

Welcome to VEMS

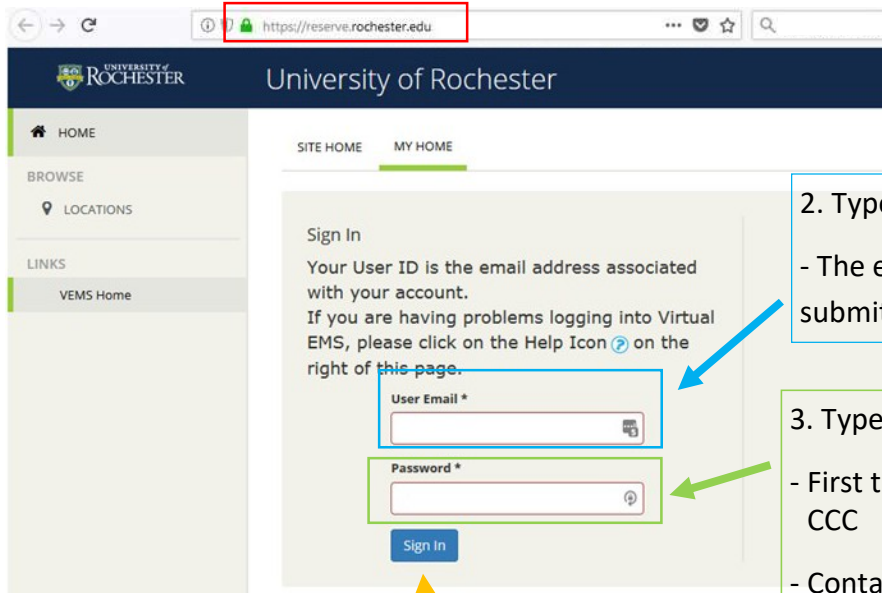


This Guide will explain how to

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HOW TO LOG IN

1. Navigate web browser to: <https://reserve.rochester.edu>



2. Type user email

- The email written on the submitted VEMS Contact form

3. Type password

- First time user: Password will be sent via CCC

- Contact WCSA (wcsa@rochester.edu) to reset your password

4. Click "Sign In"

After logging in, you will be directed to the VEMS home page. The following are available.

The screenshot shows the VEMS home page for the University of Rochester. The page is divided into several sections: a navigation sidebar on the left, a main content area with 'My Reservation Templates' and 'My Bookings', and a user profile dropdown in the top right. Six callouts with arrows point to specific features:

- 1. The reservation templates available to you. These will change throughout the year.** (Red box) points to the 'My Reservation Templates' section, which lists various reservation types like 'WC - 2017-2018 Event Location Request' and 'WC - Performance Venues'.
- 2. The ability to request a reservation** (Blue box) points to the 'book now' buttons next to each reservation template.
- 3. The ability to manage your account settings** (Green box) points to the user profile dropdown in the top right corner, which shows the name 'Lai, Audrey'.
- 4. The ability to search for upcoming bookings or to find your VEMS ID number.** (Black box) points to the 'SEARCH' button in the 'My Bookings' section.
- 5. The ability to browse for available space** (Pink box) points to the 'LOCATIONS' link in the left sidebar.
- 6. Any bookings you have the day you today** (Yellow box) points to the 'My Bookings' section, which currently displays 'There are no bookings for June 14, 2018'.

HOW TO CHANGE YOUR PASSWORD

1. Click your name or the icon of a person.
-A drop down menu will appear

2. Click "My Account"

The screenshot displays the University of Rochester EMS web application interface. At the top, the 'ems' logo and 'University of Rochester' text are visible. In the top right corner, the user's name 'Lai, Audrey' is shown next to a person icon and a dropdown arrow. A red box highlights this area, and a red arrow points to it from the first instruction. A blue box highlights the 'My Account' option in the dropdown menu, with a blue arrow pointing to it from the second instruction. The main content area shows 'MY HOME' with a list of reservation templates and a 'My Bookings' section for June 14, 2018, which currently shows no bookings.

ems My Account

ACCOUNT DETAILS PERSONALIZATION MY FAVORITE ROOMS

HOME
CREATE A RESERVATION
MY EVENTS
BROWSE
LOCATIONS
LINKS
Web App Home

Time Zone *
Eastern Time

Email Address
alai4@ur.rochester.edu

Name *
Lai, Audrey

Phone 1
52330

Phone 2

Current Password

New Password
Average

Re-enter New Password

Save Changes

3. Type current password

4. Enter your preferred password information.

5. Click "Save Changes" at the bottom of the page.

HOW TO REQUEST ROOM RESERVATIONS

To create a reservation request select "Book Now" in the appropriate template line

MY HOME

University of Rochester

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

LINKS

AS&E Registrar

Athletics & Recreation

Eastman School - Registrar

Event and Classroom Manage...

Interfaith Chapel

Memorial Art Gallery

River Campus Libraries

Simon Business School

Wilson Commons Student Activ...

MY HOME

My Reservation Templates

Event - 30 day

Request a Room without services - 3 Day

Supported Reservations - 8 Day

My Bookings

NOVEMBER 19, 2018 SEARCH

Eastern Time [ET]

Day Month Date

Previous Today Next

There are no bookings for November 19, 2018

Take me to the next day containing bookings.

My Infographics

Today This Week This Month

0 bookings 0 bookings 0 bookings

Template explanations can be found by clicking "About"

For a list of all rooms and which templates they can be found on please visit Event Planning Resources Page on the Student Activities website. On that page you will find Reservation Templates (Rooms By Template), Reservation Templates (Template By Rooms). (Please note not all templates will be available to all type of organizations)

Making a single day reservation

Input the following criteria

- Date (dependent on the template)
- Start and End time of event
- Time Zone (this will always be Eastern)
- Desired location

ems Room Request

WC - Self Service Rooms

My Cart (0) Create Reservation

1 Rooms 2 Reservation Details

New Booking for Mon Jun 18, 2018 Next Step

Date & Time

Date: Mon 06/18/2018 Recurrence

Start Time: 5:00 PM End Time: 6:00 PM

Create booking in this time zone: Eastern Time

Locations: Add/Remove (all)

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

Search

Click "Search"

Let Me Search For A Room

I Know What Room I Want

Room Name

Making a single day reservation

The screenshot shows the 'Room Request' interface for 'WC - Self Service Rooms'. The page is divided into two main sections: 'Date & Time' and 'Selected Rooms'. The 'Date & Time' section includes fields for Date (Mon 06/18/2018), Start Time (5:00 PM), End Time (6:00 PM), and Time Zone (Eastern Time). The 'Selected Rooms' section is currently empty, with a message: 'Your selected Rooms will appear here.' Below this, there is a 'Room Search Results' section with the message: 'Rooms matching your search criteria will appear here.'

Annotations with arrows point to the following elements:

- Add/Remove**: A button next to the 'Locations (all)' dropdown menu.
- Let Me Search For A Room**: A blue button with a search icon.
- I Know What Room I Want**: A blue button with a search icon.

A text box on the right contains the following instructions:

You can further filter results by

- Click "Add/Remove" to select specific buildings
- Click "Let me search for a room" to search for room types
- Click "I know what room I want" to search by an exact match of the room name

At the top of the page, there is a navigation bar with the EMS logo, the title 'Room Request', and a user profile for 'Lai, Audrey'. Below the navigation bar, there is a breadcrumb trail: 'WC - Self Service Rooms' > '1 Rooms' > '2 Reservation Details'. A 'My Cart (0)' icon and a 'Create Reservation' button are also visible. A 'Next Step' button is located at the top right of the main content area.

1. A list of available rooms will populate here

4. After selecting the desired location, click "Next Step" and proceed to page 15 of this manual.

New Booking for Mon Jun 18, 2018

Date & Time
Date: Mon 06/18/2018
Start Time: 5:00 PM
End Time: 6:00 PM
Create booking in this time zone: Eastern Time

Locations: Douglass Commons

Room Search Results

LIST SCHEDULE

NOTE: The List view will provide you a list of all rooms that meet your search criteria, the Schedule view will provide you a view off all rooms on the template, and their schedule, even if they are not available. This will help if you need a specific room and can be flexible on the time.

Room	Location	Floor	TZ	Cap	Price	Filter Match
Green Room Meeting Space	Douglass Commons	3rd Floor	ET	7		
Meeting Room 302	Douglass Commons	3rd Floor	ET	19		
Meeting Room 307	Douglass Commons	3rd Floor	ET	8		
Meeting Room 308	Douglass Commons	3rd Floor	ET	8		
Meditation Room	Douglass Commons	3rd Floor	ET	18		
Meeting Room 401	Douglass Commons	4th Floor	ET	30		

2. Select a room by clicking the + icon
You can also get more information on each room by clicking on the name of the room

3. Once you have selected your room, a pop-up window will appear. Input the number of attendees and click "Add Room"

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees: 0

Add Room Cancel

Making a recurring reservation

1. Click for recurrence

2. The following pop-up window will appear.

3. Change Daily to Weekly

Apply Recurrence

Making a recurring reservation

Recurrence [?] [x]

Repeats: Weekly [v] [Remove Recurrence]

Every: 1 week(s)

On: Sun Mon Tue Wed Thu **Fri** Sat

Start Date: Wed 08/31/2022 [calendar icon]

End Date: Wed 12/14/2022 [calendar icon]

End after: 1 occurrence(s)

Start Time: 1:30 PM [clock icon] End Time: 2:30 PM [clock icon]

Create booking in this time zone: Eastern Time [v]

[Apply Recurrence] [Cancel]

Select who often you want the reservation to recur select 1 for weekly or 2 for every other week

Select the day of the week you want the reservation to be on

Select the first and last meeting of your series




















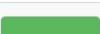


Select the start and time of your meeting

Click Apply Recurrence

Making a recurring reservation

LIST

Favorite Rooms ...


Room	Available	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Request							
 212 - Hirst Lounge (Entire)	15/15	Wilson Commons	2nd Floor	ET	248		
 213 - Gowen Room	15/15	Wilson Commons	2nd Floor	ET	99		
 408 - Bridge Lounge	15/15	Wilson Commons	4th Floor	ET	109		
 409 - Havens Lounge	15/15	Wilson Commons	4th Floor	ET	77		
 Front Porch	15/15	Wilson Commons	2nd Floor	ET	75		
 200 - Feldman Ballroom - 1 Section (1/4 Ballroom)	14/15	Douglass Commons	2nd Floor	ET	220		
 Wilson Quadrangle West	14/15	Wilson Commons	Ground Level	ET	1000		
 Wilson Quadrangle East	14/15	Wilson Commons	Ground Level	ET	1000		
 Wilson Quadrangle South	14/15	Wilson Commons	Ground Level	ET	1000		
 200 - Feldman Ballroom - 2 Sections (1/2 Ballroom)	13/15	Douglass Commons	2nd Floor	ET	630		
 200 - Feldman Ballroom (Entire)	13/15	Douglass Commons	2nd Floor	ET	700		





















The "available" column will tell you how many days in your series each room is available.

To select a room to request simply click the green "plus" sign

LIST

Favorite Rooms ...

15 occurrence(s):  13 In 200 - Feldman Ballroom - 2 Sections (1/2 Ballroom) 2 Remaining | Skip 2

Room	Available	Location	Floor	TZ	Cap	Price	Filter Match
Rooms You Can Request							
 212 - Hirst Lounge (Entire)	2/2	Wilson Commons	2nd Floor	ET	248		
 213 - Gowen Room	2/2	Wilson Commons	2nd Floor	ET	99		
 408 - Bridge Lounge	2/2	Wilson Commons	4th Floor	ET	109		
 409 - Havens Lounge	2/2	Wilson Commons	4th Floor	ET	77		
 Front Porch	2/2	Wilson Commons	2nd Floor	ET	75		
 200 - Feldman Ballroom - 1 Section (1/4 Ballroom)	1/2	Douglass Commons	2nd Floor	ET	220		
 401 - May Room	1/2	Wilson Commons	4th Floor	ET	260		
 Wilson Quadrangle West	1/2	Wilson Commons	Ground Level	ET	1000		
 Wilson Quadrangle East	1/2	Wilson Commons	Ground Level	ET	1000		
 Wilson Quadrangle South	1/2	Wilson Commons	Ground Level	ET	1000		

If you select a room that it not available for every day of your request the system will then allow you to request a 2nd (3rd, 4th etc. if needed) room for the days your primary room is not available. You can also choose to skip those dates. To select a room, you will follow the same process as before.

Making a recurring reservation

The screenshot shows a web interface for making a recurring reservation. At the top, there are navigation tabs for '1 Rooms' and '2 Reservation Details'. In the top right corner, there is a 'My Cart (1)' icon and a green 'Create Reservation' button. Below the navigation, the year '2022' is displayed, and a blue 'Next Step' button is visible in the top right of the main content area. The main content area is divided into sections: 'Selected Rooms' with a pencil icon and 'Attendance & Setup Type', showing '200 - Feldman Ballroom - 2 Sections (1/2 Ballroom) (13 of 15 occurrences)' and '213 - Gowen Room (2 of 15 occurrences)'. Below this is the 'Room Search Results' section, which includes a 'LIST' tab, a 'Favorite Rooms ...' checkbox, a search input field labeled 'Find A Room', and a 'Search' button. A table titled 'Rooms You Can Request' is displayed with the following data:

Room	Available	Location	Floor	TZ	Cap	Price	Filter Match
212 - Hirst Lounge (Entire)	15/15	Wilson Commons	2nd Floor	ET	248		<input type="checkbox"/>
213 - Gowen Room	15/15	Wilson Commons	2nd Floor	ET	99		<input type="checkbox"/>
408 - Bridge Lounge	15/15	Wilson Commons	4th Floor	ET	109		<input type="checkbox"/>

When you are done selecting rooms you will be able to see the number of days that each room you requested is going to be added to your request.

After selecting your desired location(s), click "Next Step"

Reservation Details

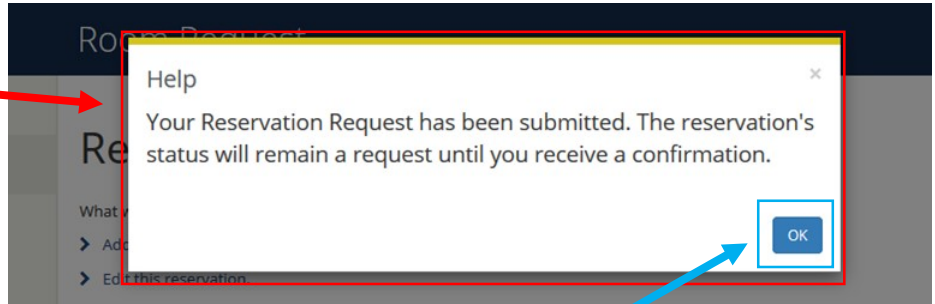
For room reservation request without services

The screenshot shows the 'Room Request' form with the following sections and callouts:

- 1. Input name of the event**: Points to the 'Event Name *' text input field.
- 2. Choose event type from the drop down menu**: Points to the 'Event Type *' dropdown menu, which currently shows 'Meeting*'. A blue arrow also points to the 'Reservation Details' breadcrumb.
- 3. confirm "Client" is the name of your organization**: Points to the 'Client *' dropdown menu, which shows '-RC Wilson Commons Student Activitie'.
- 4. Choose contact from drop-down menu**: Points to the '1st Contact' dropdown menu, which shows 'Lai, Audrey'.
- 5. Answer any questions under the additional information section (you will always be asked about second and third options and be allowed to leave notes for the reservation team.**: Points to the 'Additional Information' section, which contains a text area for notes.
- 6. Check the checkbox to confirm you read the terms and agreements**: Points to the checkbox labeled 'I have read and agree to the terms and conditions'.
- 7. Click "Create Reservation"**: Points to the green 'Create Reservation' button.

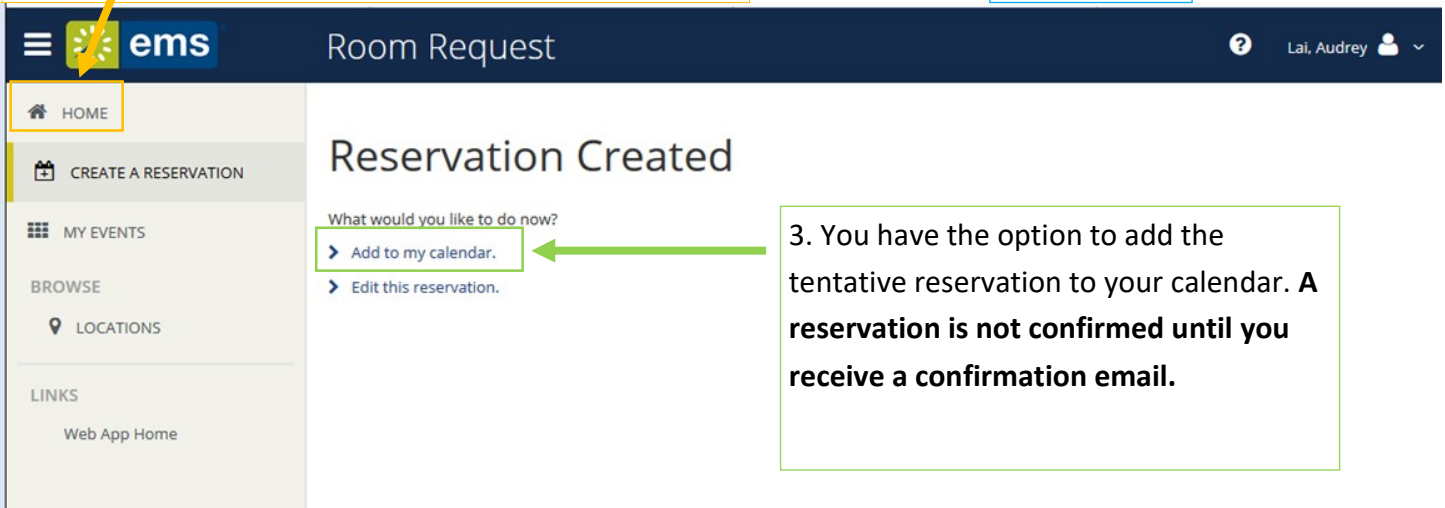
Reservations request submitted

1. A pop-up will appear to confirmed the request has been submitted.

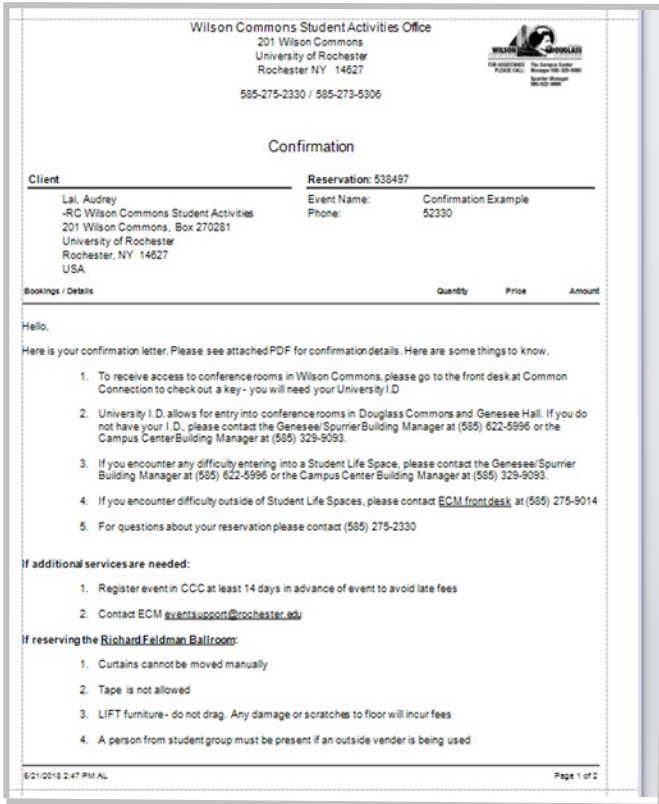


2. Click "OK"

4. Clicking "Home" returns you to the VEMS home page



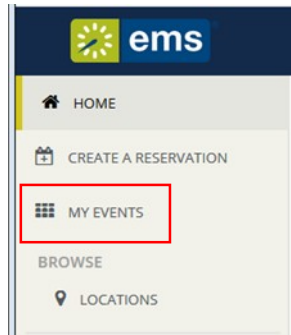
3. You have the option to add the tentative reservation to your calendar. **A reservation is not confirmed until you receive a confirmation email.**



NOTE:
A submitted room reservation request through VEMS does not indicate a confirmed room reservation request.
The Reservation Team will send the listed contact a confirmation or cancellation email when the submitted room reservation request has been processed.

TO VIEW YOUR RESERVATIONS

1. Click "My Events"



3. Your VEMS ID will be require for activity registration

6. Toggle between "Reservations" and "Bookings" view

2. Reservations will appear here

Name	First/Last Bookin...	Location	Client	Servi...	ID	Status
test	Sun Jun 24, 2018/ Sun Jun 24, 2018 (single booking)	Douglass Commons - Meeting Room 302	-RC ...		478696	WC-Web Self Serv...
test2	Sun Jun 24, 2018/ Sun Jun 24, 2018 (single booking)	Douglass Commons - Meeting Room 302	-RC ...		478697	WC-Web Self Serv...

4. Status will be listed here.

WC—Web Self-Service: Submitted request; will not receive services.

WC—Web Service: Submitted request; and is expected to need services.

WC—Confirmed Self-Service: Confirmed reservation assuming activity registration is completed; no services available.

WC—Confirmed: Confirmed reservation assuming activity registration is completed; and is expected to have services.

WC—Denied: Reservation request was denied, there is possibility to resubmit by editing the location, time or date

WC- Special Review or WC-Tentative: Your reservation request has been sent for additional review.

TO EDIT YOUR RESERVATIONS

1. Click name of reservation to edit or cancel reservation.

CURRENT		PAST					
Name	First/Last Bookin...	Location	Client	Servi...	ID	Status	
test	Sun Jun 24, 2018/ Sun Jun 24, 2018 (single booking)	Douglass Commons - Meeting Room 302	-RC ...		478696	WC-Web Self Serv...	
test2	Sun Jun 24, 2018/ Sun Jun 24, 2018 (single booking)	Douglass Commons - Meeting Room 302	-RC ...		478697	WC-Web Self Serv...	

The screenshot shows the 'My Events' page for a reservation named 'test' starting on June 24, 2018. The 'RESERVATION DETAILS' section includes fields for Event Name, Event Type (Meeting*), Client, and 1st Contact Name (Lai, Audrey). A blue box highlights the 'Edit Reservation Details' link. The 'Bookings' section shows a table with one booking for the same date and location. A blue box highlights the 'New Booking' button. A 'Reservation Tasks' sidebar on the right lists options like 'Cancel Reservation' and 'Add to My Calendar'.

2. Click to edit reservation information

- Event Name
- Event Type
- Client Information
- Contact Information

4. Click to add additional bookings

3. Click to open a new web page for you to edit

- Date
- Location
- Time

This can be done for all WC status. This CANNOT be done when a reservation has a status of "Cancelled"

NOTE:

Editing a RESERVATION (step 2) changes or cancels all booking in a recurring set.

To edit ONE SPECIFIC BOOKING, please go to step 3

TO CANCEL YOUR RESERVATION

The screenshot shows the 'My Events' page for a reservation titled 'test beginning Jun 24, 2018 (478696)'. The 'RESERVATION DETAILS' section includes fields for Event Name (test), Event Type (Meeting*), Client (-RC Wilson Commons Student Activities), and 1st Contact Name (Lai, Audrey). On the right, the 'Reservation Tasks' panel contains a 'Booking Tools' section with a 'Cancel Reservation' option. Below, the 'Bookings' section shows a table with one booking for 'Sun Jun 24, 2018' from 11:00 AM to 12:00 PM in Meeting Room 302. A red box highlights the 'Cancel Reservation' button, and a blue box highlights the minus sign icon in the booking table.

1. Click to Cancel reservation

2. Click to cancel specific booking

3. A pop-up will appear, select the reason for cancelling from the drop-down menu

The 'Cancel Booking?' dialog shows the booking details: 'Sunday, June 24, 2018, from 11:00 AM to 12:00 PM' for 'test' in 'Douglass Commons - Meeting Room 302'. It features a 'Cancel Reason' dropdown menu, a 'Cancel Notes' text area, and two buttons: 'Yes, Cancel Booking' and 'No, Keep Booking'.

4. Input any notes

5. Confirm booking or reservation cancellation

NOTE:

Cancelling a RESERVATION (step 1) changes or cancels all booking in a recurring set.

To cancel **ONE SPECIFIC BOOKING**, please go to step 2

