

UNH EMS Desktop Client

Launching Software and Setting Preferences

About EMS

EMS is software that manages the tracking of class/meeting/event space reservations.

SUPPORT

Do not contact EMS Software Support Services.

If you need more information or support, please [submit a service request](#) here.

Launching the Software

The software is loaded on selected computers in the department.



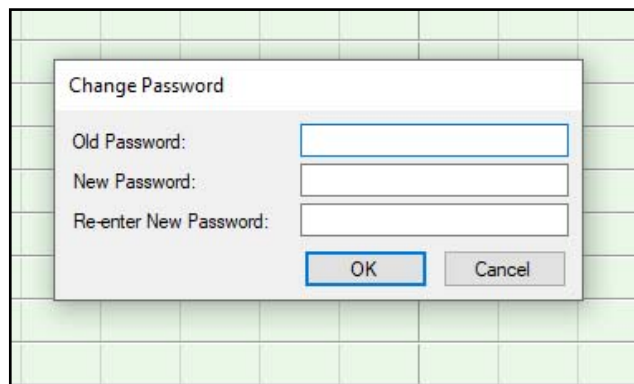
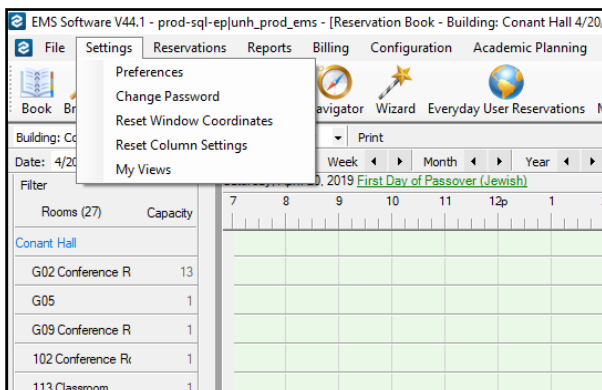
1. Click the EMS Icon to Launch
2. Enter the Username and Password
3. Click “Book” Icon in the upper left corner of the screen

Settings Menu

Change your password

Go to **SETTINGS** in the top left menu.

Choose **CHANGE PASSWORD** and you will be prompted with a pop up box.



Preferences

Your preferences have been set to a default that most likely you will not need to change.

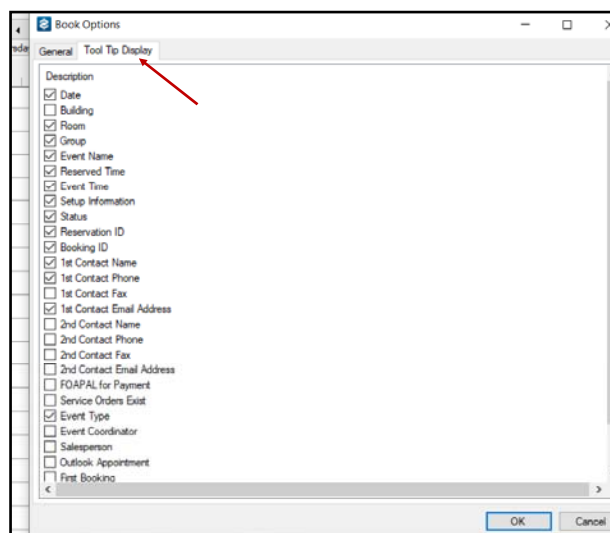
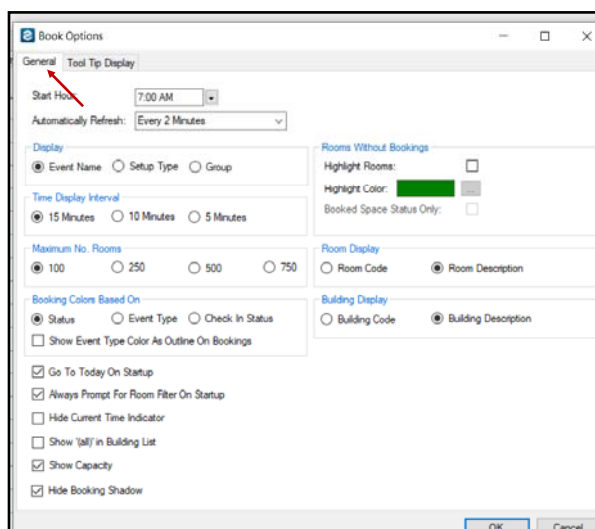
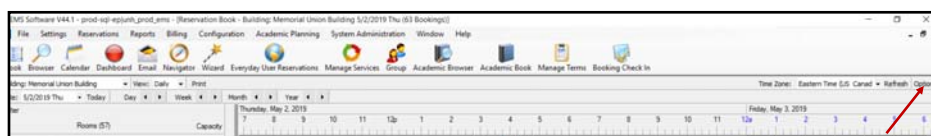
Navigating the Reservation Book (see what is happening)

1. Click “Book” Icon in the upper left corner of the screen.
2. Use the dropdown boxes on the top left to select the building and date you want to view. Note that you have the ability to navigate forward or backwards for dates and you can scroll up and down to see all of the rooms in a building.
3. Monday-Friday: White areas represent “open” building hours. Dark grey represents “closed” building hours.
4. Weekends appear in green and if buildings are closed for the weekend, you will not see open or closed hours differentiated. They are considered “closed all day”.
5. The reservation blocks can be different colors but they function the same for your purposes.
6. Note that all reservations have a “Reservation time” and an “Event Time”. Often these are the same. Sometimes they vary and will display as a “Tail” before or after the event.
7. Hovering over any reservations will give you the information about that reservation.

[See screen shots on next page](#)

Book Options

1. Within the Book view, click “options” in the upper right corner.
2. General Tab: The choices on this options page set the way the Book will default to view.
3. Tool Tip Display: This determines what information you see about a reservation when you hover over it.



Book View—Weekday

The screenshot shows the EMS Software V44.1 interface for a weekday reservation book. The title bar indicates the building is Field House and the date is Friday, February 22, 2019. The interface includes a menu bar, a toolbar with icons for Book, Browser, Calendar, Dashboard, Email, Navigator, Wizard, and various reservation management tools. A sidebar on the left lists rooms and their capacities. The main area displays a calendar grid with reservations for the day. A red circle highlights the 'Book' icon in the toolbar. A red arrow points to the 'Navigate buildings and dates' text. Another red circle highlights the 'Building Open' and 'Building Closed' status indicators. A red arrow points to the 'Reservation Time' and 'Event Time' indicators. A red arrow points to the 'Hover for Details' indicator. A pop-up window shows details for a reservation: Date: 2/22/2019 Fri, Room: Paul Sweet Oval, Group: Soccer Team (Men), Event Name: MSOC Prax, 1st Contact Name: Richard Weinrebe, 1st Contact Phone: 603-862-3087, 1st Contact Email Address: richard.weinrebe@unh.edu, Reserved: 11:00 AM to 1:00 PM, Event Time: 11:00 AM to 1:00 PM, Setup Type: As Is (30), Status: Confirmed - Detailed, Reservation ID: 80935, Booking ID: 466976, Event Type: Practice/Rehearsal.

Navigate buildings and dates

Building Open

Building Closed

Reservation Time

Event Time

Hover for Details

Book View—Weekend

The screenshot shows the EMS Software V44.1 interface for a weekend reservation book. The title bar indicates the building is Conant Hall and the date is Saturday, April 20, 2019. The interface includes a menu bar, a toolbar with icons for Book, Browser, Calendar, Dashboard, Email, Navigator, Wizard, and various reservation management tools. A sidebar on the left lists rooms and their capacities. The main area displays a calendar grid with reservations for the day. The background of the calendar grid is green, indicating that weekends are highlighted. Text overlays explain that weekends appear in green, buildings that are "closed all day" standard will not show open and closed hours, and space owners do have the ability to schedule events during closed hours.

Weekends appear in green.

Buildings that are "closed all day" standard, will not show open and closed hours.

Space owners do have the ability to schedule events during closed hours

Settings Menu (Continued)

My Views

- MY VIEWS allows you to create custom book views with groups of rooms that are not related by building. Examples would be groups of rooms in multiple buildings that have the same owner, or a group of all of the classrooms that have 150 seats or more. Build views for anything that streamlines work that you do frequently. Once you have created custom views, they are available to be viewed from the **BOOK**. (see also pg. 3)

Go to:

- **SETTINGS > MY VIEWS > NEW**
- Enter a name for your view and notes if you want to give further explanation to recall the purpose at a later time. These views and notes are only seen by you.
- Click on the **ROOMS** tab in the same window
- Select a building from the drop down menu and the rooms in that building will appear on the left.
- Select the rooms you want to include in your custom view and use the arrows to move them to the right column.
- If your view will contain rooms from multiple buildings, choose the next building and repeat the selection process.
- Click **OK** when complete.
NOTE: If you don't click OK and only close the window, your room selections will not be saved.
- In **MY VIEWS** you can add, delete or edit your views at any time.
- Once you have created custom views, they are available to be viewed from the **BOOK**. (see also pg. 3)

