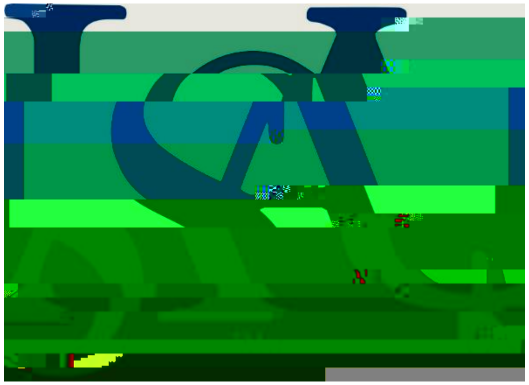


University of South Alabama EMS Web App Reference Guide

Getting Started

Definition of Terms

– University of South Alabama's upgraded space scheduling program for students, faculty and staff, this replaces the previous Virtual EMS system.

– An individual meeting or event. A booking is a single date, time and location. There can be multiple bookings within a reservation.

– A group of bookings indicating the name of the event or meeting, the host and contact for the event or meeting. A reservation can contain multiple bookings (e.g. a recurring meeting).

– Any conference room, meeting room, classroom, or workspace that can be reserved through EMS Web App.

– Defines the status of a reservation or booking.

- Web Request – the space requires approval before use
- Confirmed – the space is booked and ready for use
- Tentative – a requested space has been tentatively confirmed
- Academic Bumped – a requested space has been denied use due to academic class being scheduled in that space
- Cancelled – a reservation that has been cancelled or denied by either the web user or admin user

Where to Access EMS Web App

https://eventrequest.southalabama.edu

Requested Space

All spaces require approval for use. Requests for these spaces will go to the approver in a web request status. You will receive a confirmation from the approver if the reservation is approved or denied within 7 business days.

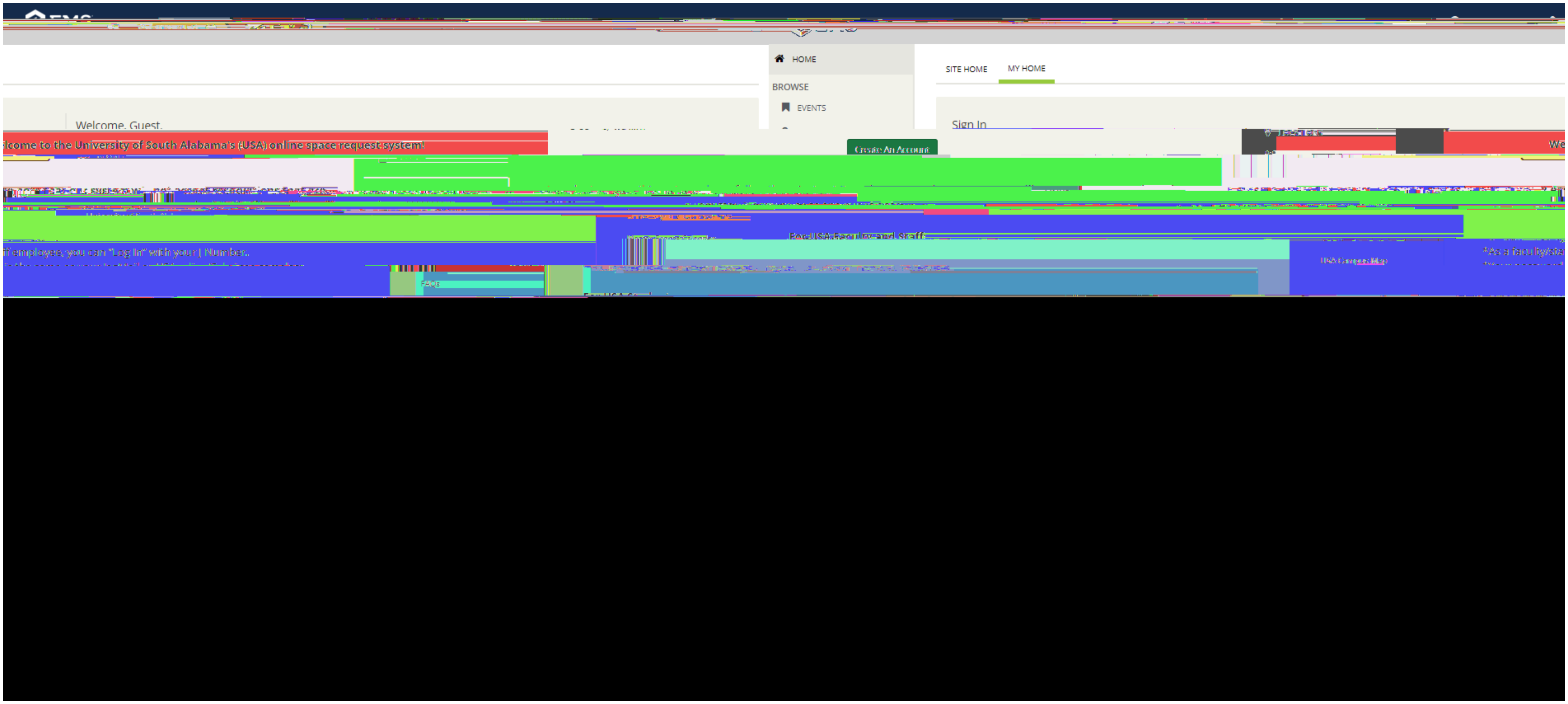
How to get help

Logging in

Go to My Home. At the bottom of the page will be the sign in fields

User ID: Your University J Number

Password: Your JagNet Password


HOME
BROWSE
EVENTS
SITE HOME
MY HOME
Create An Account
USA Campus Map

Welcome, Guest.

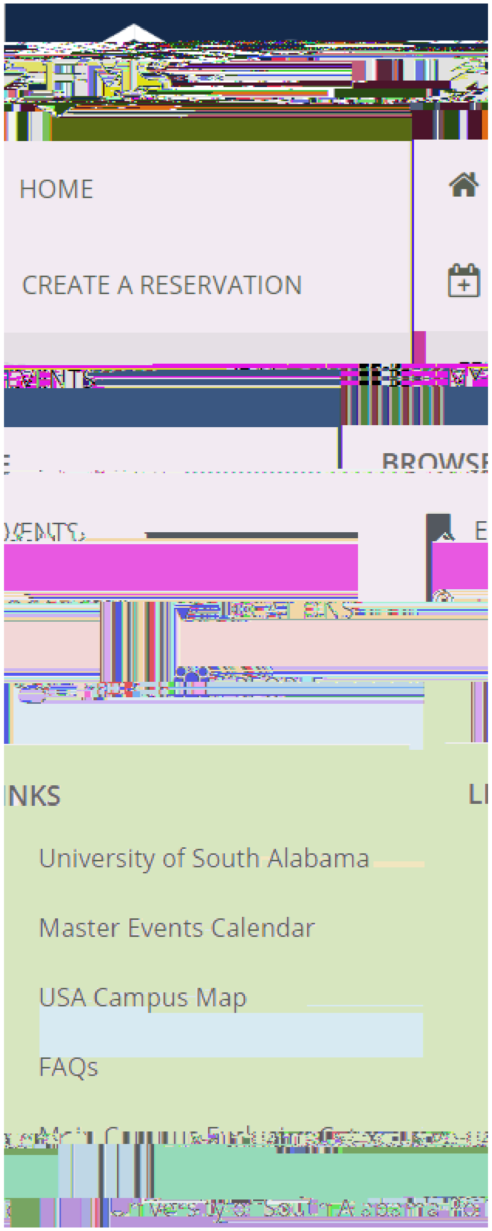
lcome to the University of South Alabama's (USA) online space request system!

Sign In

For USA Faculty and Staff

If employees, you can "Log In" with your J Number.

Tool Bar


HOME
CREATE A RESERVATION
BROWSE
LINKS
University of South Alabama
Master Events Calendar
USA Campus Map
FAQs

When you are first logged in, the screen should look similar to the image to the left, the menu is now on the left hand side of the screen:

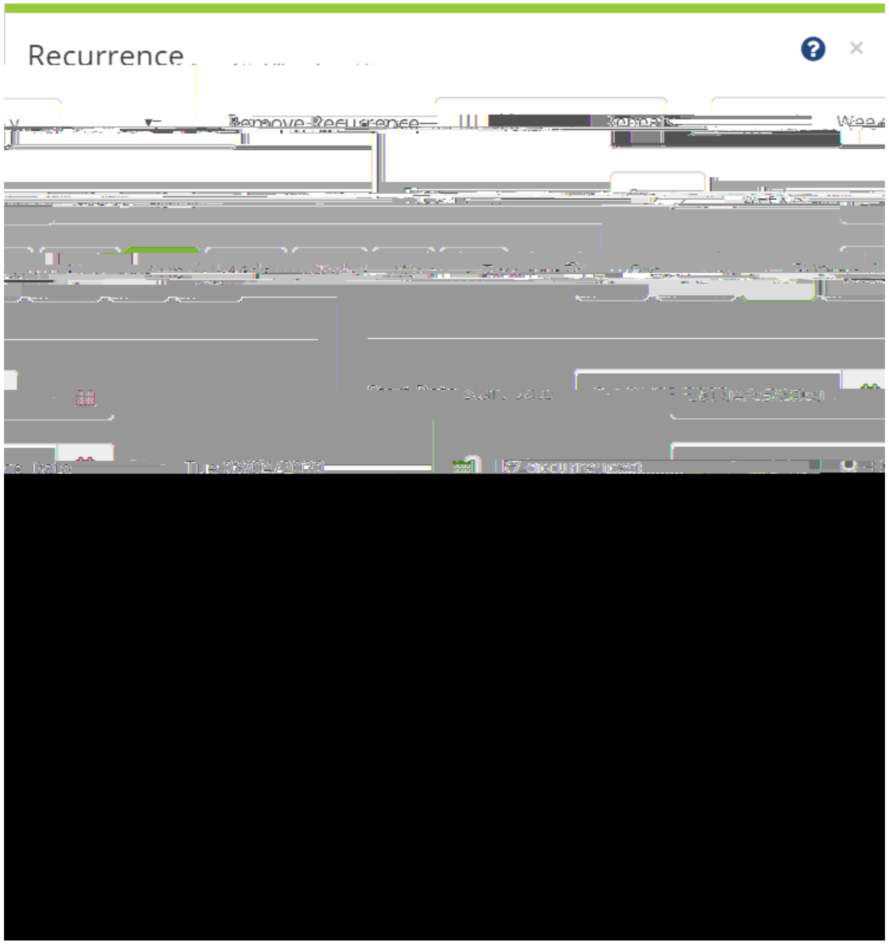
1. Create a Reservation
    a. My Reservation Templates – depending on your affiliation, you'll have access to several templates that will allow you to book space in buildings across campus. Many of these templates are organized by specific buildings ex. "Mitchell Center

Making a Reservation

1. To make a reservation, click on the “book now” button on the reservation form that best corresponds with the space you would like to book.

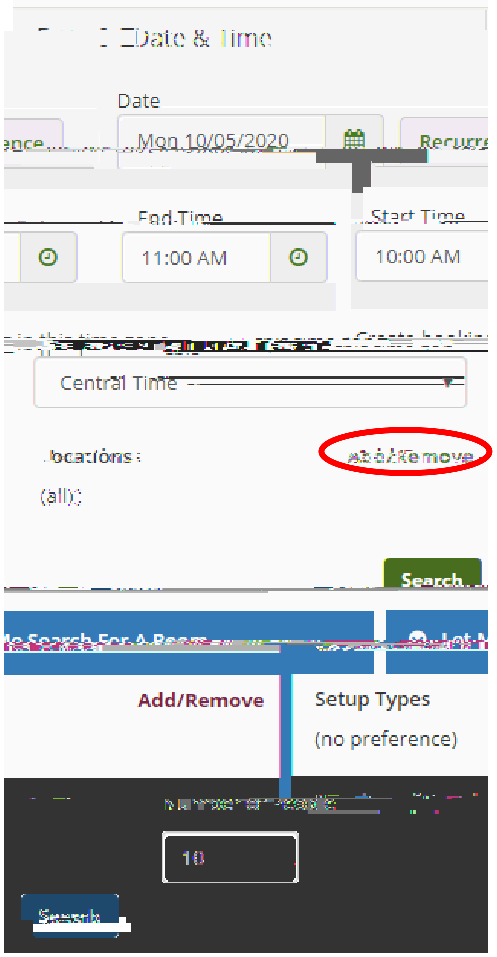
Making a Reservation

3. Choose a date
    a. You can use the calendar
    b. You can enter a date in the field
    c. You can use the recurrence button for a recurring meeting (just be sure your recurring meeting meets the booking guidelines for either a meeting room or workspace)
        i. You can have a daily, weekly, monthly, or random recurrence



Making a Reservation

4. Enter your booking time by using the dropdown or by keying in the time
5. If you are using the USA Main Campus Template, you will want to click ‘Add/Remove’ under Locations to select the building you would like to request for your reservation
6. You can filter by Setup Type if you’d like to filter your results further; however, the system will return more results if you leave it unfiltered
7. Enter Number of People you expect to attend your event
8. Click Search

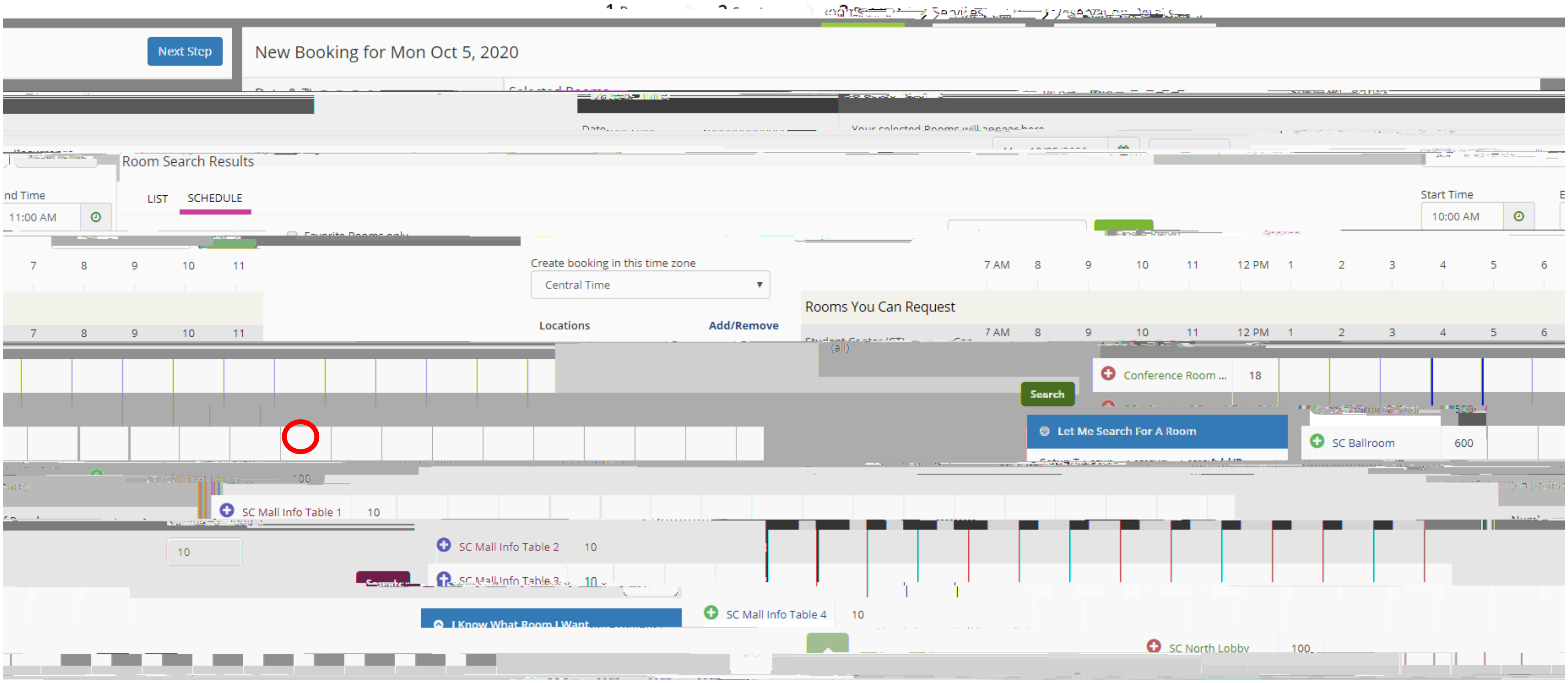


Date: Mon 10/05/2020
Start Time: 10:00 AM
End Time: 11:00 AM
Central Time
Locations: (all)
Setup Types: (no preference)
10

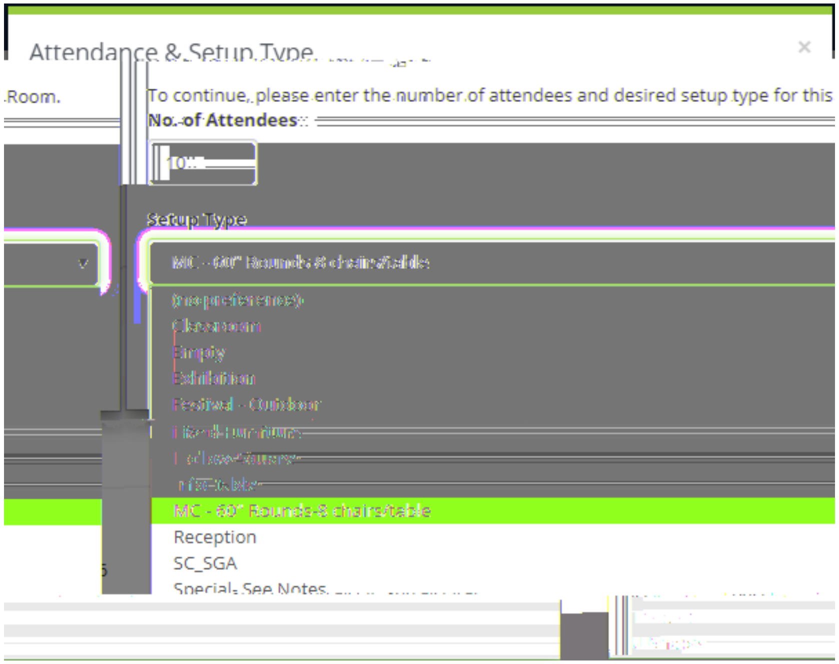
Date & Time
Recurre
Add/Remove
Search
Search For A Room
Add/Remove
Search

Making a Reservation

10. Select your space by clicking on the green plus sign to the left of the Room Name.


Next Step
New Booking for Mon Oct 5, 2020
Room Search Results
LIST
SCHEDULE
nd Time
11:00 AM
Start Time
10:00 AM
Create booking in this time zone
Central Time
Locations
Add/Remove
Rooms You Can Request
7 AM
12 PM
Search
Let Me Search For A Room
Conference Room ... 18
SC Ballroom 600
SC Mall Info Table 1 10
SC Mall Info Table 2 10
SC Mall Info Table 3 10
SC Mall Info Table 4 10
I Know What Room I Want
SC North Lobby 100

9. (continued)
    a. If the room is configurable, you will need to re-confirm your number of attendees and the setup type you would like. Most academic spaces configurable.



Attendance & Setup Type

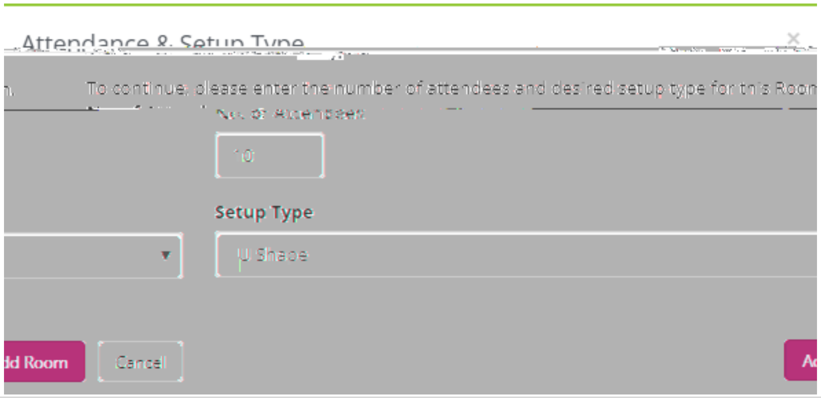
To continue, please enter the number of attendees and desired setup type for this Room.

No. of Attendees: 10

Setup Type: MC - 60" Rounds-8 chairs/table

(no preference)
Classroom
Empty
Exhibition
Festival - Outdoor
Fixed Furniture
MC - 60" Rounds-8 chairs/table
Reception
SC_SGA
Special- See Notes

    b. Once you have made your selections, click Add Room.



Attendance & Setup Type

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

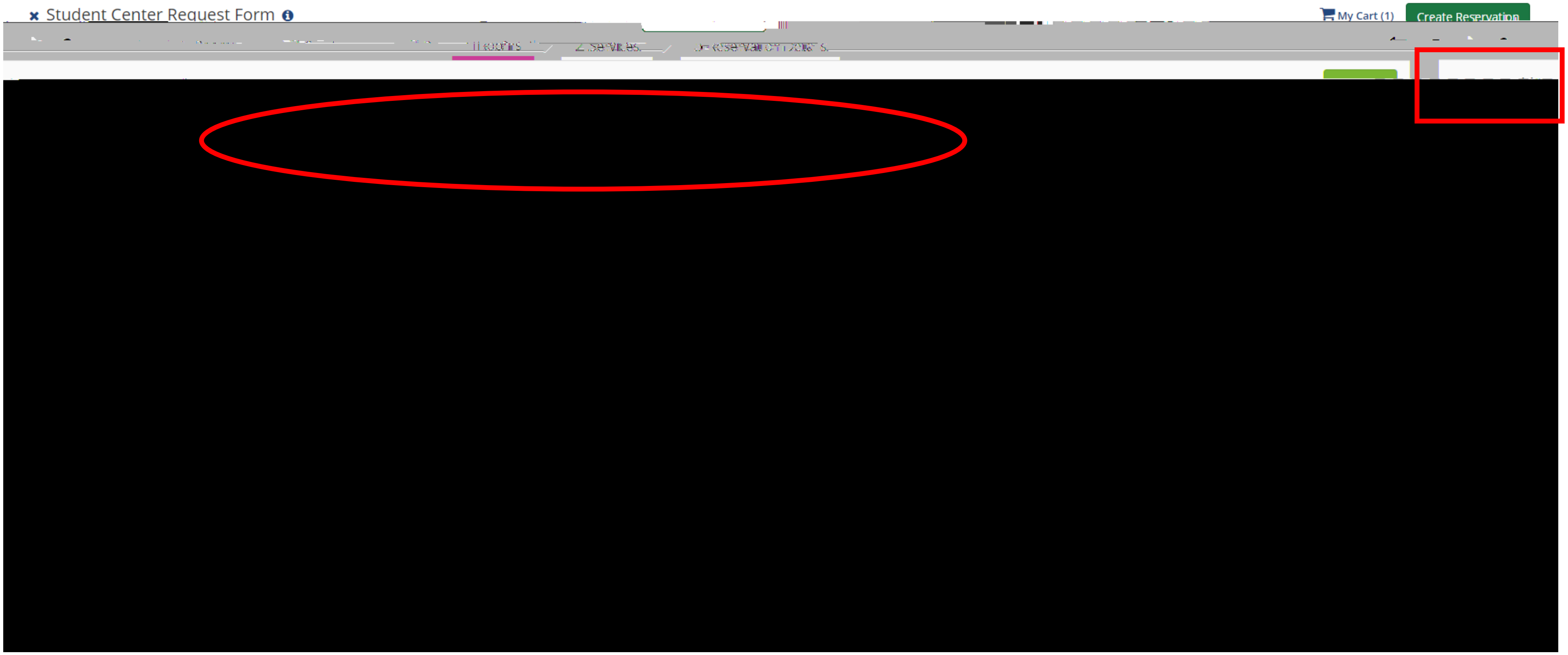
No. of Attendees: 10

Setup Type: U Shape

Add Room
Cancel

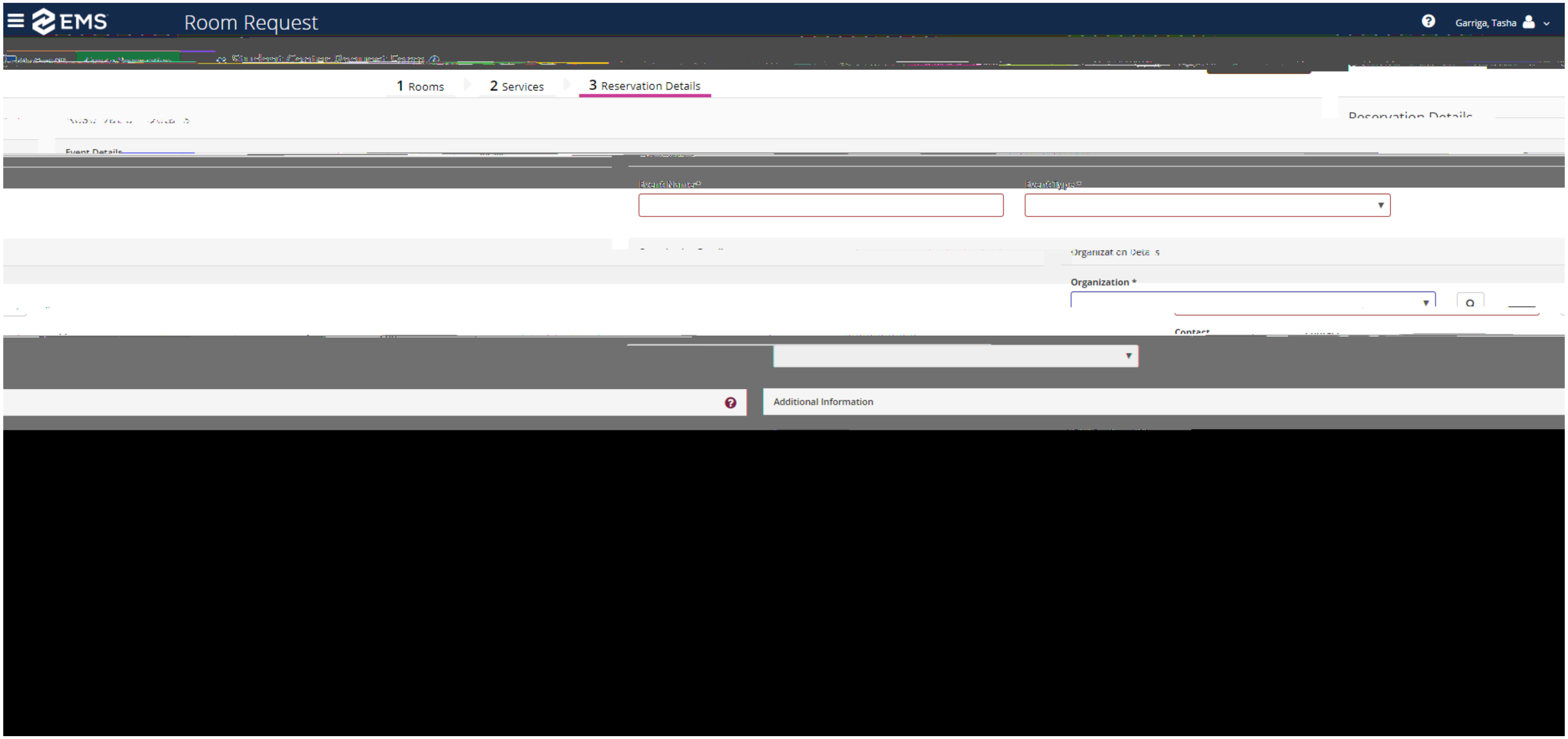
Making a Reservation

10. Your space selection will appear under the Selected Rooms area
    a. Click “Next Step” to continue creating your reservation request


Student Center Request Form
My Cart (1)
Create Reservation
1. Rooms
2. Services
3. Reservation Details

Making a Reservation

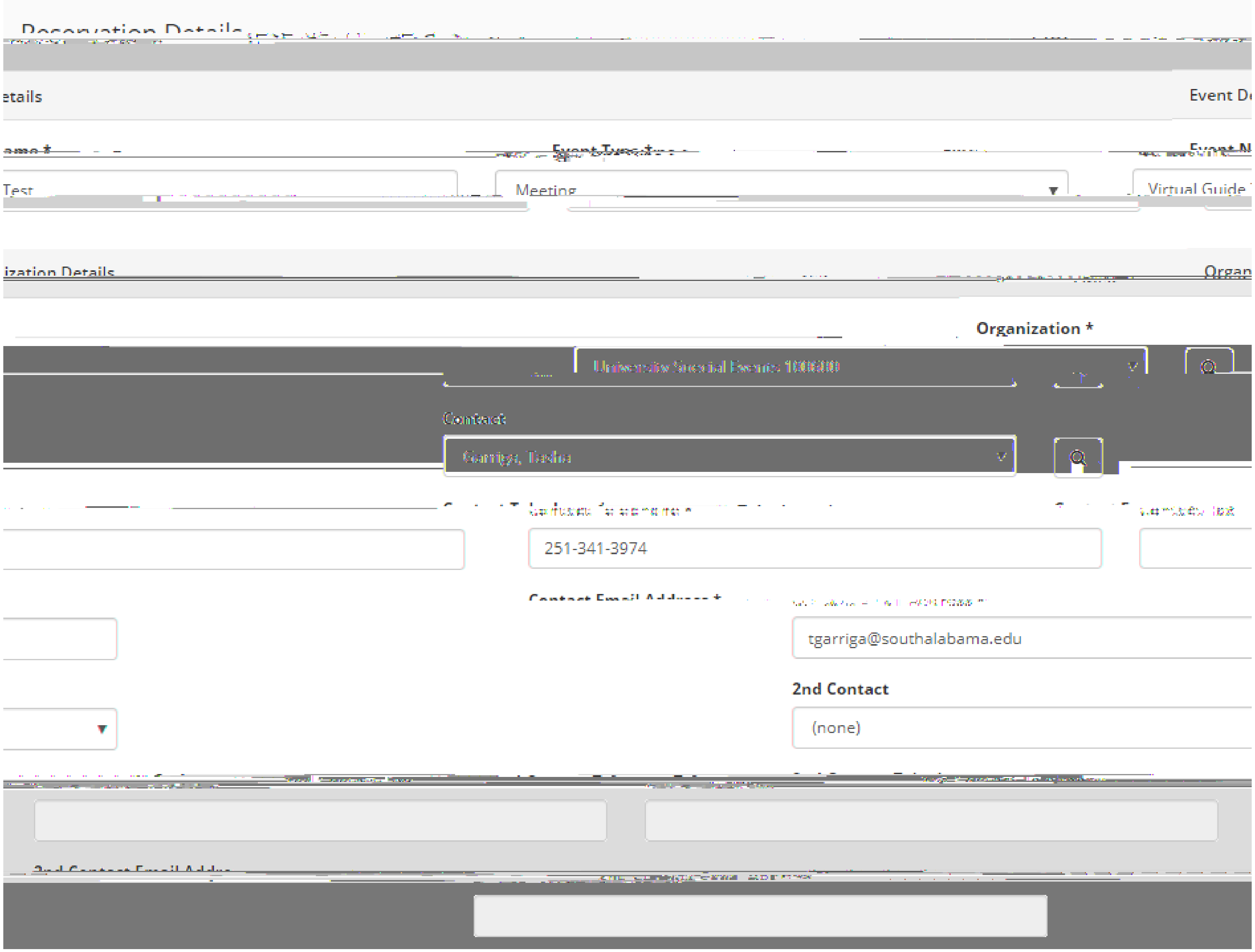
12. Enter your Reservation Details


EMS
Room Request
Garriga, Tasha
1 Rooms
2 Services
3 Reservation Details
Reservation Details
Event Details
Event Name *
Event Type *
Organization Details
Organization *
Contact
Additional Information

a. Event Name – Name of the Meeting or Event
b. Event Type – Select the option that best describes what kind of meeting or event you are planning
c. Event Details- This will be pre-populated based on your profile that is automatically created through JagNet. You can add an alternate contact in the Contact Name area if desired, under 2nd contact. If you need a different Organization added to your profile, please contact Special Events, virtualeventrequest@southalabama.edu for review.

Making a Reservation

d. Completed Reservation details example:



Reservation Details

etails

Event D

Test

Meeting

Virtual Guide

ization Details

Organ

Organization *

University Special Events 100800

Contact

Garriga, Tasha

251-341-3974

Contact Email Address *

tgarriga@southalabama.edu

2nd Contact

(none)

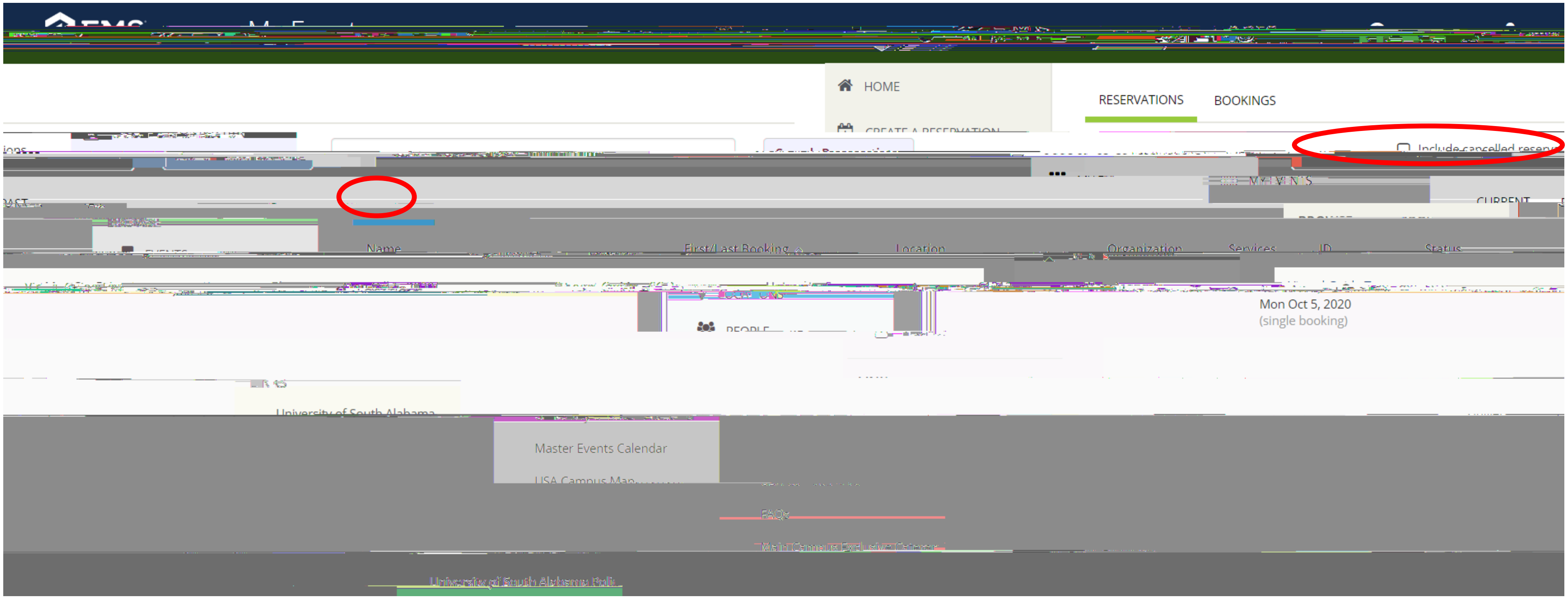
2nd Contact Email Addre

Making a Reservation

15. The booking process is complete and the below screen will appear confirming your request has been created.
16. Since all spaces require approval by the area administrator, your status will be web request. You will need to wait for a confirmation email from the administrator before your space is approved.

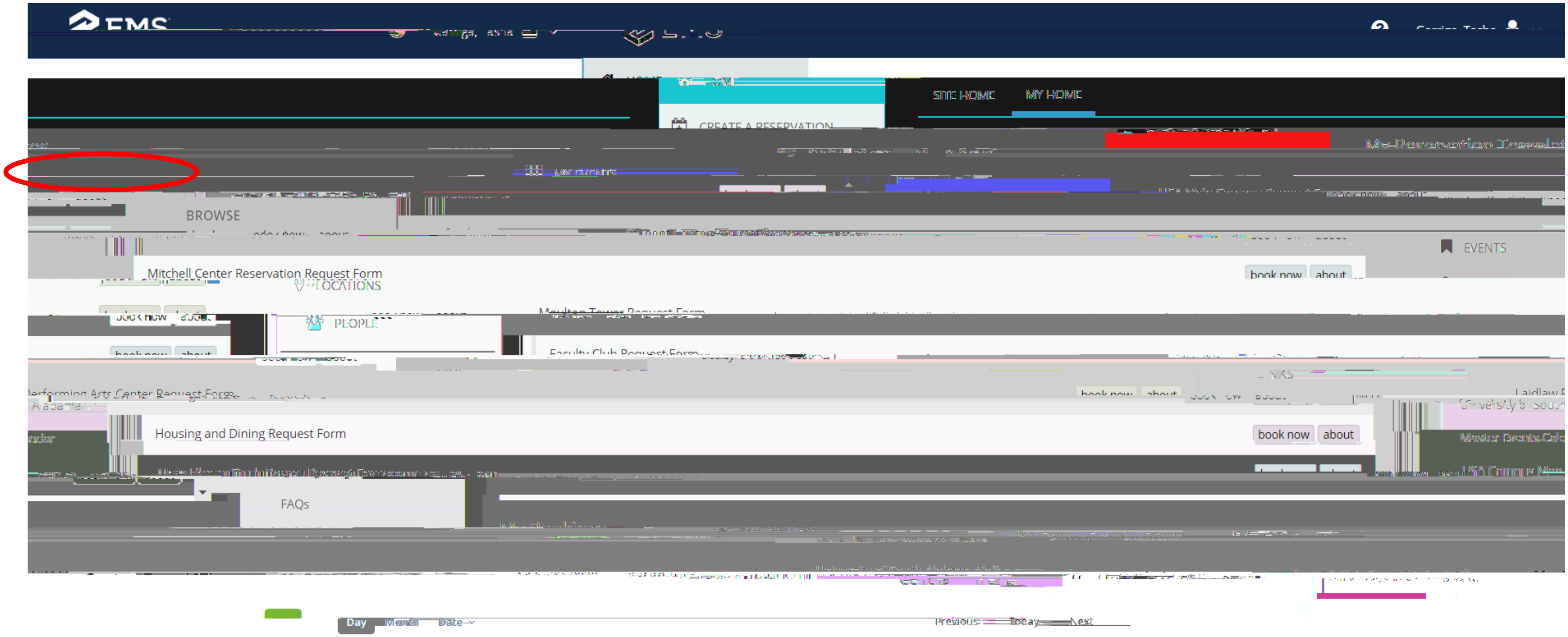
View Your Events

1. My Events on the left hand toolbar will take you to a summary of your reservations.
    a. From here you will be able to cancel or edit any reservation you have made
    b. If you ever need to see your past reservations, click on the Past tab, next to current
    c. If you ever need to see reservations that have been cancelled, click the checkbox next to Include cancelled reservations


HOME
RESERVATIONS
BOOKINGS
Include cancelled reserv
PAST
CURRENT
Name
First/Last Booking
Location
Organization
Services
ID
Status
PEOPLE
Mon Oct 5, 2020
(single booking)
University of South Alabama
Master Events Calendar
USA Campus Map
FAQs

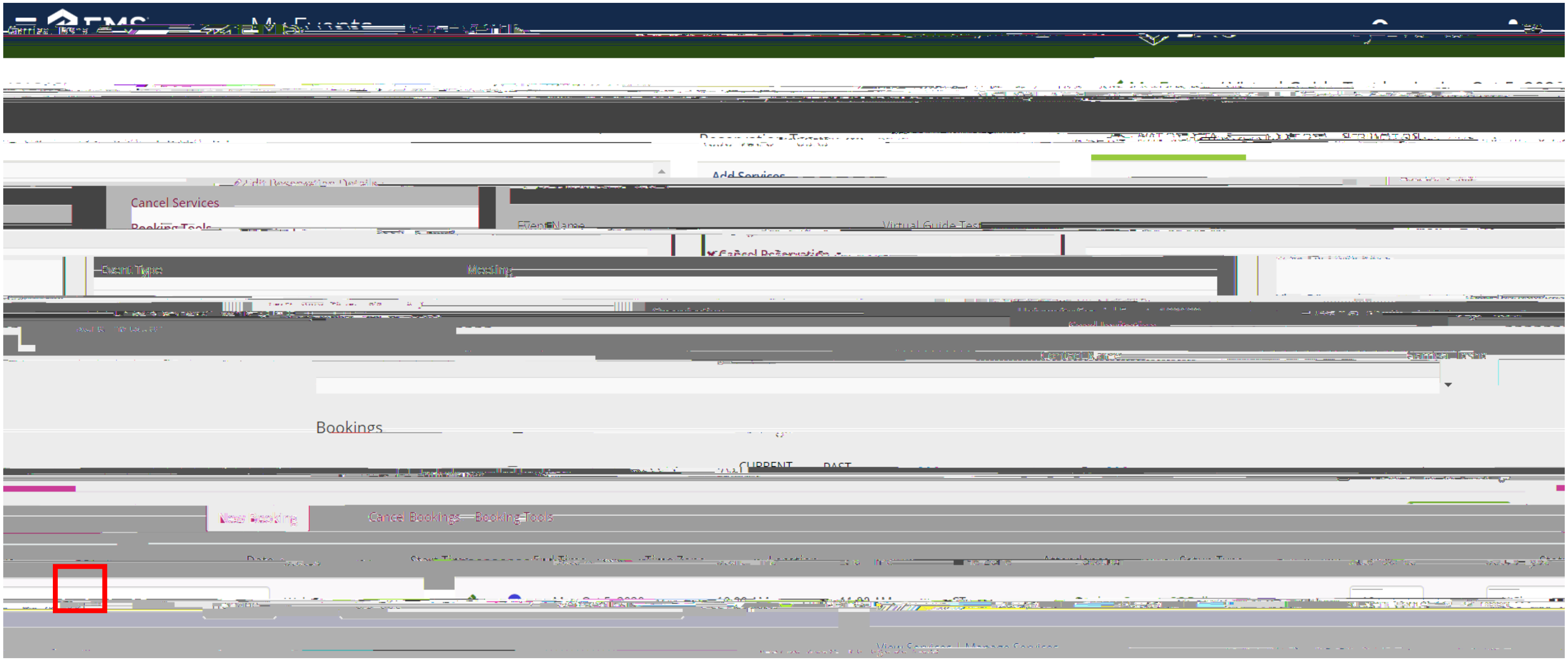
Cancelling a Reservation

1. To Cancel a Reservation, click on My Events from the left hand toolbar


EMS
SITE HOME
MY HOME
CREATE A RESERVATION
MY EVENTS
BROWSE
LOCATIONS
PEOPLE
EVENTS
FAQs
Mitchell Center Reservation Request Form
Moulton Tower Request Form
Faculty Club Request Form
Performing Arts Center Request Form
Housing and Dining Request Form
book now
about
Day
Month
Date
Previous
Today
Next

Cancelling a Reservation

3. Click on the Red dash “(-)” Icon next to the booking


My Events
Add Services
Edit Reservation Details
Cancel Services
Booking Tools
Event Name
Virtual Guide Test
Cancel Reservation
Event Type
Meeting
Bookings
CURRENT
PAST
New Booking
Cancel Bookings
Booking Tools
Date
View Services | Manage Services

Cancelling a Reservation

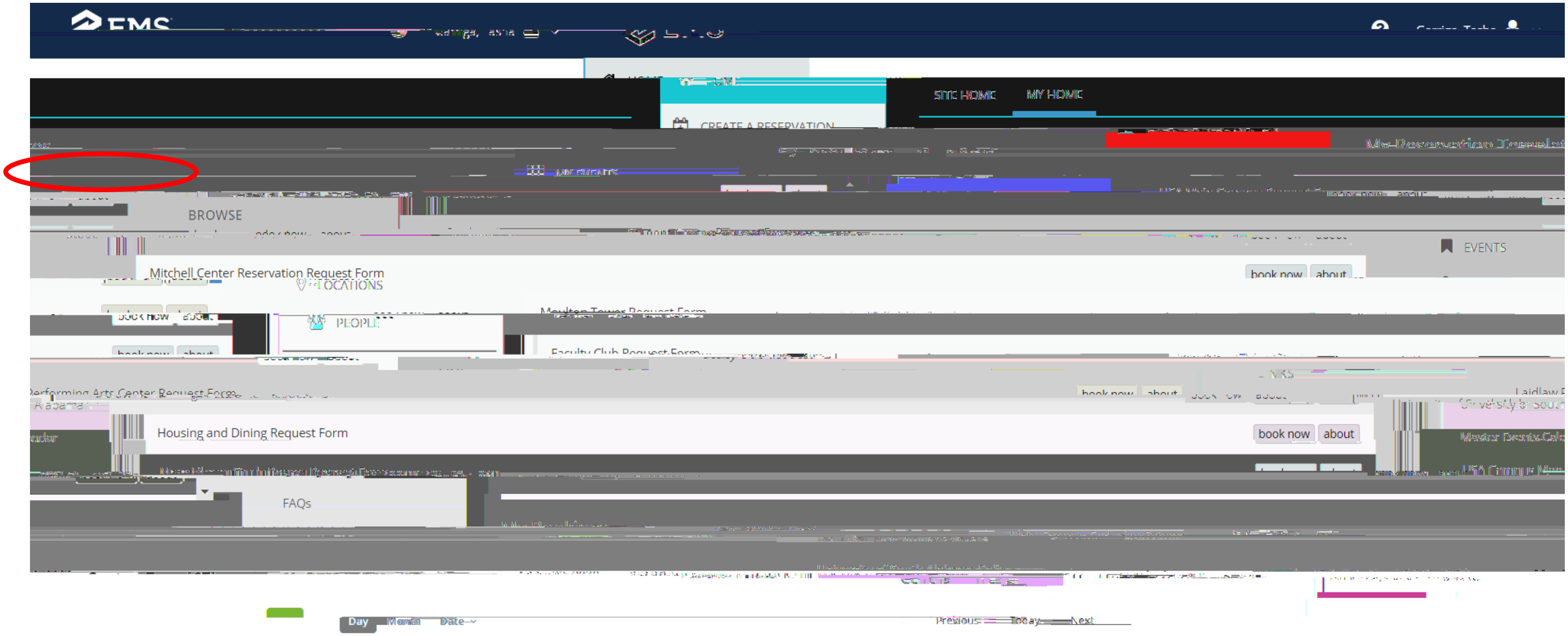
5. The Status of your Booking will now be Cancelled

[redacted]

6. When you go back to My Events, you will no longer see the reservation in your list.
    a. You can see your cancelled booking by clicking the box next to “Include cancelled reservations”

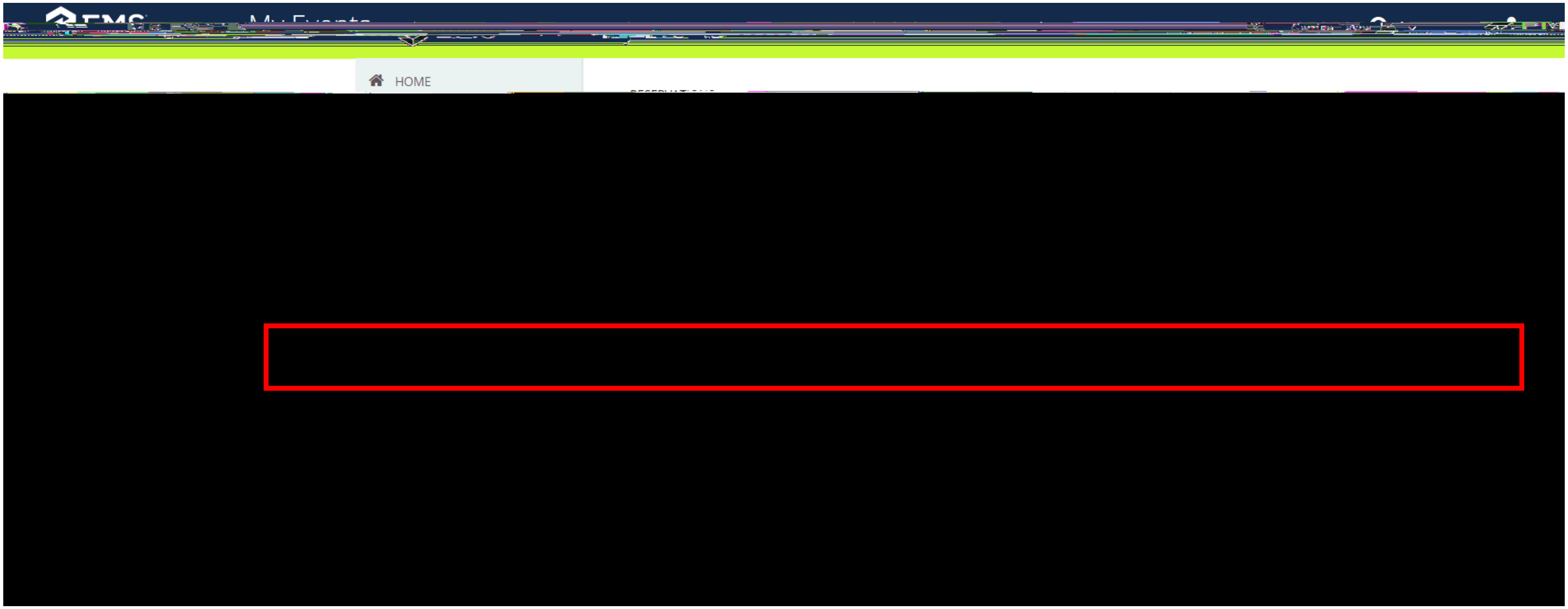
Editing a Reservation

1. To Edit a reservation, click on My Events from the left hand toolbar


EMS
SITE HOME
MY HOME
CREATE A RESERVATION
MY EVENTS
BROWSE
EVENTS
LOCATIONS
PEOPLE
FAQs
Mitchell Center Reservation Request Form
Moulton Tower Request Form
Faculty Club Request Form
Performing Arts Center Request Form
Housing and Dining Request Form
book now
about
Day
Month
Date
Previous
Today
Next

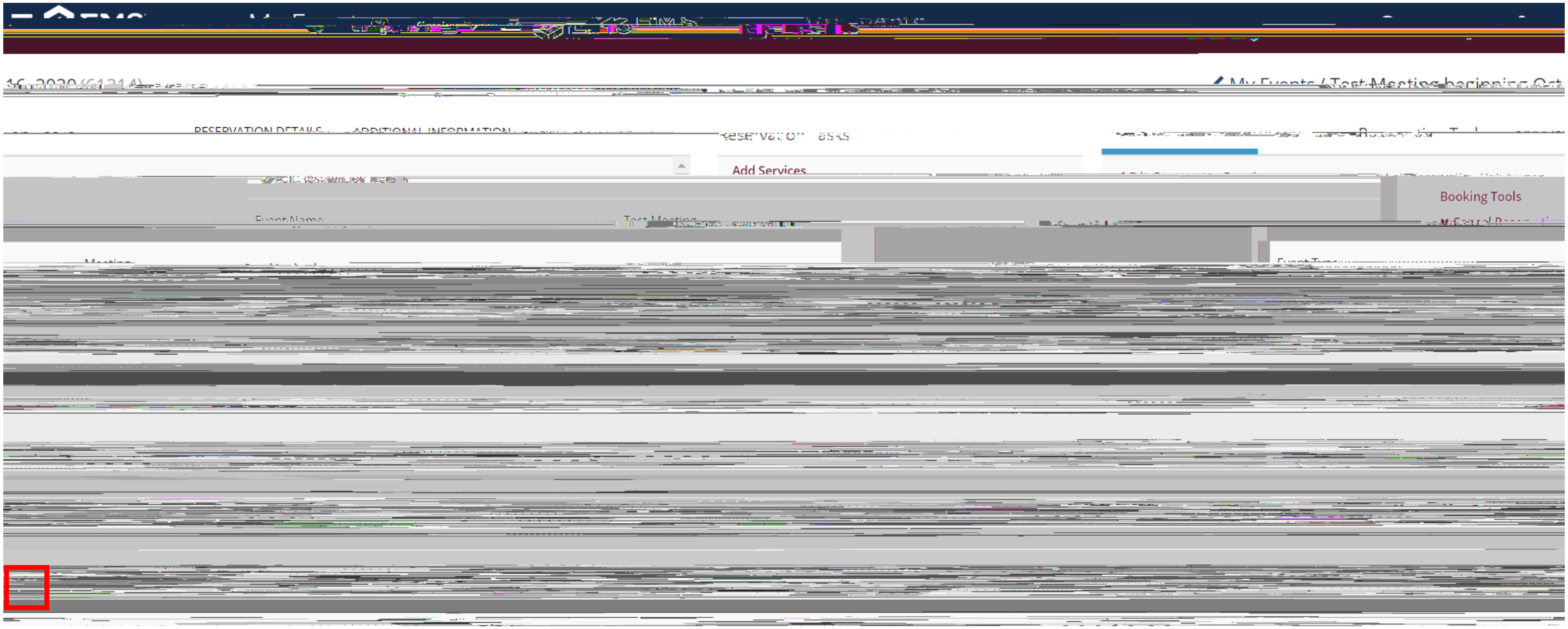
Editing a Reservation

2. Select the reservation you wish to edit by clicking on the Name of the Event



Editing a Reservation

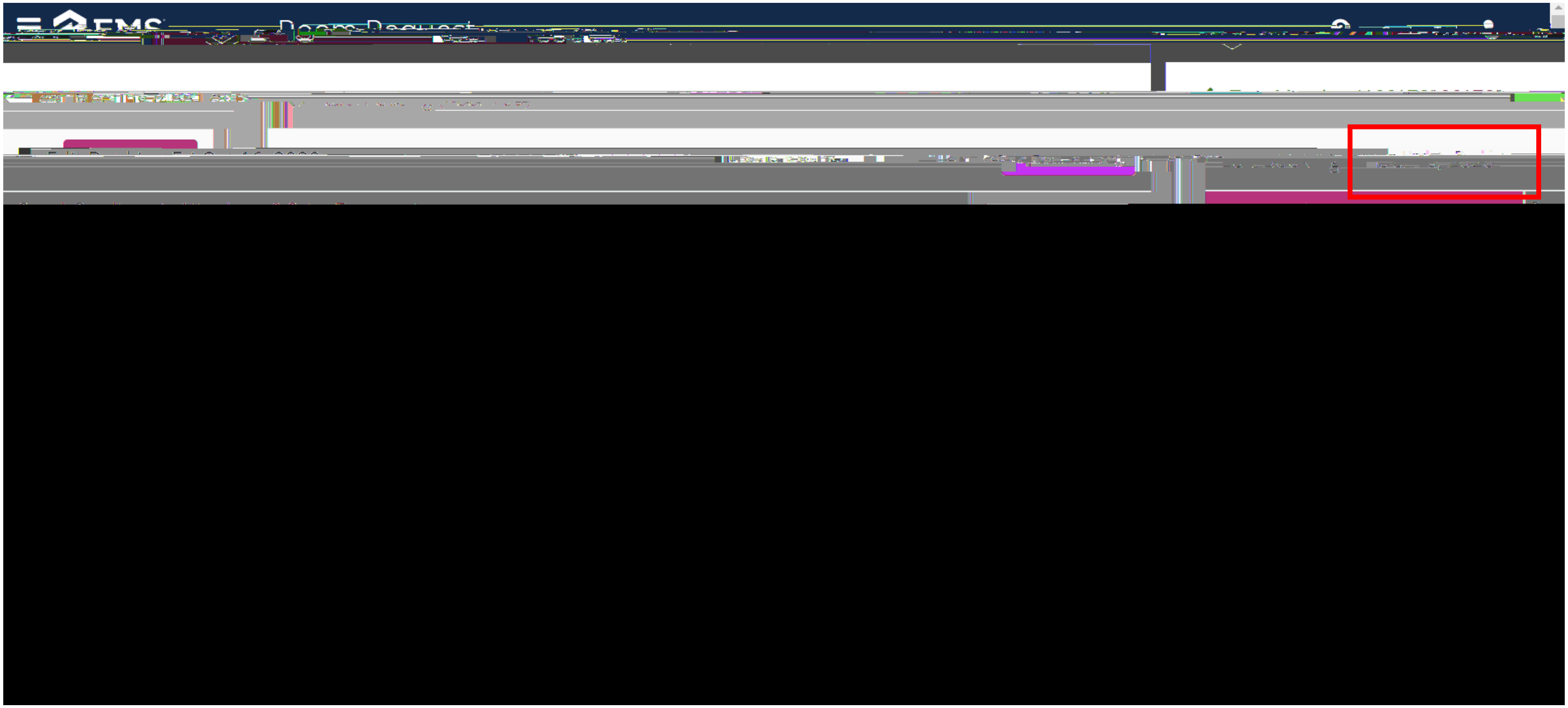
3. Click on the pencil icon next to the date of the reservation


RESERVATION DETAILS
ADDITIONAL INFORMATION
Add Services
Booking Tools
Event Name
Test Meeting

4. You can edit any of the following information
    a. Event Name
    b. Event Type
    c. Date of Event
    d. Time of Event
    e. Location of Event (if it is within the same original template)

Editing a Reservation

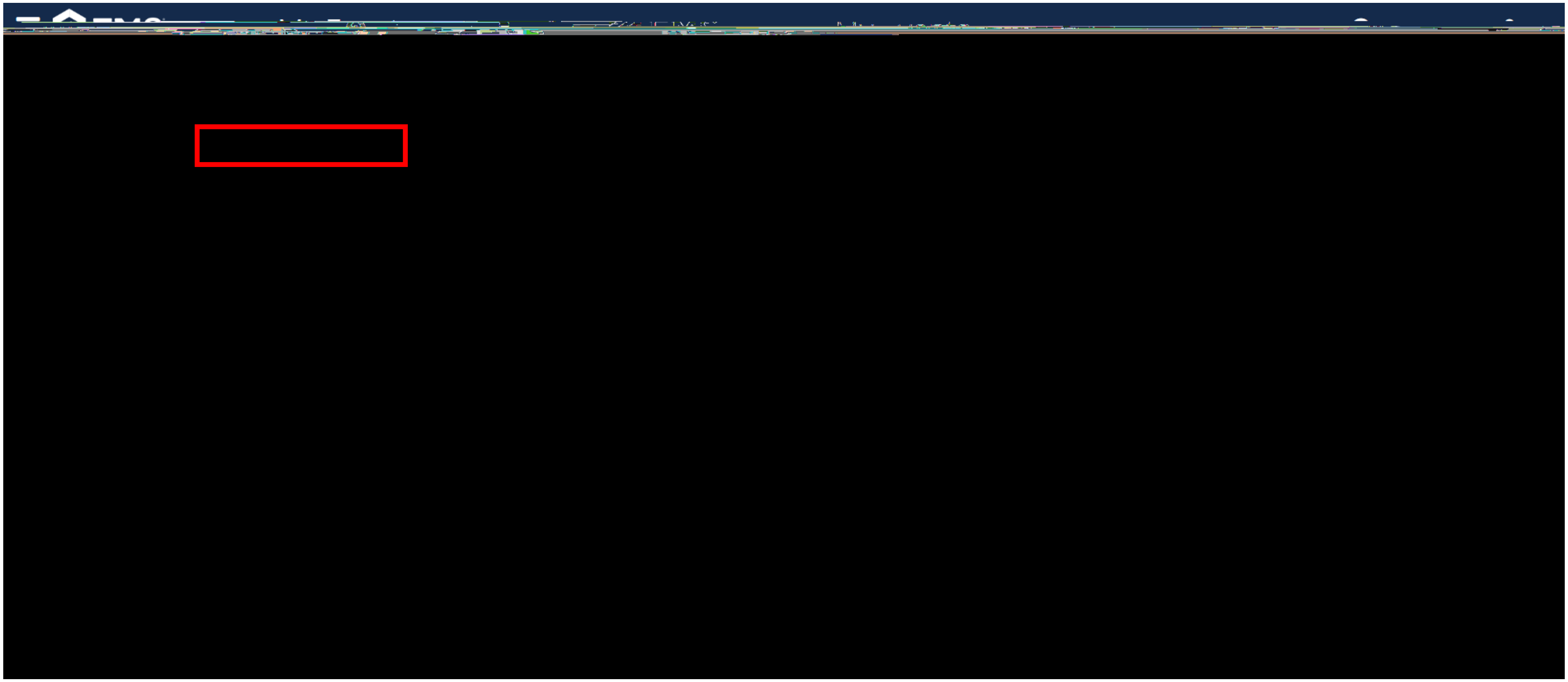
5. Once changes are made, click on Update Booking (a new time was used in this example)



6. You will be brought back to the Reservation Summary if your update to the booking is successful.

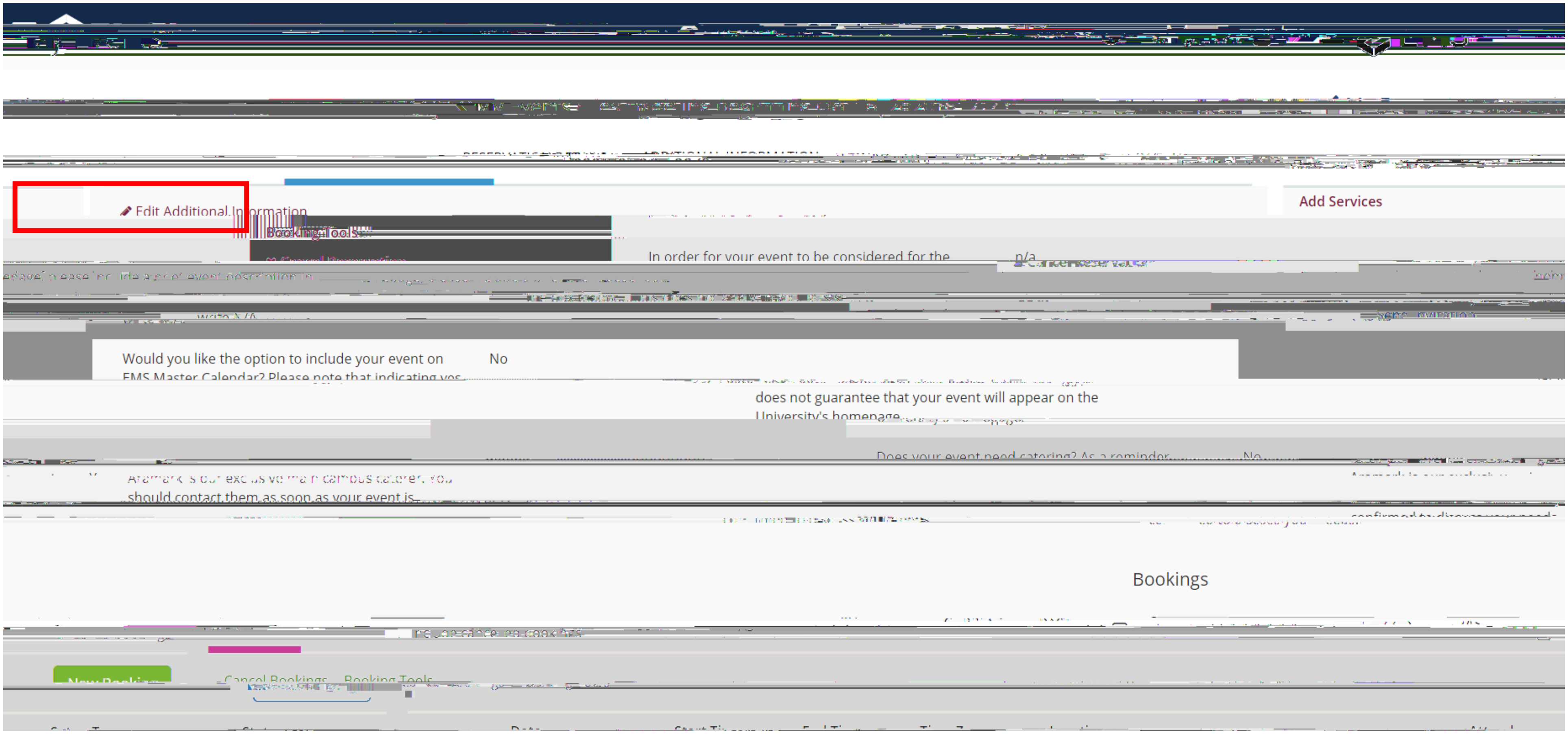
Editing a Reservation

7. You can also update the Additional Information at any time. From the Reservation Summary, click on “Additional Information”



Editing a Reservation

8. Then Click on “Edit Additional Information.” From here you can edit the event description and change your selection if you would like the event to appear on the University’s Calendar of events.



Edit Additional Information
Booking Tools
Add Services
Bookings
New Booking
Cancel Bookings
Booking Tools

In order for your event to be considered for the n/a

Would you like the option to include your event on EMS Master Calendar? Please note that indicating yes No

does not guarantee that your event will appear on the University's homepage.

Does your event need catering? As a reminder, No

Aramark is our exclusive main campus caterer. You should contact them as soon as your event is