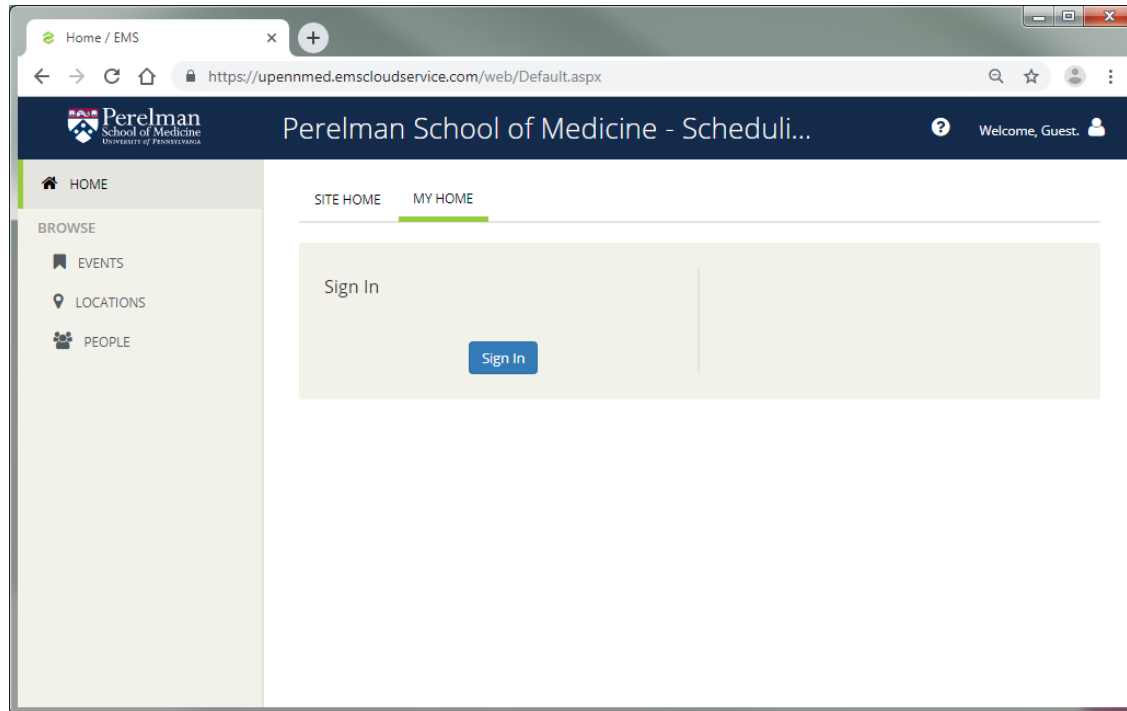


EMS WEB APP USER GUIDE

Scheduling & Event Services
Space Planning & Operations
Perelman School of Medicine
University of Pennsylvania

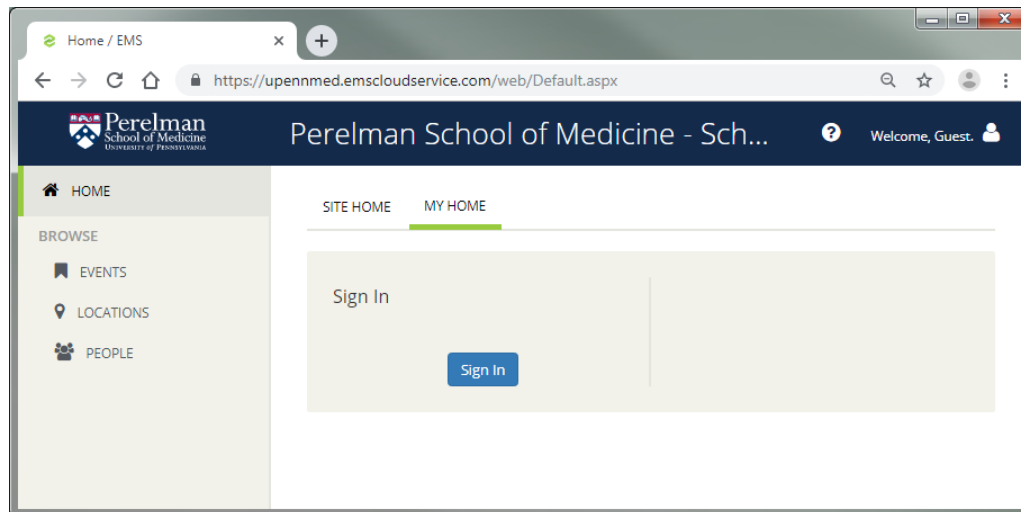
EMS WEB APP

- <https://upennmed.emscloudservice.com/web/Default.aspx>
 - When possible use the latest version of Internet Explorer or Google Chrome.



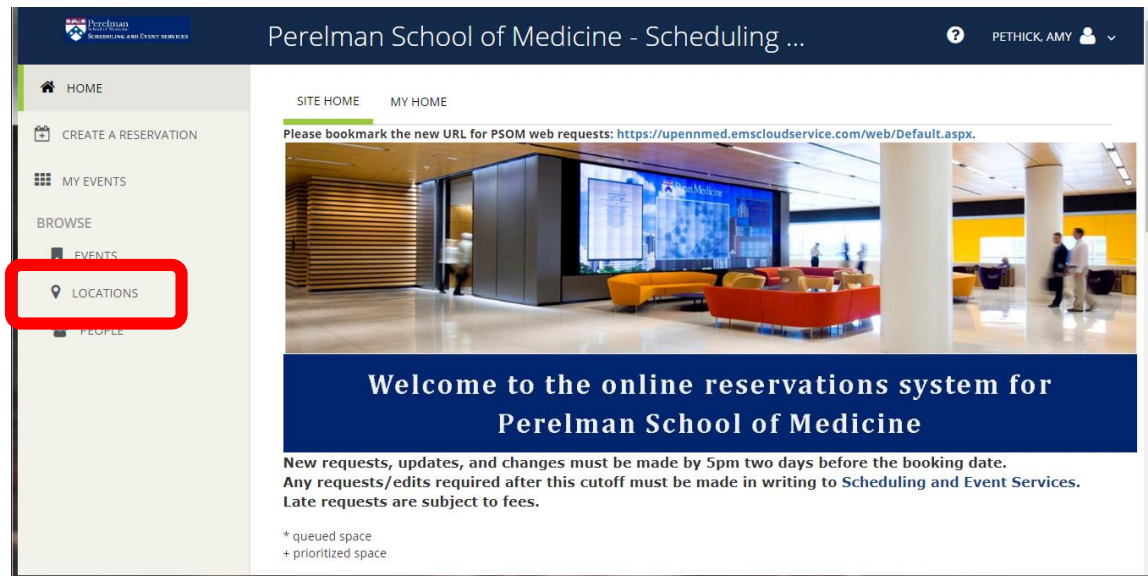
LOGGING IN

- Go to MY HOME, scroll down and click on Sign In.
- Use your PennKey and password to sign in. The PSOM Web App is available to Penn Medicine faculty and staff.



SEEING WHAT IS AVAILABLE

- Click on “LOCATIONS” in the left-hand column.



Perelman School of Medicine - Scheduling ...

PETHICK, AMY

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

SITE HOME MY HOME

Please bookmark the new URL for P50M web requests: <https://upenmed.emscloudservice.com/web/Default.aspx>.

Welcome to the online reservations system for
Perelman School of Medicine

New requests, updates, and changes must be made by 5pm two days before the booking date.
Any requests/edits required after this cutoff must be made in writing to Scheduling and Event Services.
Late requests are subject to fees.

* queued space
+ prioritized space

BROWSE LOCATION GRID

The screenshot shows a web interface for browsing a location grid. On the left is a navigation sidebar with options: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (with sub-options: EVENTS, LOCATIONS, PEOPLE), and PEOPLE. The main content area is titled 'Filters' and includes a 'Date' field set to 'Thu 02/28/2019' with a calendar icon, a 'Locations' dropdown set to '(All)', and an 'Add Filter' button. Below the filters is a 'Save Filters' button. The main grid is titled 'Locations' and shows a date range from 'Wed' to 'Fri' for 'Thu February 28, 2019'. The grid columns represent time slots from 6 AM to 6 PM. The rows list various locations with their capacities: Clinical Research Buildi... (Cap), 0205+ (24), 0400+ (10), 0500+ (15), 0702+ (14), and AUST AUD & LOBBY* (140). Several locations have blue bars indicating reservations, with labels such as 'LIEBHABER LAB ME Penn Genetics', 'CHAIR'S OFFIC', 'Joyce Lab Meeting', 'WORM MEETING', 'TISHKOFF LAB MEE', 'Wu lab meeting', 'ION CHAI', 'CELL BIOI', 'BIOM 555', and 'DEPARTM'. Red callout boxes provide instructions: 'Go to a specific date.' points to the date field; 'Add/Remove Locations' points to the dropdown; 'Add Filter' points to the button; 'Narrow the list of spaces.' points to the filter area; 'Scroll through dates.' points to the date navigation; and 'Click on a space to review features, available setup types, and capacities.' points to a grid cell.

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

Filters

Compact View Saved Filters

Date Thu 02/28/2019

Locations (All)

Add/Remove Locations

Add Filter

Save Filters

Locations

< Wed Thu February 28, 2019 Fri >

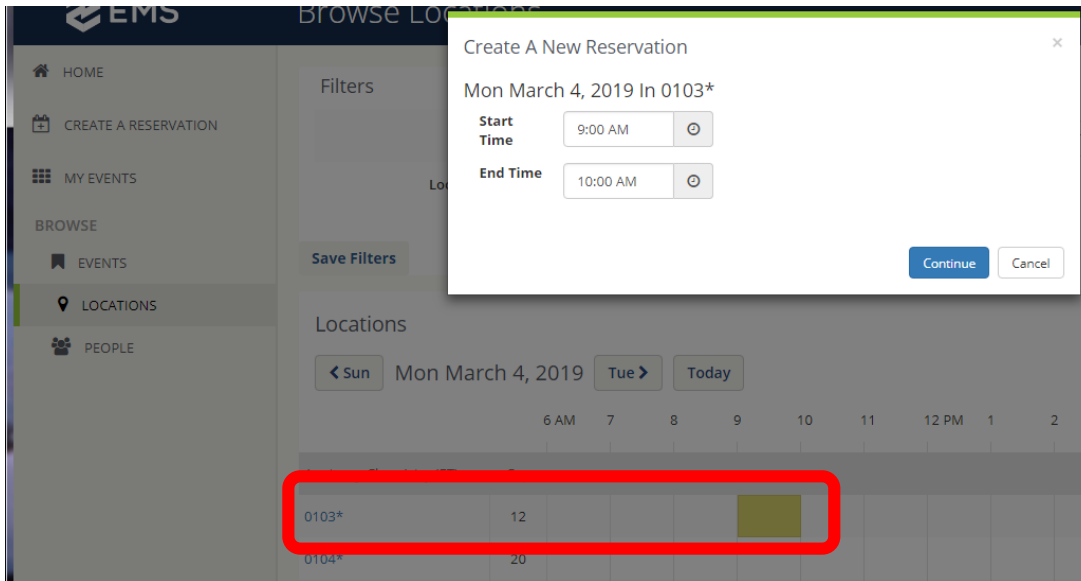
Find A Room Search

6 AM 7 8 9 3 4 5 6

Location	Cap	6 AM	7	8	9	3	4	5	6
Clinical Research Buildi...	Cap								
0205+	24								
0400+	10				LIEBHABER LAB ME Penn Genetics		CHAIR'S OFFIC		
0500+	15			Joyce Lab Meeting	WORM MEETING	TISHKOFF LAB MEE		Wu lab meeting	
0702+	14			ION CHAI	CELL BIOI				
AUST AUD & LOBBY*	140			BIOM 555	DEPARTM				

TIP:

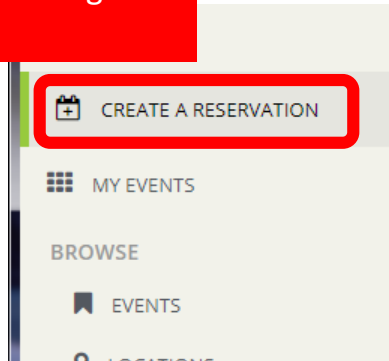
- In Browse Locations, you can start a request by clicking an available time-slot.



REQUESTING A SPACE

CREATE A REQUEST

Click on Create A Reservation to get started.



Room Request

My Reservation Templates

Request a Room	book now	about
Request Media Studio	book now	about
AV Rental Form for non-SES Spaces	book now	about

Choose 'book now' to start creating a request.

Choose 'about' to get more detail about each Reservation Template.

SEARCH FOR AVAILABLE SPACE

The screenshot shows the 'Room Request' web application interface. At the top, there is a navigation bar with the 'Perelman' logo and the text 'SCHEDULING AND EVENT SERVICES'. The page title is 'Room Request'. On the right, there is a user profile for 'PETHICK, AMY'. Below the navigation bar, there is a breadcrumb trail: 'Request a Room' (with an information icon), '1 Rooms', '2 Services', and '3 Reservation Details'. A 'My Cart (0)' icon and a green 'Create Reservation' button are also visible. The main content area is titled 'New Booking for Thu Aug 8, 2019' with a 'Next Step' button. The 'Date & Time' section includes a 'Date' field with 'Thu 08/08/2019', a calendar icon, and a 'Recurrence' button. Below this are 'Start Time' (9:00 AM) and 'End Time' (10:00 AM) fields, each with a clock icon. A dropdown menu for 'Create booking in this time zone' is set to 'Eastern Time'. At the bottom of this section, there is a 'Locations' field with '(all)' and an 'Add/Remove' link. A red arrow points to the 'Search' button at the bottom right of the form. Three red callout boxes provide instructions: one on the left points to the date and time fields, one in the middle points to the 'Recurrence' button, and one at the bottom right points to the 'Search' button.

Choose the date and times for the first day of your request.

If your request has more than one date, click on Recurrence to add dates.

To see all available spaces, click Search now. Or you can use filters to narrow your search.

RECURRENCE – ADD MULTIPLE DATES

If the event recurs, you can add repeating booking dates –define a pattern (Daily, Weekly, or Monthly) or pick random dates.

Recurrence

Repeats: Daily (dropdown) Remove Recurrence

Every: 1 day(s)

Weekdays Only

Start Date: Thu 03/28/2019

End Date: Fri 03/29/2019 (2 occurrences)

End after: 1 occurrence(s)

Start Time: 9:00 AM

End Time: 10:00 AM

Create booking in this time zone: Eastern Time

Apply Recurrence Close

NARROW YOUR SEARCH – FILTER YOUR RESULTS

Narrow your search by choosing specific buildings or setup styles and click Update:

Locations [Close]

BUILDINGS | **VIEWS** | Favorites

Filter By Area [v] Find locations [q]

- Select All Buildings
- Anatomy-Chemistry
- Biomedical Research Building
- Blockley Hall
- Clinical Research Building
- John Morgan Building
- Jordan Medical Education Center
- Richards Building

Selected Locations

[Update Locations] [Close]

Setup Types [Close]

Find setup types [q]

- Select All setup types
- Boardroom Style
- Classroom Style
- Clusters Style
- Fork Style
- Hollow Square Style
- Reception Style
- Theater Style

Selected Setup Types

[Update Setup Types] [Close]

SEE WHAT IS AVAILABLE

The screenshot shows a 'Room Request' web application interface. At the top, it says 'Request a Room' and 'My Cart (0) Create Reservation'. Below that, it shows 'New Booking for Thu Aug 8, 2019' and 'Next Step'. The main section is divided into 'Date & Time' and 'Selected Rooms'. The 'Date & Time' section has fields for 'Date' (Thu 08/08/2019), 'Start Time' (9:00 AM), and 'End Time' (10:00 AM). The 'Selected Rooms' section says 'Your selected Rooms will appear here.' Below that, there are 'Room Search Results' and a 'Room Search Results' table. The table has columns for 'LIST', 'SCHEDULE', and 'Favorite ...'. The 'SCHEDULE' column shows a calendar view with days 6 AM, 7, 8, 9, 10, 11, 12 PM, 1, 2. The 'LIST' column shows 'Rooms You Can Request' with a table of rooms and their capacities. The 'Favorite ...' column has a 'Find A Room' search box and a 'Search' button. There are three red callout boxes with white text and arrows pointing to specific elements in the interface.

See the details about a space by clicking on its name.

Click on the green plus sign to select a space.

Look between the red lines to see what is available during the time you specified.

PICK A SPACE

You will be required to enter the number of expected attendees. If you have too many attendees for the space and setup type, you will need to request a different space.

EMS will automatically choose the default layout. When available, you may choose a different layout.

After providing the number of attendees and setup type click Add Room

The screenshot shows a 'Room Request' interface. A modal window titled 'Attendance & Setup Type' is open, prompting the user to enter the number of attendees and select a setup type. The 'No. of Attendees' field contains the number '15', and the 'Setup Type' dropdown is set to 'Classroom Style'. A red box highlights the 'Add Room' button in the modal. A red arrow points from the 'Add Room' button back to the 'Rooms You Can Request' table below. The table lists various rooms with their capacities and availability. A red arrow also points to the 'Add Room' button in the table's header area.

Room	Capacity	Availability
Anatomy-Chemistry (ET) Cap	20	1 AM - 12 PM
Biomedical Research B...	20	1 AM - 12 PM
0251*	32	
0252*	34	
0253*	26	
0301+	30	
0501+	30	
0601+	30	
0701+	30	
0801+	30	
0901+	30	

REVIEW YOUR SPACE SELECTION

To cancel your request while in progress, click on the "X" next to Request A Room.

Click on Attendance & Setup Type to update your requested spaces.

Click "Next Step" to move on to request services.

Review your space selections. Click on the "-" to remove a space.

The screenshot shows the 'Request a Room' interface. At the top left, there is a red box with an 'X' icon and the text 'Request a Room'. Below this, the interface includes a 'New Booking for Thu Aug 8, 2019' section with fields for 'Date & Time', 'Date' (Thu 08/08/2019), 'Recurrence', 'Start Time' (9:00 AM), 'End Time' (10:00 AM), 'Create booking in this time zone' (Eastern Time), and 'Locations (all)'. A 'Search' button is present. Below the search section, there are 'Setup Types' (no preference) and 'Number of People' (15) with a 'Search' button. The main area shows 'Selected Rooms' with a dropdown menu set to 'Attendance & Setup Type'. Below this, there is a 'Search Results' section with a 'SCHEDULE' tab. A table lists room selections with columns for room name, capacity, and a calendar grid. The table includes rows for 'Anat-Chem 104 Co...', 'Anat-Chem 349 Co...', 'Biomedical Research B...', 'BRB Gaulton Audit...', 'BRB 0251 Seminar...', 'BRB 0252 Seminar...', and 'BRB 0253 Seminar...'. A red arrow points to the minus sign next to 'Anat-Chem 104 Co...'. At the top right, there is a 'My Cart (1)' section with a 'Create Reservation' button and a 'Next Step' button. The user's name 'PETHICK, AMY' is visible in the top right corner.

BILLING INFORMATION

Perkins
UNIVERSITY AND COLLEGE SERVICES

Room Request

PTHICK, AMY

Equipment in Room ^
Portable Equipment ^
Services ^

AV Rental Services

Start Time [ET] 9:00 AM
End Time [ET] 10:00 AM
Service Type Assistance Only

I have read and agree to the terms and conditions

AVRC Equipment ^
AVRC Services ^
Consumables ^

HIPAA Regulations

Pursuant to HIPAA regulations... ^

Billing Information

26-digit Budget Code/11-digit Lawson#

999999-99999

Every Web App request MUST include a valid 26-digit budget code or 11-digit Lawson Number. Your request will be processed once it includes billing information.

REQUEST SERVICES

Room Request

Request a Room

1 Rooms 2 Services 3 Reservation Details

My Cart (1) Create Reservation

Next Step

Services For Your Reservation

Event Equipment

I have read and agree to the terms and conditions

DIST Consumables

Other DIST Equipment

MTP Equipment

I have read and agree to the terms and conditions

Equipment in Room

Computer Fixed In Space - PC	Laser Pointer - Fixed In Space
LCD Projector - Fixed In Space	Plug and Play AV Package D
Remote Slide Advancer - Fixed In Sp...	Telephone Conference Unit - Fixed I...
Tuition-Generating Mediasite	

Portable Equipment

Services Summary

MTP Equipment

1 Plug and Play AV Package D

Package includes the following items:

- 1 - Computer Fixed In Space - PC
- 1 - LCD Projector - Fixed in Space

Choose the services you want to request.

Confirm that you have read and agree to the Terms and Conditions of the service(s) you requested.

When you have finished choosing resources to request, click Next Step.

RESERVATION DETAILS

Fill in details about your event. Required fields are marked.

Event Name should be in ALL CAPS.
Choose the Event Type that best describes your event.

The screenshot shows the 'Room Request' web application interface. The header includes the University of Pennsylvania logo and 'PETHICK, AMY' user information. The main navigation shows three steps: '1 Rooms', '2 Services', and '3 Reservation Details', with the third step being the active one. A 'My Cart (1)' icon and a green 'Create Reservation' button are also present. The form is divided into sections: 'Event Details' with 'Event Name *' (text input containing 'TEST EVENT - USER GUIDE') and 'Event Type *' (dropdown menu showing 'Meeting - Administrative'); 'Group Details' with 'Group *' (dropdown menu showing 'Space Planning & Operations') and a search icon; '1st Contact' with '1st Contact' (dropdown menu showing 'PETHICK, AMY') and a search icon; '1st Contact Phone *' (text input containing '267-246-9055'); '1st Contact Fax' (empty text input); and '1st Contact Email Address *' (text input containing 'apethick@penmedicine.upenn.edu').

ADDITIONAL INFORMATION

Fill in additional information about your event. If you haven't already done so, enter your budget code or Lawson number. Events will be processed when there is a budget code or Lawson number.

The screenshot shows a web form titled "Room Request" with a dark blue header. The header includes the Penn Medicine logo, a hamburger menu icon, and the user name "PETHICK, AMY". The form is divided into two main sections: "Additional Information" and "Billing Information".

Additional Information:

- Question: "Is this event sponsored by Penn Medicine and are a majority of attendees Penn Medicine Faculty/Students/Staff? *". The dropdown menu is set to "Yes".
- Question: "Is this Penn Medicine event PSOM or HUP?". The dropdown menu is set to "Perelman School of Medicine".
- Question: "Will there be food? *". The dropdown menu is set to "No".
- Question: "Will there be alcohol? *". The dropdown menu is set to "No".

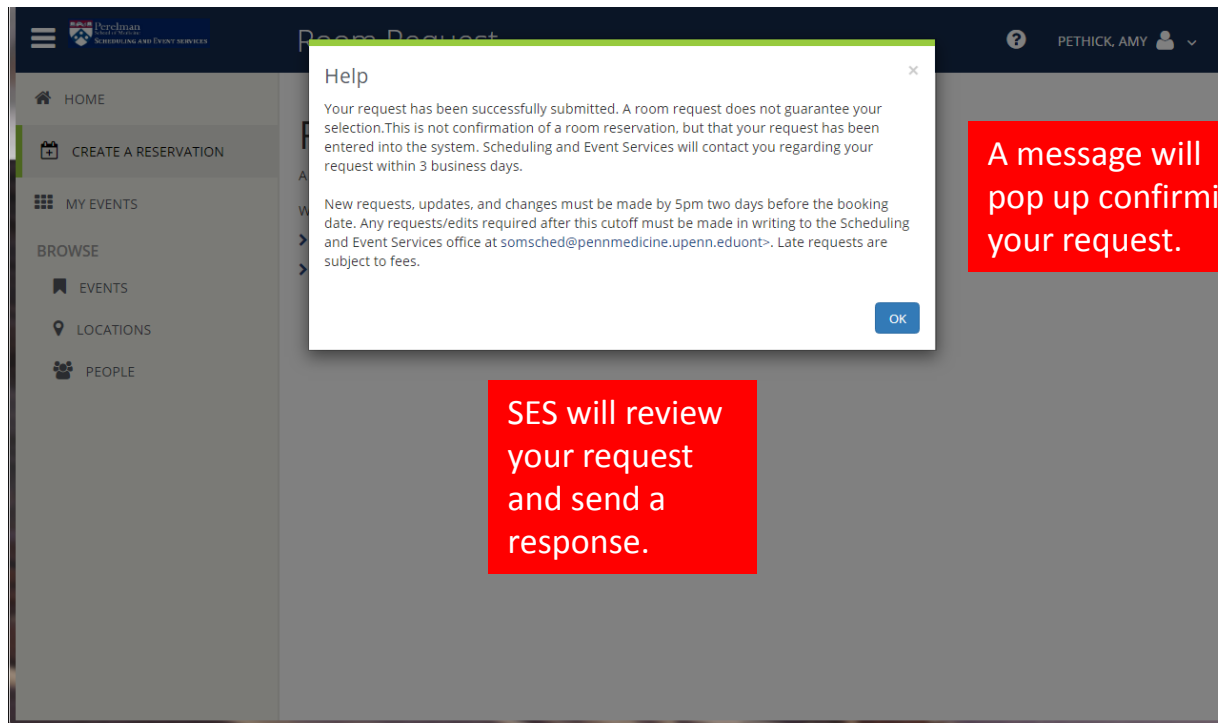
Billing Information:

- Field: "26-digit Budget Code/11-digit Lawson# *". The input contains "999999-99999".
- Checkbox: "I have read and agree to the terms and conditions" is checked.

A green "Create Reservation" button is located at the bottom right of the form and is highlighted with a red rounded rectangle. Two red callout boxes provide instructions: one on the left explains the need for budget or Lawson numbers, and one on the right instructs to click the "Create Reservation" button after filling in the information.

After you finish entering information, click Create Reservation to complete your request.

REQUEST COMPLETE!



The screenshot shows a web application interface for 'Perelman Scheduling and Event Services'. A central white pop-up window titled 'Help' contains the following text:

Your request has been successfully submitted. A room request does not guarantee your selection. This is not confirmation of a room reservation, but that your request has been entered into the system. Scheduling and Event Services will contact you regarding your request within 3 business days.

New requests, updates, and changes must be made by 5pm two days before the booking date. Any requests/edits required after this cutoff must be made in writing to the Scheduling and Event Services office at somsched@penmedicine.upenn.edu. Late requests are subject to fees.

An 'OK' button is located at the bottom right of the pop-up window.

Two red callout boxes provide additional information:

- Top right: A message will pop up confirming your request.
- Bottom center: SES will review your request and send a response.

MANAGING YOUR SPACE REQUESTS AND EVENTS

MY HOME

Perelman School of Medicine - Scheduling and Event Services

PETHICK, AMY

HOME

CREATE A RESERVATION

MY EVENTS

MY HOME

My Reservation Templates

- Request a Room [book now](#) [about](#)
- Request Media Studio [book now](#) [about](#)
- AV Rental Form for non-SES Spaces [book now](#) [about](#)
- TEST Request a Room [book now](#) [about](#)
- BDT Request [book now](#) [about](#)

My Bookings

JULY 22, 2019

Eastern Time [ET]

Day Month Date

Previous Today Next

9:00 AM - 10:00 AM	TEST WEB APP	Anat-Chem 104 Conference Rm*	Pendin...
6:00 PM - 9:00 PM	TEST REPEAT EVENT	Anat-Chem 103 Conference Rm*	Confir...

MY EVENTS will take you to a list of your current and future active events.

MY HOME – My Bookings defaults to your bookings for today.

MY EVENTS

Perelman
SCHEDULING AND EVENT SERVICES

My Events

PETHICK, AMY

HOME

CREATE A RESERVATION

RESERVATIONS BOOKINGS

Search Reservations

Include cancelled reservations

CURRENT PAST

Name	First/Last Book...	Location	Gro...	Se
TEST REPEAT EVENT	Mon Jul 15, 2019/ Mon Sep 30, 20...	Multiple	Spa...	
TEST WEB APP	Mon Jul 22, 2019/ Mon Aug 26, 20...	Anatomy- Chemistry - Anat- Chem 104 Conference Rm*	Spa...	51531 Pending Request
TEST EVENT	Fri Aug 2, 2019/ Fri Sep 6, 2019	Richards Building - RCH B102B Seminar Room*	Spa...	✓ 51528 Pending Request
TEST EVENT - USER GUIDE	Thu Aug 8, 2019/ Thu Aug 8, 2019	Anatomy- Chemistry - Anat- Chem 104 Conference Rm*	Spa...	✓ 51536 Pending Request

PEOPLE

Click on the name of the reservation to see booking details and make changes.

Check this box to see your cancelled reservations.

RESERVATION DETAILS SUMMARY

Go to RESERVATION DETAILS to update information for the overall reservation.

The screenshot shows the 'My Events' interface for a 'TEST REPEAT EVENT beginning Jul 15, 2019 (51527)'. The page is divided into 'RESERVATION DETAILS' and 'ADDITIONAL INFORMATION' tabs. The 'RESERVATION DETAILS' tab is active and contains an 'Edit Reservation Details' link and a table with the following information:

Event Name	TEST REPEAT EVENT
Event Type	Meeting - Administrative
Group	Space Planning & Operations
1st Contact Name	PETHICK, AMY

Below this is the 'Bookings' section, with 'CURRENT' and 'PAST' tabs. A 'New Booking' button is present. A table lists the bookings:

Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Mon Jul 22, 2019	7:00 PM			chemistry - Anat-Chem 104 Conference Rm*	12	Hollow Square Style	Confirmed
Mon Jul 29, 2019	7:00 PM			chemistry - Anat-Chem 104 Conference Rm*	12	Hollow Square Style	Confirmed

On the right side, there is a 'Reservation Tasks' panel with the following options: 'Add Services', 'Cancel Services', 'Booking Tools', 'Cancel Reservation', 'View Reservation Summary', and 'Add to My Calendar'. A 'Manage Services' link is also visible in the booking table.

Go to Reservation Tasks to add services or otherwise change multiple bookings at the same time.

Click on the pencil icon to modify one single booking.

Click on Manage Services to update the requested resources.

UPDATE CATERER INFORMATION

My Events

PETHICK, AMY

TEST EVENT (51528)

Manage Services [Reservation Details](#)

Penn Approved Caterer

Penn Approved Caterer

Check to Provide Caterer Name Check to Provide Caterer Arrival Time

To Be Determined

Event Description

Event Description

Services Summary

Penn Approved Caterer

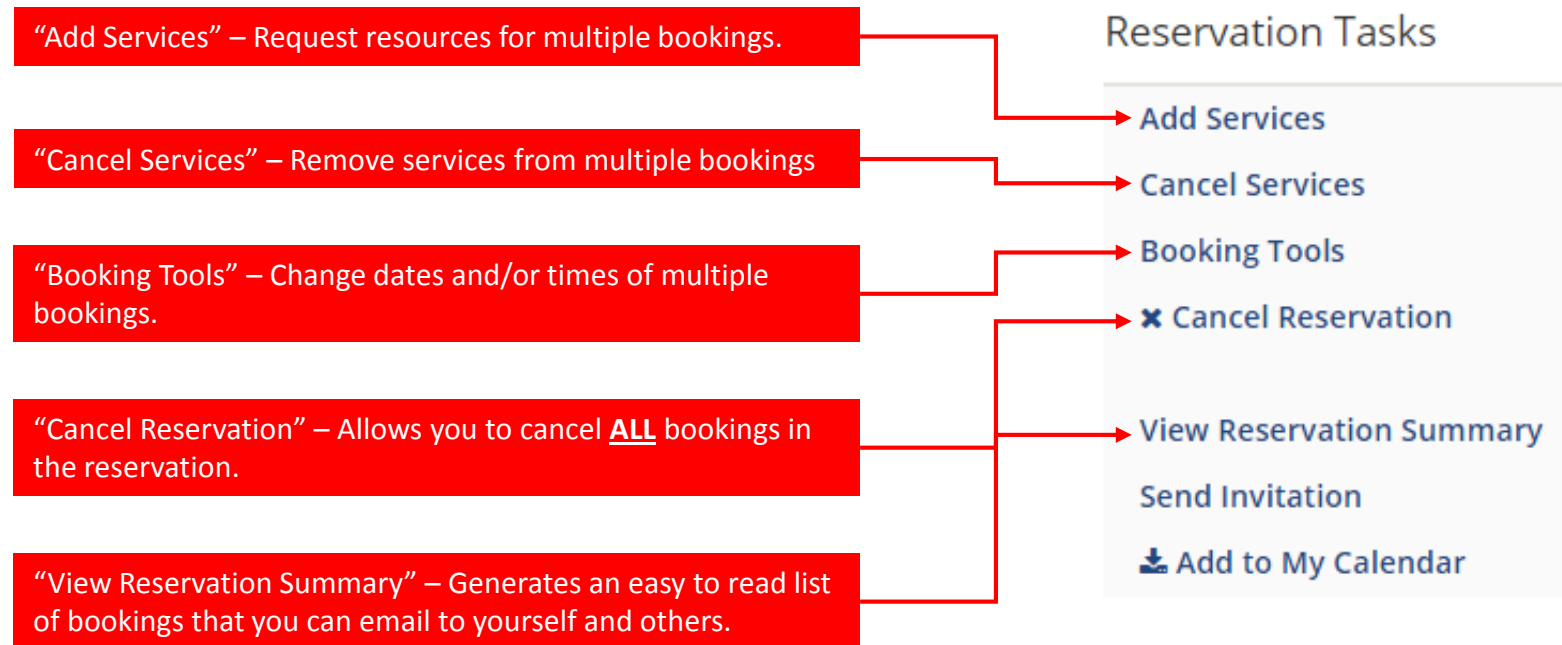
1	Check to Provide Caterer Name	\$ 0.00
1	Check to Provide Caterer Arrival Time	\$ 0.00

MTP Equipment

1	Computer Fixed in Space - PC	\$ 0.00
1	Flat Screen - Fixed in Space	\$ 0.00

Select to add the caterer name and arrival time.

EDIT MULTIPLE BOOKINGS AT THE SAME TIME



EDIT RESERVATION DETAILS

Edit Reservation

← REGULAR MEETING (41464)

Event Details

Event Name *

REGULAR MEETING

Event Type *

Meeting - Administrative

Group Details

Group *

Space Planning & Operations



1st Contact

PETHICK, AMY



1st Contact Phone *

267-246-9055

1st Contact Fax

1st Contact Email Address *

apethick@penmedicine.upenn.edu

Make any necessary changes to:

- Event Details
- Group Details
- Additional Information
- Billing Information

Edit Reservation

Additional Information

Is this event sponsored by Penn Medicine and are a majority of attendees Penn Medicine Faculty/Students/Staff? *

Choose one

Will there be food? *

Choose one

Will there be alcohol? *

Choose one

Billing Information

26-digit Budget Code/11-digit Lawson# *

999-9999-9-99999

Click on Save Reservation Details when you are done.

Save Reservation Details

ADD SERVICES

The screenshot shows a web interface for managing events. At the top, there is a dark blue header with the Penn State logo and 'SCHEDULING AND EVENT SERVICES' on the left, and 'My Events' in the center. On the right of the header, there is a help icon, the user name 'PETHICK, AMY', and a user profile icon. Below the header, the page title is 'TEST EVENT (51528)'. The main content area is titled 'Select Services' and includes a 'Next Step' button. The interface is divided into two columns. The left column contains a 'Penn Approved Caterer' section with a dropdown menu, a table for providing caterer details, and an 'Event Equipment' section with a checkbox for terms and conditions. The right column is titled 'Services Summary' and shows a list of 'Event Equipment' items, including 2 tablecloths with a red color selection.

Header: Penn State SCHEDULING AND EVENT SERVICES | My Events | PETHICK, AMY

Event: TEST EVENT (51528)

Select Services [Next Step]

Penn Approved Caterer

Penn Approved Caterer	?
Provide Caterer Name	Check to Provide Caterer Arrival Time
Estimated Arrival Time	
Description	

Event Equipment

I have read and agree to the terms and conditions

Services Summary

- Event Equipment**
- 2 Tablecloth (edit icon)
- Tablecloth color
 - Red

Click on the resource you want to request. Agree to the Terms and Conditions.

SERVICE REQUEST COMPLETE

EMS Web App will return you to the summary of reservation details.

My Events PETHICK, AMY

My Events / TEST EVENT beginning Aug 2, 2019 (51528)

RESERVATION DETAILS | ADDITIONAL INFORMATION

[Edit Reservation Details](#)

Event Name: TEST EVENT
Event Type: Meeting - Administrative
Group: Space Planning & Operations
1st Contact Name: PETHICK, AMY

Reservation Tasks

- Add Services
- Cancel Services
- Booking Tools
- ✕ Cancel Reservation
- View Reservation Summary
- 📅 Add to My Calendar

Bookings

CURRENT | PAST Include cancelled bookings

[Cancel Bookings](#) [Booking Tools](#) [New Booking](#)

Date	Start Time	End Time	Time Zone	Location	Attendance	Setup Type	Status
Edit Cancel Fri Aug 2, 2019	9:00 AM	10:00 AM	ET	Richards Building - RCH B102B Seminar Room*	15	Classroom Style	Pending Request
View Services Manage Services							
Edit Cancel Fri Aug 16, 2019	9:00 AM	10:00 AM	ET	Richards Building - RCH B102B Seminar Room*	15	Classroom Style	Pending Request
View Services Manage Services							