EMS Desktop Settings

The Reservation Book or "The Book"

1. In order to change the settings in The Book, open The Book and click "Options" in the top right hand corner.

🔥 Reservation Book - Building: Tyle	er Haynes Comm	ons	1/18/20	023 W	/ed (4 Bo	ookir	ngs)								×
Building: Tyler Haynes Commons	✓ View: Daily	-	Print						Time	Zone	Eastern	Time		- Refresh	Options
Date: 1/18/2023 Wed - Today	Day 🔸 🕨	We	ek 🖣	•	Month	•	•	Year	•	•					
Filter		1	Wedn	esday	, Januar	y 18,	2023								
Rooms (26)	Capacity	r	7		8	9		10	1	1	12p	1	2	3	4
Room 305	100														~
Room 310	22														
Room 321		_													
Conference Room 329	12														
Student Organization Room 340	16														
Room 346	30)													
Room 348	30														

2. You have the option to change any of the settings in this box to your liking. It is recommended to change the Maximum No. of Rooms by changing to 750. Click "OK" to save changes.

🔥 Book Options	- 🗆 X
General Tool Tip Display	
Start Hour: 7:00 AM Automatically Refresh: Never Display Image: Comparison of the second	Rooms Without Bookings Highlight Rooms: Highlight Color: Booked Space Status Only:
15 Minutes 0 10 Minutes 0 5 Minutes Maximum No. Rooms	Room Display
0 100 0 250 0 500 0 750	Room Code Room Description
Booking Colors Based On	
Show Event Type Color As Outline On Bookings	Building Code Building Description
Go To Today On Startup Always Prompt For Room Filter On Startup Hide Current Time Indicator Show '(all)' in Building List Show Capacity	
Hide Booking Shadow	
	OK Cancel

NOTE: the "Tool Tip Display" tab allows you to adjust what you see when you hover over a booking in The Book.

Manage Services

- 1. Open Mange Services
- 2. Ensure Building: (all) or the appropriate Building/Area/View is chosen from the Building dropdown.
- 3. Ensure the appropriate Category is chosen from the Category dropdown
- 4. Click the box next to the appropriate Status(es)
 - a. Recommend for most service providers: Academic Confirmed, Academic Shared, Associated Event, Cancelled, Confirmed, Online Cancelled, Online Confirmed, Online Confirmed | Outlook, Online Request | BUS, Online Request | CSI, Online Request | ECSS, Online Request | HWB, Online Request | LAW, Online Request | LIBRARY, Online Request | MODLIN, Online Request | BUS, Online Request | REGISTRAR, Online Request Internal | HWB, Online Request S_Club | HWB, Room Offline/Service Order, Student

Event Details Needed, Tentative | ATHLETICS, Tentative | BUS, Tentative | CCE, Tentative |CSI, Tentative | ECSS, Tentative | HWB, Tentative | JAC, Tentative | LAW, Tentative | MODLIN, Tentative | Services Pending, Tentative | ECSS, Wait List | REGISTRAR.

b. If your category has states, make sure the appropriate states are checked.



NOTE: If you'd like to see deleted items, Open Manage Services, Click "Options" in the top right hand corner. Click the check box next to "Show Deleted Service Orders/Items:". Click "OK" after choices have been made.

🔥 Options		· <u> </u>		×
Automatically Refre	Sh O Every 0	minutes		
Time Display for Re	esources w/o Service Orders	s 🔿 Res	erved Tim	ne
Highlight State Cha	anges Within: (hours) 0	hours		
Show Deleted Ser	vice Orders/Items:			
		OK	Ca	incel

Organizations

EMS has a limit of 10,000 organization records to be returned at any one given time. However, the default is 1,000. To change this setting:

- 1. Open Organizations.
- 2. On the right-hand side click "Options".
- 3. When the Organization Options box appears, choose "10000" and click "OK".

Regulte										
er nesuls										
iearch:										
rag a column header here to group by that column		n Options		_		× I			1	Open
Organization	Ciganizatio					ct (Code	External Reference	-	Select
3d Lacrosse	Number Of Reco	ords To Return								Email
804 LAX	O 1000	○ 5000	10000 10000 10000						0	Critical
A Beautiful Lady Exploration Center	F									New
Aalabbou, Omar (Student)								oa8uu		Hom
Aaron Shapiro	1									Delete
Abadir, Stephen (Student)								sa6vb		Print
Abbott, John (Student)								ja5gz		Export
Abbott, Julia (Student)			-					ja4jt		Coport
Abby Hughes	¢		(Ж	Cancel	l I				Import
Abcug, Julia (Student)		Student Use	er					ja2dt		Tools
Abdala, Walezka (Student)		Student Use	er					wa4eu		
Abdelhadi, Hannah (Student)		Student Use	er					ha7wr		
Abdullah, Noor (Student)		Student Use	er					na9ux		
Abeaw, Abdulahi (Student)		Student Use	er					aa3yv		
Abellard, Lindsey (Student)		Student Use	er					la9nr		

Reservation Wizard

 You can change the setting on the Reservation Wizard that dictates how many rooms are searched by opening the Reservation Wizard. Clicking "Options" in the top right hand corner. Choosing "Max. Number of Rooms to Search" and then Choosing "Unlimited"

-C	alendarin	g									Star	idard Search	
Meth	nod:	Stan	dard () Excha	nge Enal	bled				1000	Max	. Number Of Rooms To Search	
										2500	Sort	Rooms By Book Sequence	
Jale	ndar Se	elected D	ates (0)					Location Fea	tures	5000			
<-	< <]a	anuary				2023	> >> •	Search	Standard Ber	t Fi			
+	S 25	M 26	T 27	28	T 29	F 30	S 31	Building					
_			-					building.	(on)				
	1	2	3	4	5	6	Z	Room:			<u></u>		
	8	9	10	11	12	13	14	Location:					
-	15	16	17	18	19	20	21	Room Spe	cifications:				
								Type:	(all)		~		
	22	23	24	25	26	27	28	Floor:	(all)		~		
	29	30	31	1	2	3	4	Setup Type:	(all)		~		
	Date Pa	ttem	Clea	ar Month		Clear A	ANI .	Setup Count	0				
- 1	Time —							Status					
itart	:			- e End:	:		- •	Status:		✓ ●Reconfirm:	-		
îme	Zone:	Eastern	Time				~						
_ S	etup/Tea	rdown —											
Jse	Default:		ours	Setup	: 0.00	Teardow	n: 0.00						

Dashboard Options

- 1. Open the Dashboard
- 2. Click "Options" in the top right hand corner. If there is something you need to see, click the checkbox next it.
 - a. You can also adjust the flashing indicator setting here as shown below.
- 3. Click "Ok" after options are selected.

💦 Dashboard Options			×							
Open Dashboard At Startup If Items Exist										
Show Reminders Show Wait List										
Show Everyday User Reservations	Show Reconfirm Dates									
Show Guest Requests Show Building Ho	Show Building Hours Exceptions									
Show Analytics Show At A Glance	Show At A Glance									
"Thru Today" includes xx Days Prior to Today: 7										
Activate Flashing Indicator For:										
Automatically At Startup Only Never										
Course Updates Automatically										
Automatically At Startup Only Never										
Everyday User Reservations Automatically At Startup Only Never										

Dashboard Automatic Read

If you receive notifications in the Dashboard, you might want to turn on the setting that makes the notification as "reviewed" if you open the reservation.

- 1. Navigate to Settings > Preferences
- 2. Click the box next to "Review Notification When Navigator Opens" and click "OK"

а	Preferences		
	Preferences Defaults		
	Close Report Setup Form After Running Reports:		N
	Time Drop Down Interval:	Thirty Minutes ~	
	Paper Size:	Letter ~	
	Review Notification When Navigator Opens:		_
	Do Not Save Window Coordinates:		
	Email Format:	HTML ~	_