EMS Facilities Training Material

What is EMS?

EMS or Event Management System is a program that uses an online web service to request, reserve, and view events in spaces throughout Housing. Every reservable space is listed in this program and is available for facilities staff to view the activity in each.

EMS will have two facets for RHF: VEMS or Virtual EMS and the web client.

When logging into the web client, the system utilizes your net ID credentials to authenticate you are a member of the Housing team.

Building supervisors, assistant directors, and the housekeeping director will have access to the web client, however if there are needs to add other individuals, please be in contact with your EMS committee representative (Sean Veselsky) or the Housing IT help Desk.

WEB CLIENT ADDRESS: https://webems.housing.wisc.edu

What is RHF’s role with EMS/VEMS?

VEMS will be the mode of inputting room reservation requests. REMEMBER: These are only requests, and will still be approved by the appropriate parties (DCS, Conference Services, or Residence Life).

A guide to making these requests can be found here.
What is RHF’s role with EMS/Web Client?

Facilities is responsible for monitoring the activity in each space and ensuring that room setups are completed. This is primarily accomplished by utilizing the “setup worksheet” that has been developed for each unit. This allows facilities staff to quickly access the room reservation and setup information for each room in their unit quickly and effectively. The steps to using the setup worksheet are listed below:

1) Open the virtual EMS client by visiting the web address listed above. The RHF login is
   a. User Name: hsgphyfac
   b. Password: EMS2013
2) Click on reports, then the “daily” option in the drop down menu. Finally click on Setup worksheet.

3) When the setup worksheet pops up, click on the first pulldown menu on the top of the window labeled: “Setup:” Select your area from the menu.
4) Next, select a starting date and ending date you want the worksheet to pull information from.

5) After indicating the dates, near the bottom left of the page click “Generate Report”. This will generate a report that will pop up. This report, similar to room reports from Conference Programmer, will show all pertinent details for the room setup that is required.
There are some default setup/teardown times associated with setup types (conference style, dance, theater, etc.) in conjunction with the size of the event. For example, if there is a conference style setup for 50 needed, the default is set to 30 minutes each for setup and teardown. These values will be entered by the individual confirming the reservation.

**Reading the Setup Worksheet Report**

The report that is generated has a lot of information. Along the top of the report, there will be a number of fields that will provide all the information that are relevant to the setup. They are:

- **Res. Start:** This is when the reservation begins. This takes into consideration the setup time needed for that event.
- **Evt Start:** This is the actual time the event begins in the space. This is the time the setup needs to be completed by.
- **Ect End:** This is the actual time the event is scheduled to end in the space.
- **Res End:** This is when the reservation ends. This takes into consideration the takedown time needed for that event.
- **Location/Event:** This specifies the physical location (room) the event is taking place as well as what the event is titled.
- **Setup/Event Type:** This indicates what type of event it is and what kind of setup the group would like.
- **Group:** This is the name of the group putting on the event, as well as contact information if there are any questions about the event.
- **Status:** Indicates where the reservation falls into the EMS system.

The setup worksheet is customizable in the event that special information is needed, or if you would like to generate a different report with additional information. Please contact the RHF EMS Committee representative if you have special needs and they can assist making any changes.
**How do we know when reservations are made in our units?**

EMS will have notifications setup for each building supervisor so that updates and add-ons will be sent to them when a reservation is added, changed, or cancelled, within a specified period of time. These notifications will be sent out via email and will look similar to below:

Note that reservations made outside this “last minute booking or change” window will not be sent via email. If you would wish to receive an email for all bookings or changes added to your area, please let your EMS representative know, and they can assist with making this change to your notifications.

**Important to Know about EMS**

- All academic year room reservations will only be input into EMS (no more outlook calendar shared rooms). It will be important to check EMS regularly to ensure all setups are completed.

- All summer conference events will be entered into EMS. Conference programmer will still be relevant to use as a reference tool for groups and conferences, however all setups should be conducted from information provides through EMS.

- The facilities EMS account has limited permissions (to keep us from breaking things in the program). If there are changes that need to be made, please communicate those needs to the Facilities EMS Committee representative.

- If there are major changes to a spaces internal features (AV built-ins, blinds, windows, ect.) please communicate those changes with the Facilities EMS Committee representative.