



Dean Evans & Associates, Inc.

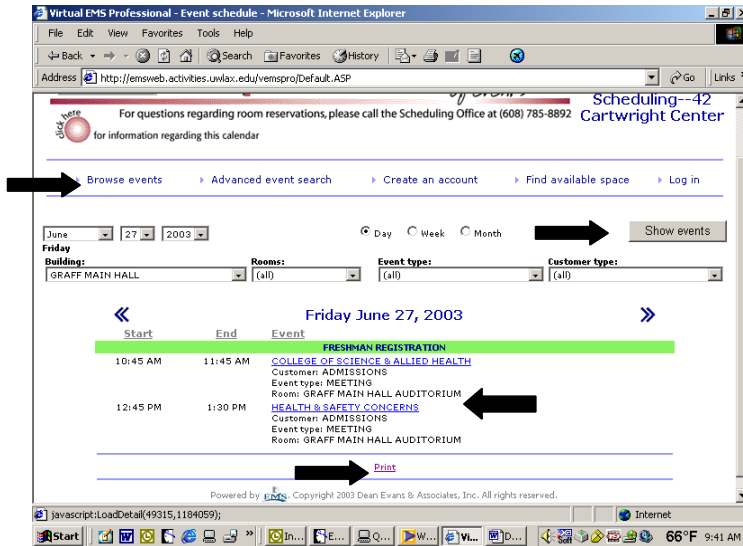
# Using Virtual EMS®

University of Wisconsin-La Crosse  
University Scheduling—Student Activities and Centers  
42 Cartwright Center  
1741 State St.  
La Crosse, WI 54601  
(608) 785-8892  
Fax: (608) 785-6575  
[www.uwlax.edu](http://www.uwlax.edu)  
Click on “Events Calendar”

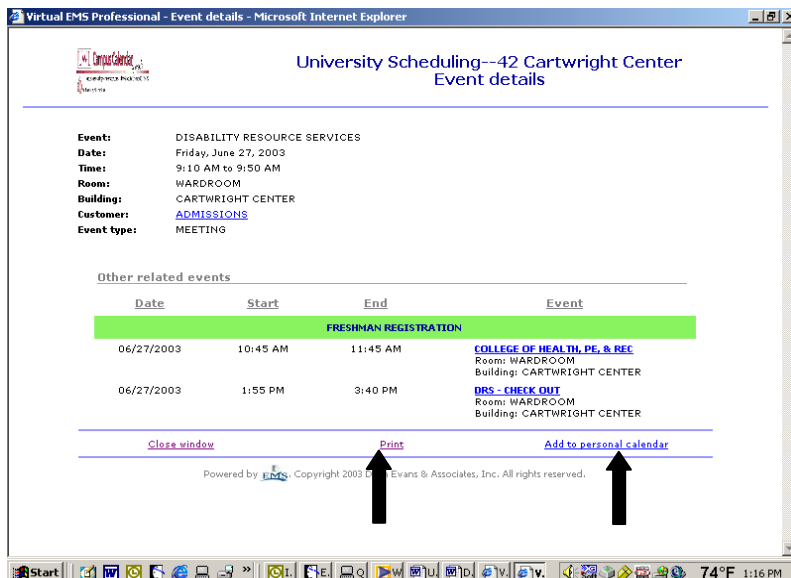
\*This handbook has been adopted from the Virtual EMS Professional Handbook Version 8.0 and adapted for the specific use of customers of University Scheduling at the University of Wisconsin-La Crosse.

There are two ways that the Events Calendar can be accessed. A “visitor” can use Virtual EMS to find events and check facility availability but does NOT log into the system. The “user” does log in to Virtual EMS and can perform additional functions, such as submitting web requests for facility space.

There are five menu options for visitors to Virtual EMS: Browse Events, Advanced Event Search, Create an Account, Find Available Space, and Log In.

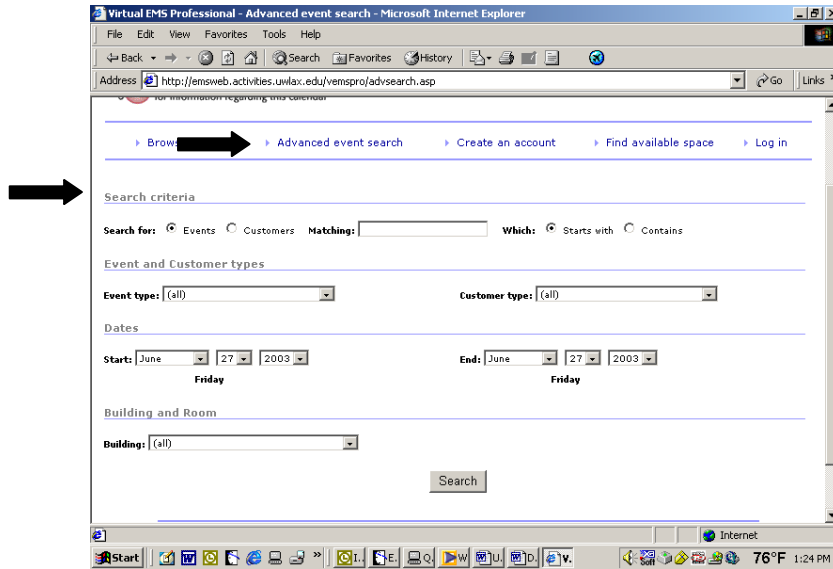


**Browse Events:** This function allows a visitor to display events by day, week, or month. Fields at the top of the window allow filtering by Building or Room, Event Type, and/or Group Type. Click the “Show Events” button to display results. Arrows on either side of the listed date let you scroll to a different date. A Print option link is listed at the bottom.

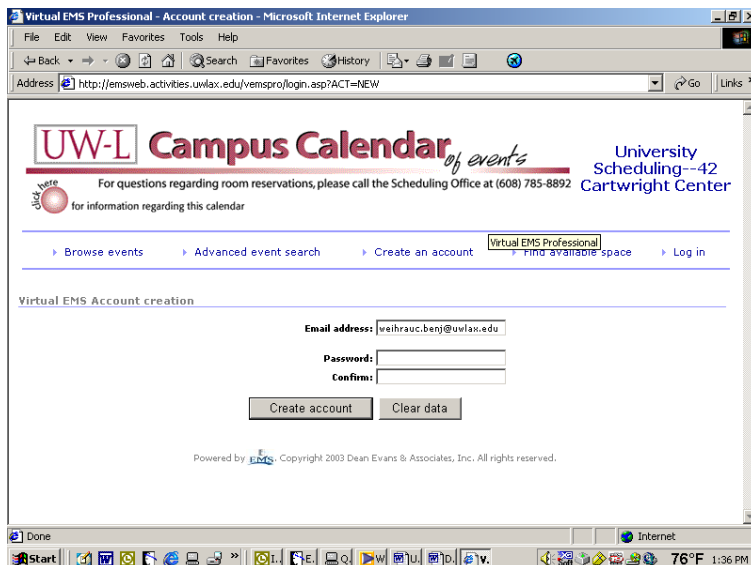


Click on the highlighted event to bring you to the Event Details window, which lists other related bookings for the event. You may also print the information on the event or add the event to your personal calendar (if you use Microsoft Outlook®) by using the links at the bottom of the window.

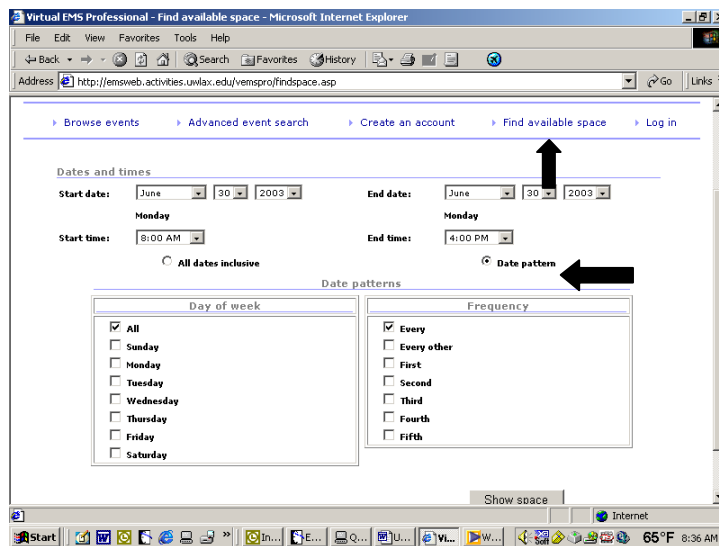
**Advanced Event Search:** You can use more specific criteria to locate events, such as Event Type, Customer Type, Date, Building and Room. You must select a date range for each search and can select keywords under Search Criteria. Click “Search” to see results that match your criteria. Get more information on the events listed by clicking on it, printing it, or adding it to your Microsoft Outlook® calendar.



**Create an Account:** This function authorizes a person to log in to Virtual EMS, also known as creating a “web user,” to submit web requests to University Scheduling and review the status of their requests, in addition to all other functions that “visitors” can perform. To create an account, click the Create an Account option. Enter in your e-mail address and a password that you will remember. This will be your Log In information for all Web Requests. Click “Create Account” and the new “web user” is automatically logged into Virtual EMS.



**Find Available Space:** Click on this link to specify a date and time range for the space that you need. Click on “Date Pattern” to limit your search to certain dates within your

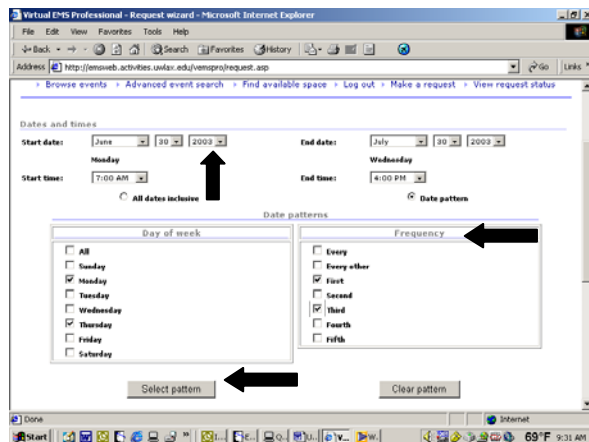


selected range. After entering all of your criteria, click “Show Space.” Available space is listed by building and room name.

**Log In:** Click on this link to enter your email address and password to log in to Virtual EMS as a “user.” Information on functions that can be performed as a “user” is covered in the next section.

If you have logged in to Virtual EMS as a user (see “Create an Account” above), you may perform additional functions to help find available facility space. Your six menu options are: Browse Events, Advanced Event Search, Find Available Space, Log Out, Make a Request, and View Request Status.

**Browse Events/Advanced Event Search/Find Available Space/Log Out:** These functions are the same for both users and visitors. Please see instructions for these functions under “Accessing Virtual EMS as a Visitor” above for more information. The Log Out link returns you the status of a visitor, but does not close Virtual EMS. To completely exit Virtual EMS, simply close your Internet browser.



**Make a Request:** This link allows you to create and submit a Web Request, which is received by University Scheduling staff for processing. If the request is approved, it is then processed into a reservation.

If you enter a date range, you may search by all days within the range or within a pattern. If you click “Date Pattern,” the system displays additional fields to choose from, including day and frequency. Click “Select Pattern” to complete the selection.

After entering your dates, select a Start and End time for your event. Event Type, Setup Type, and Attendance are optional, especially if you are unsure of your needs. However, you **MUST** enter an Event Name!

Following the Event Information section is the Location section. The Buildings and Rooms fields are optional. If you require a particular building and room, you can click on the Check Room Availability link to see if the space is available.

Contact information for a Web Request includes Company (Group or Organization) Name, Your Name, Email Address, Phone number, and Fax number. Company Name, Your Name,

and Phone number **ARE REQUIRED!** After entering the contact information, click “Submit Request.” Please answer the Web Questions, which will ask you further questions about your Web Request, and click “Save Responses.”

Event name	Request date	First booking	Last booking	Start time	End time
DEPARTMENT SOCIAL	06/30/2003 12:01 PM	06/07/2003	06/07/2003	1:30 PM	2:30 PM
MEETING	06/30/2003 11:15 AM	06/30/2003	07/01/2003	8:30 AM	12:00 PM
CHEC MEETING	06/30/2003 12:04 PM	09/30/2003	09/30/2003	7:30 PM	9:00 PM

**View Request Status:** Once you have submitted a web request, you can check its status by clicking “View Request Status.” Requests are grouped by whether they are Pending, Approved, or Declined/Cancelled. Pending requests can take up to 1 business day to process. Contact University Scheduling at if you need a guaranteed time for your request to be processed. Clicking the Cancel link cancels the request altogether. Approved requests have a Details link that gives you further details and

related bookings. Approved bookings will also be e-mailed to the user with a copy of the reservation confirmation for your records.

All web requests are subject to final University Scheduling office approval. University Scheduling may contact you further for more specific information concerning food service/catering, audio/visual equipment, special needs, or any other information. If you have a question or concern with Virtual EMS or any reservation questions, please contact University Scheduling at (608) 785-8892, fax (608) 785-6575, or stop into our office in 42 Cartwright Center.

