (Mouse over for info)

Laptop Connection

Mobile Video Polycom Conferencing Unit

Speaker phone

Traveling Projector

Using/Assistance with installed room technology

UL Furniture

Tables

Chairs

14. **Contact's Arrival Time:**

- a. *Setup Time*: this is the time you expect to be let into the room you are using. A default setup of 15 is automatically inserted

i. FOR UL0106 AND UL1130, NO DEFAULT SETUP TIME IS INSERTED

- 1. Example:** I reserved UL1130 but don't specify a setup time. If my event start time is 12pm, the Consultant will not be at the room until 12pm.
- 2. It's crucial you notify us if you need a setup time added to your reservation for these two rooms**

15. Setup Notes – please list anything any details about your reservation we should be aware of

16. UL Technology

- a. Depending on your affiliation, our available technology will vary. Only the technology listed when you log in is available to you. If you wish to use any available technology, select it and then you are given the option to add any specific notes about that particular piece of technology. If the technology is unavailable, you'll receive an error message

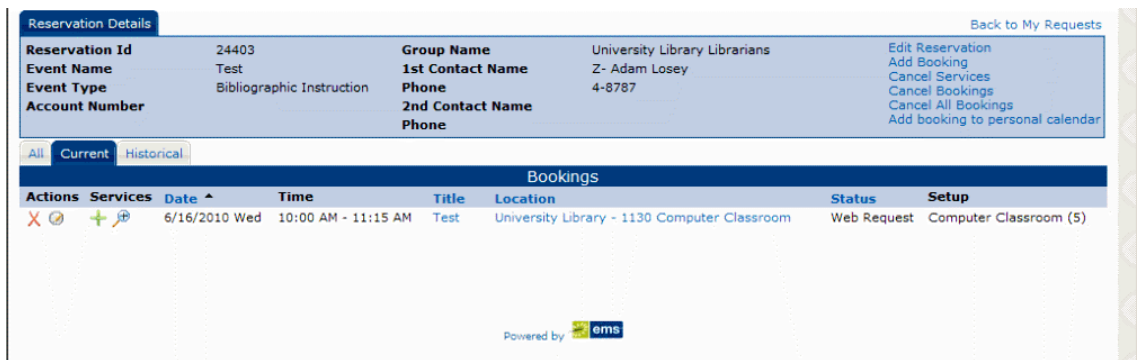
17. UL Furniture

- a. We have (10) 6ft tables available to be used in our space.

Once you are satisfied with the details of your reservation. Please select **“Submit Reservation”**

At this point, your reservation is a Web Request (this does not guarantee it's Confirmed until you receive a Confirmation Email from the Event Coordinator). If there are any discrepancies with the reservation request, the Event Coordinator will follow up with you

From this screen, you can



- 🔗 **Edit your Reservation,**
- 🔗 **Cancel Services** (the whole reservation)

- 🔗 **Add Booking** (add multiple bookings to one Reservation)
- 🔗 **Cancel Bookings** (only cancel certain bookings but not all of them)
- 🔗 **Cancel All Bookings** (all bookings in the reservation)
- 🔗 **Add booking to personal calendar** (if your Outlook is open, it'll insert an .ICS file directly into your Exchange Profile)

Please send all questions to ULEMS@IUPUI.EDU. Thank you.