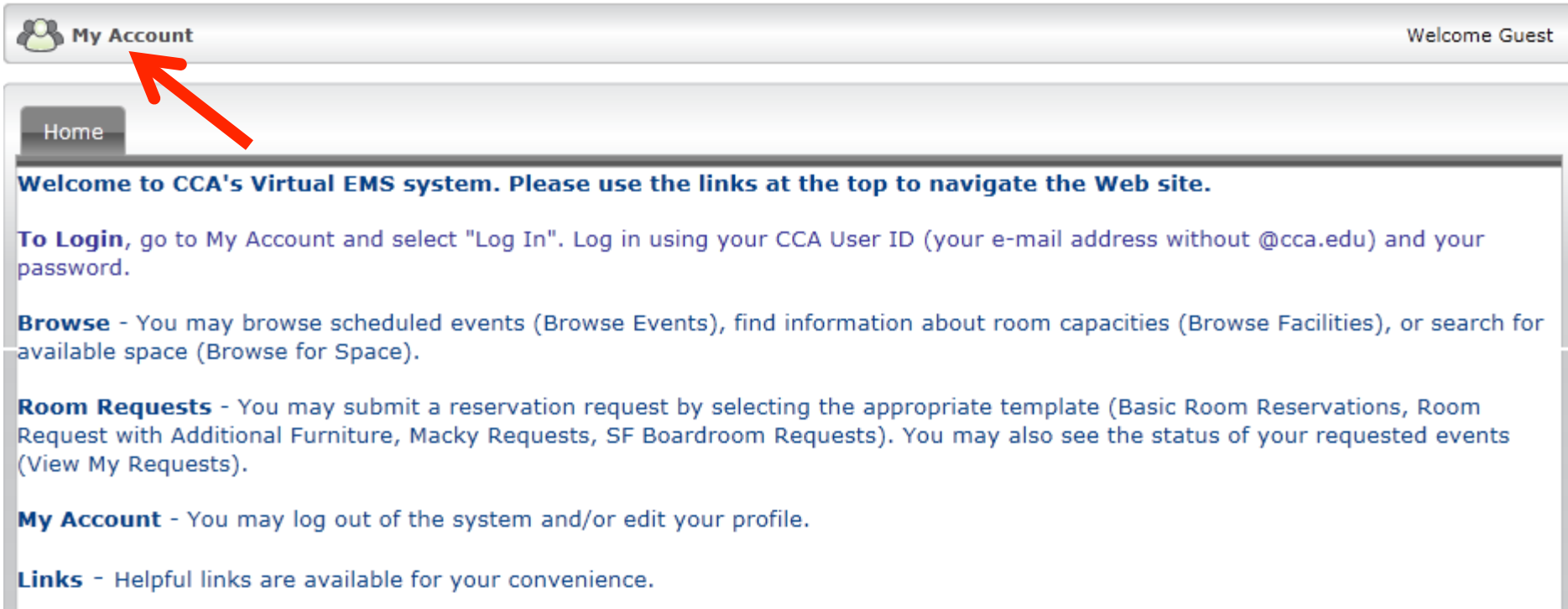


# How to Request Space using Virtual EMS



Go to <http://virtualems.cca.edu/> and log into EMS by selecting My Account



My Account Welcome Guest

Home

**Welcome to CCA's Virtual EMS system. Please use the links at the top to navigate the Web site.**

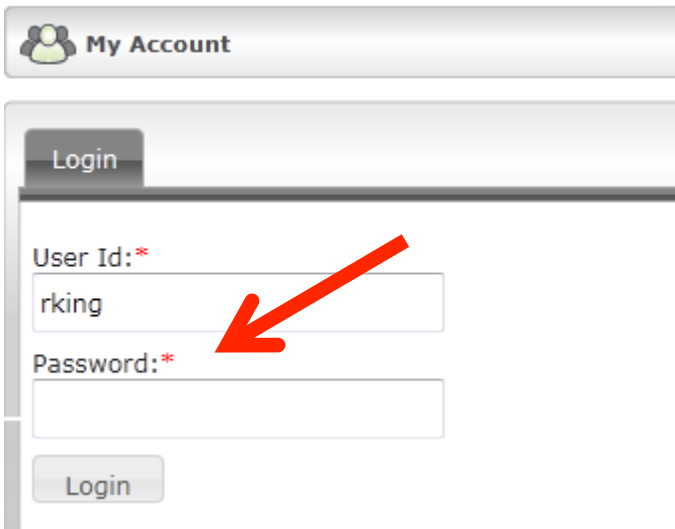
**To Login**, go to My Account and select "Log In". Log in using your CCA User ID (your e-mail address without @cca.edu) and your password.

**Browse** - You may browse scheduled events ([Browse Events](#)), find information about room capacities ([Browse Facilities](#)), or search for available space ([Browse for Space](#)).

**Room Requests** - You may submit a reservation request by selecting the appropriate template ([Basic Room Reservations](#), [Room Request with Additional Furniture](#), [Macky Requests](#), [SF Boardroom Requests](#)). You may also see the status of your requested events ([View My Requests](#)).

**My Account** - You may log out of the system and/or edit your profile.

**Links** - Helpful links are available for your convenience.



My Account

Login

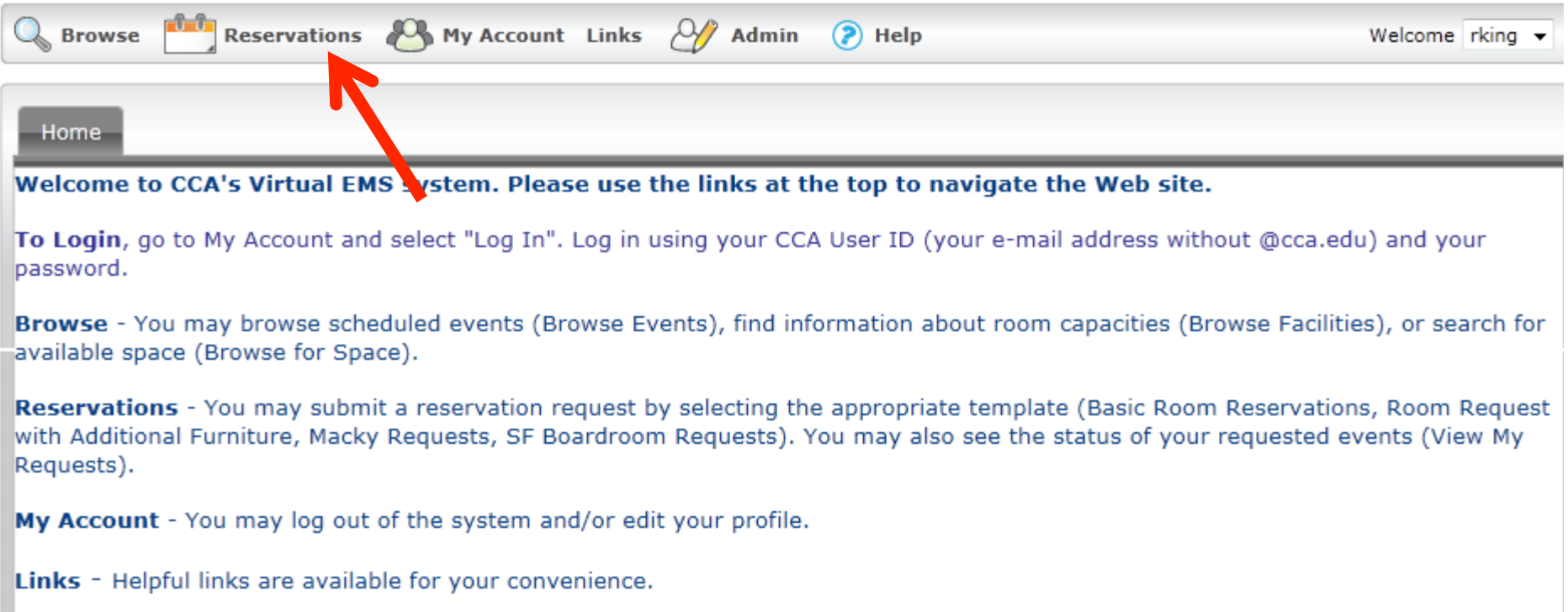
User Id:\*

Password:\*

Login

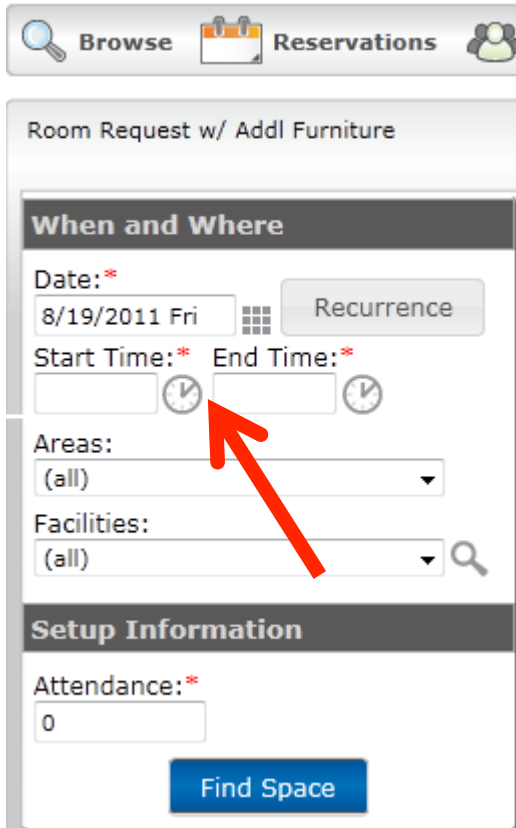
Use your email address minus the @cca.edu  
Use your email password as the password

**Hover your cursor over Reservations and select a template (see template descriptions below).**



- 1. Basic Room Reservation** – Use this template for one-off or recurring meetings where you will only need a room to meet.
- 2. Room Request with Additional Furniture** – Use this template if you need a space and require furniture beyond what exists in the room.
- 3. Macky Requests** – Use this template to request the Macky Conference Room in Oakland.
- 4. SF Boardroom Requests** – Use this template to request the Helzel Boardroom in San Francisco.

## Enter your event basics.



The screenshot shows a web interface for room reservations. At the top, there are navigation links for 'Browse' and 'Reservations'. The main heading is 'Room Request w/ Addl Furniture'. Below this is a section titled 'When and Where' containing a date field (8/19/2011 Fri), a 'Recurrence' button, and 'Start Time' and 'End Time' fields with clock icons. Below these are dropdown menus for 'Areas' and 'Facilities'. A red arrow points to the 'Start Time' field. At the bottom is a 'Setup Information' section with an 'Attendance' field (0) and a 'Find Space' button.

1. Enter the date of your event (if there are multiple dates, click Recurrence)
2. Enter the start and end time of your event
3. If desired, choose Area (campus) and/or Facilities (building)
4. Enter expected attendance
5. Click Find Space

## Select your desired room(s)



		Friday, August 19, 2011			
Room	Cap	7	8	9	10
+ GC5 (Seminar Room)	20				
+ GC6 (Seminar Room)	15				
+ GC7 (Seminar Room)	40				
Martinez Hall					
+ MART 5 (Drawing Studio)	15				
Ralls Painting Studio					
+ RALLS 202	25				
+ RALLS 203	22				
+ RALLS 204	22				
San Francisco Main Building					
+ N5	18				
+ N9	18				
+ N11 (Architecture Studio)	22				
+ N13	22				
+ N15	22				
+ N17	22				
+ E1 (Seminar Room)	30			Summer ESL &	
+ E2 (Seminar Room)	30				
+ W1 (Seminar Room)	30				
+ W2 (Seminar Room)	30				
+ 101 (Seminar Room)	20				
+ 103 (Seminar Room)	20			Studio 0: De	

Based on your search criteria, a list of rooms will be displayed.

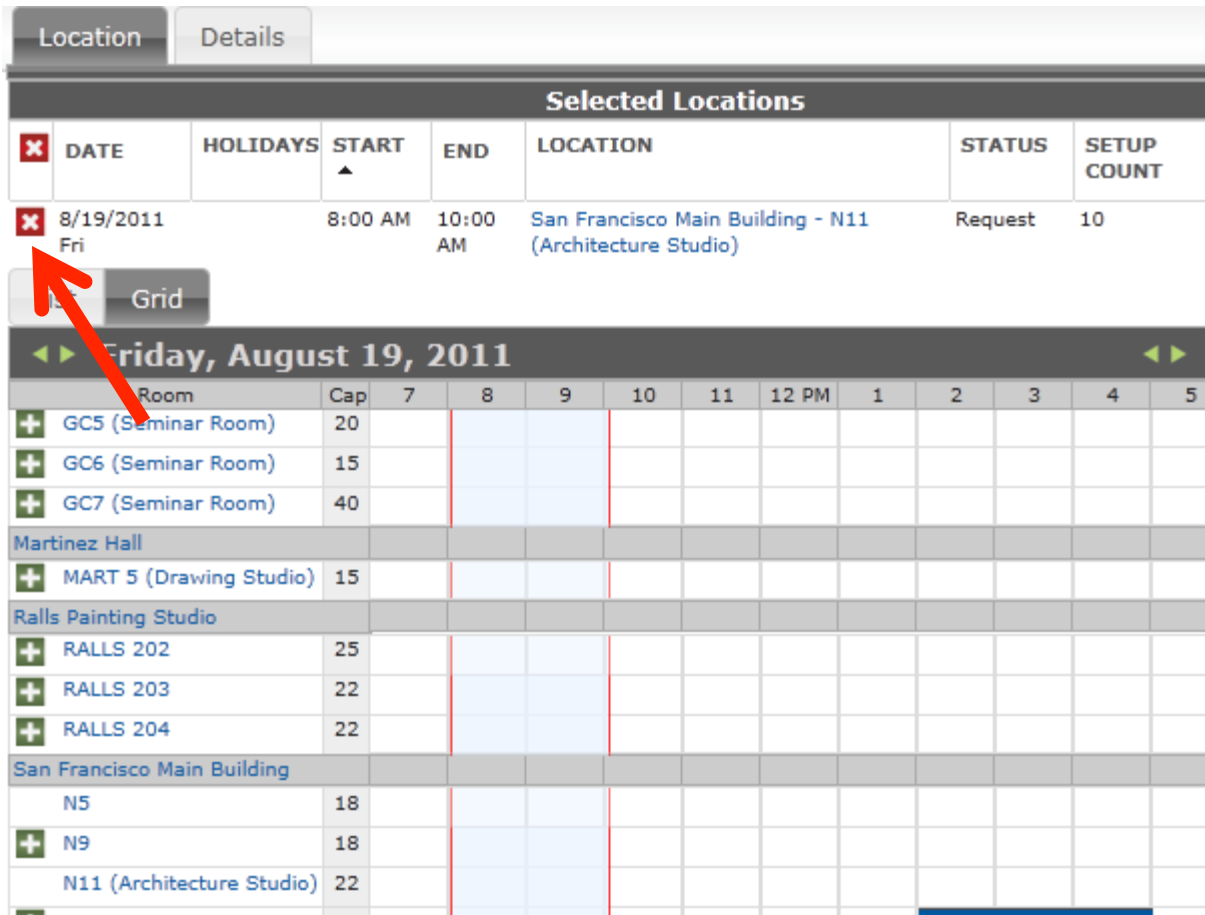
The two red lines indicate the time you requested. If you see a blue bar within those lines, that's indicating an event already scheduled in that space - you won't be able to choose that room.

To select a room, click the **+** next to the room. You can select multiple rooms.



To view information about a particular room, simply click on the room name.

Once you click  to choose a room, that room will move to the top of the screen. To delete this selection, click on 

If you delete a selection, you may want to click find space again to refresh.




The screenshot shows a software interface for room selection. At the top, there are two tabs: "Location" (selected) and "Details". Below the tabs is a section titled "Selected Locations" containing a table with the following data:

	DATE	HOLIDAYS	START	END	LOCATION	STATUS	SETUP COUNT
	8/19/2011 Fri		8:00 AM	10:00 AM	San Francisco Main Building - N11 (Architecture Studio)	Request	10

Below the "Selected Locations" table is a "Grid" button. A red arrow points from the "Grid" button to the "Selected Locations" table. Below the "Grid" button is a section titled "Friday, August 19, 2011" with navigation arrows. This section contains a grid view of room availability for the day. The grid has columns for rooms (7, 8, 9, 10, 11, 12 PM, 1, 2, 3, 4, 5) and rows for various rooms. The rooms listed are:

- GC5 (Seminar Room) - Cap 20
- GC6 (Seminar Room) - Cap 15
- GC7 (Seminar Room) - Cap 40
- Martinez Hall
- MART 5 (Drawing Studio) - Cap 15
- Ralls Painting Studio
- RALLS 202 - Cap 25
- RALLS 203 - Cap 22
- RALLS 204 - Cap 22
- San Francisco Main Building
- N5 - Cap 18
- N9 - Cap 18
- N11 (Architecture Studio) - Cap 22

Each room row has a green plus icon () in the first column. The grid shows availability for rooms 7, 8, 9, 10, 11, 12 PM, 1, 2, 3, 4, and 5. Rooms 7, 8, 9, 10, 11, 12 PM, 1, 2, 3, 4, and 5 are currently available for all rooms listed.




Location Details

### Event Details

Event Name:\*  Event Type:\*

### Group Details

Group:\*   **Click to search for your department.**

Primary Contact:\*

Name:\*

Phone:\*  Fax:

Email:\*

Contact present during event:

Phone:  Fax:

Email:

### Other Information

Event Description:

Should this event be published to the master calendar?:\*

### Furniture - San Francisco

SF Furniture

On this screen you will be asked to provide additional information about your event.

Anything with a red \* is required information.

The first time you use Virtual EMS you will need to select a Group (Department). To do this click on the magnifying glass and then search for your department. See the next page for more detailed instructions.



## How to add yourself to a group.

**Event Details**

Event Name: \*

  
**Group Details**

Group: \*

1.

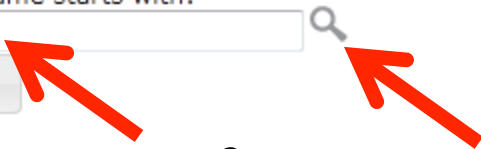


1. Click on the magnifying glass.

Group name starts with:

2.

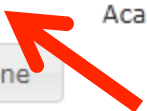


2. Type in the first few letters of your **department**, then click the magnifying glass again.

**Groups matching**

ADD	GROUP NAME
<input data-bbox="63 1053 98 1079" type="button" value="+"/>	Academic Affairs

3.



3. Click **+** to add that group, then click Done.

You are now added to that group.

**You will only need to do this one time. After doing this once, your group/department will be remembered for each subsequent request.**

After you click Submit Reservation you're taken to a summary screen. Here you'll be able to see and do several things:

1. See the details and status (defined on the next page) of your event
2. Edit your reservation
3. Add more bookings (dates and times)
4. Cancel bookings
5. Add event to your personal calendar



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

<b>Reservation Id</b>	3926	<b>Group Name</b>	Operations	<a href="#">Edit Reservation</a>
<b>Event Name</b>	Randy's Event	<b>Primary Contact Name</b>	King, Randy	<a href="#">Add Booking</a>
<b>Event Type</b>	Meeting Faculty/Staff	<b>Phone</b>	415.551.9206	<a href="#">Cancel Services</a>
		<b>Contact present during event Name</b>		<a href="#">Cancel Bookings</a>
		<b>Phone</b>		<a href="#">Cancel All Bookings</a>
				<a href="#">Add booking to personal calendar</a>
				<a href="#">Booking Tools</a>

All | Current | Historical

### Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		8/19/2011 Fri	8:00 AM - 10:00 AM	Randy's Event	San Francisco Main Building - N11 (Architecture Studio)	Web Request Pending	Academic Setup (10)



## Statuses

Events always have a status. These statuses help you understand where your request is in the approval process. Below is a list of statuses and their definitions.

**Web Request Pending** – you have submitted a request in Virtual EMS and it is waiting to be reviewed by the Scheduling Manager

**Confirmed** – your event is confirmed – all approvals have been given

**Facilities Pending** – your request has been sent to Facilities for review

**Facilities Confirmed** – your request has been approved by Facilities

**Facilities Declined** – your request has been declined by Facilities

**Media Center Pending** – your request has been sent to the Media Center for review

**Media Center Info Gather** – the Media Center needs to speak to you about your AV request

**Media Center Approved** – the Media Center has approved your AV request

**Media Center Declined** – the Media Center has declined your AV request