Virtual EMS (Event Management System) at Dixie State University

Dixie State University’s Scheduling Request and Events Calendar Guide
https://events.dixie.edu/virtualems

(Note: This link is on the DSU Home Page under Upcoming Events)
Virtual EMS (Event Management System) is a comprehensive scheduling system designed to make scheduling requests fast and easy allowing users to request available space, add resources and services, answer scheduling questions and provides additional details about your meeting or event.

**Beginning September 2014**, all requests for space for Centralized Scheduling will need to come through the Virtual EMS process. Only DSU employees and students are able to use the Virtual EMS process. Through this process, employees/students are able to look at all space that can be requested, or look at the Campus Calendar.

You must log on using your Dixie email/dmail account user id (without the @dixie.edu extension), and email/dmail password. After the first time logging in, your user id will automatically be entered. You will always have to enter your password.

**PROCESS Guide**

Log on to [https://events.dixie.edu/virtualems](https://events.dixie.edu/virtualems) (or click on the link on the home page under Upcoming Events, Scheduling Events).

Read about Virtual EMS.

Put your cursor on Browse tab and choose either Browse for Space or Browse for Events. **Browse for Events** will bring up the Master Calendar. The tabs across the top will show you different views to view the Master Calendar (see screen shot below):

![Master Calendar Screenshot](image)

Hovering your cursor over an event will pull up more details about this event.
**Please note:** As you scroll to the bottom of the page for events, note there is a link at the bottom of each day that says “XX more Events”. To see the remainder of the events scheduled through Virtual EMS, click on that link and the rest of the events appear in a “daily calendar” view. Also note that the only thing that appears on this calendar is space that can be scheduled through Virtual EMS. Spaces NOT booked through EMS (ex: Success Academy and the Technology Building, laboratories, dance studios) will not appear here, nor will academic classes appear in this calendar.
The view above is just a sample of the remainder of the events for June 02, in a daily view.

**BROWSE FOR SPACE** shows you when space has been booked. Again, hovering over the event will pull up more information regarding the event. Events displayed as “Private”, are generally classes. Some events are saved as “confirmed private” if the event needs to remain private. From this screen you can see if the time/space you’d like to request is available.
**LOG IN.** Click on My Account tab and log in using your email/dmail id (without the @dixie.edu extension) and password. Notice your name appears to the right of these tabs once you’ve logged in:

![Log in screen](image1)

If you know what space you’d like to schedule, click on the “Reservations” tab at the top, and click on the template of the space. You will get this screen which gives you the rules and regulations of the template (right hand side of screen) of booking your space (see below):

![Reservations screen](image2)

Fill in the information on the left hand side of the screen, then click the blue “Find Space” button.
(NOTE: Attendance is an important box to fill in. Once you see the space was available under Browse for Space, and you fill in an attendance for more than what the room capacity is, only the rooms that fill your capacity request will show up).

NOTE: If you want to choose more than one room in more than one building, leave your facility request on (all). All buildings and rooms that fit your initial request will be listed within the limits of that template. Ex: If you’re in the classroom template and you want 3 classrooms and 1 conference room, only the classrooms will appear because conference room are in a different template. A separate request will have to be made to get the conference room.

A list of rooms will be displayed that fit your request:

If your room appears on this list, click on the green box to the left of the room. Your room should appear at the top of the “selected locations” area

Click the yellow “Continue” button.

Start here to finish out requests from pg. 14.
You must fill in the blanks with the red asterisks. Be specific with the event name. Please don’t put “Meeting” or “conference” down, nor use acronyms (ex: DSSO = Dixie Southwest Symphony Orchestra). Event name would be something like “P-Card Training”, or “Physical Science department meeting”. This is what is shown on the Event Calendar and what the information desk in the South Administration building sees. A dropdown menu is listed for all event types. Choose from these options.
GROUP Details

To use Virtual EMS you must belong to a “group” which is usually the department where you work (students will use “Student Scheduling”). There is a dropdown arrow, but for the first time through, you need to click on the magnifying glass to the right.
Since the group list will contain MANY groups, Virtual EMS only lists the first 50 or so groups. When you click on the Magnifying glass, there is a box that says, “Group Name starts with: ______”. Put the first letter of your department in this box, click the magnifying glass again, and see if your group comes up. If it does, click on the green box to the left, and this group will now be included in the dropdown box under group details. X out of this screen, then go back to the Group area and click the dropdown arrow and your group should now appear. This will appear on your record for the future. Repeat this process to add more “groups” to your name, or wait until you do another Virtual EMS request. If you’re making the request for someone else, please put that someone else’s contact information in the request…. not yours.

NOTE: Should your “group” or department not be listed, please contact the scheduling office (879-4350 or eclark@dixie.edu) and we’ll make the group for you.

OTHER Information:

Answer the questions at the end of this request. Your last question deals with student club activities. If this is a student activity, we need to know the name of your club advisor. If this is not a student club activity, I just put in NA for not applicable.
RESOURCES

Should you need any of the resources listed below these questions, click on the box at the left of the items and enter what you need, and enter your account code for any kind of billings, then click the yellow "Submit" button. I really encourage you to put in any setup notes so the people doing your setup are sent a notification.

A notification will be sent to the area site manager who schedules that space, to those in charge of the resources that was ordered (ex: a notice will be sent to catering if you’ve opted to have food for your event, or a notification is sent to IT department should you choose to have audio/visual equipment added to your event), and to Centralized Scheduling. You should hear within a short amount of time whether or not your request has been denied or confirmed. Should you not hear about your request, please contact us at 879-4350 or eclark@dixie.edu.

EDITING A REQUEST

Once a request has been submitted, you can go back into your records and edit a reservation by doing the following:

Log into Virtual EMS (notice I didn't use the acronym VEMS 😊). Hover over Reservations, and click on “view my requests.”
Your current history pops up.

If you want your History of Virtual Requests, Click on the Historical tab and your lists will show there. The calendar tab lists your events in a calendar screen.

For training purposes, let’s say that I need to change the time of this event. Click on the title of the event, and your reservation summary appears for this event. Notice the list of options on the far right-hand side.
There are two ways to edit your reservation. Either click on “Edit Reservation” under these options listed above, or click on the pencil/pad icon below under Actions:
Your screen should look like this. From here, make your changes. Keep in mind that by changing things around, the room may not be available anymore. If not, Virtual will take you through another room search and will have you finish your REQUEST for space. Once you update your request, click on the Update Booking (yellow) button, and your request will come to the Centralized Scheduling dashboard for confirmation. Please note that you’re only REQUESTING this space—you’re not reserving it!

REQUESTING A “RECURRENCE” EVENT

Some requests come through as a meeting to be booked for more than one day, but usually have a pattern to it. We call that a “recurrence” event. Ex: Academic Council meeting meets monthly, on the second Tuesday of every month, from 3-5 p.m. Since the pattern of the meeting is consistent, we schedule it as a “recurrence.”

Click on your template for a conference room. On the When/Where block (left hand side of the screen), enter your starting date, starting time, ending time, then click the “recurrence” button. The recurrence popup appears on your screen as follows:
Fill out this recurrence block as “monthly”, then select the radio button of how the recurrence will be (second Tues. every month), then the Range of Recurrence, enter the starting date, and the radio button that fits the request. In this example, I would click the second radio button and choose my ending date. Next, click on the Apply Recurrence button, and finally click on the blue “Find Space” button. Repeat the process through until submission from pg. 6 (highlighted in green).

CHOOSING MULTIPLE DAYS/MULTIPLE ROOMS (“Recurrence/Random”)


- Hover on Reservations Tab and click on Book a Classroom.
- Your “when/where” dialog box comes up. Enter your first date, the beginning/ending time, choose your facility building (leave to “all” if you want to see all classroom availabilities), and then to the right of the date is the “Recurrence” button. Click that button.
Your “Recurrence” screen now appears:

Because your dates don’t fall in a daily, weekly, or monthly pattern, you will click on “Random.” A Calendar will appear on your screen. Click on the days of the calendar that you want to request. If you need to go into another month, choose the arrows at the top of the calendar to move forward or backward, but click all the dates you need from this calendar.
When you’ve chosen all your dates, click on the **Apply Recurrence** button at the bottom of your screen.

The system will take you through the remainder of making your request. You will choose your building and a list of the rooms will pop up. Choose your room. Sometimes the building details tab comes up. From this tab you will be able to see the floor plan of the building, and pictures of each room for the building will eventually be added. You can click on any of the thumbnails and they should appear at the bottom of your screen. You may have to use the scroll bars on the right/bottom to navigate through. Once you choose your room, then you go through the Event Screens as before until you finish your request.

**LOG OUT.**

Once you’ve submitted your request, please don’t forget to log out by clicking on **MY ACCOUNT** at the top, and log out.
WARNING

On the classroom template, we only allow events to be requested up until the next semester courses have been scheduled. Currently, Fall 2014 ends in mid-December, but we allow to Dec. 31st to request events. Should you get this warning when trying to request a classroom, it’s telling you that you’re requesting too far into the next term for your event, and you won’t be able to make that request until the Scheduling office opens up the template and extends the dates to the end of the next term. Academics comes first.

VIEWING BUILDING FLOOR PLANS, ROOM PICTURES

Beginning summer 2014, we have been working on adding the floor plans and room pictures to the buildings. You can see these by going to the home page, clicking on schedule events, and Virtual EMS screen appears. YOU DO NOT HAVE TO LOG IN TO VIEW THESE. Just hover over the BROWSE button, then choose Browse for Space. A list of the Buildings/Rooms appear. Click on the Building Name and your floor plan/room pics are included. Click on the room of your choice and it will pull up what the room looks like. We’ve found that some of the floor plans are showing up as black icons. Click on them anyway—the floor plan is there. Cool huh!

Dave Mortensen also has these listed on his site it.dixie.edu/media However, these are a little outdated in some rooms. We’re trying to get more up-to-date pictures. Wish us luck!

DON’T FORGET TO LOG OUT!