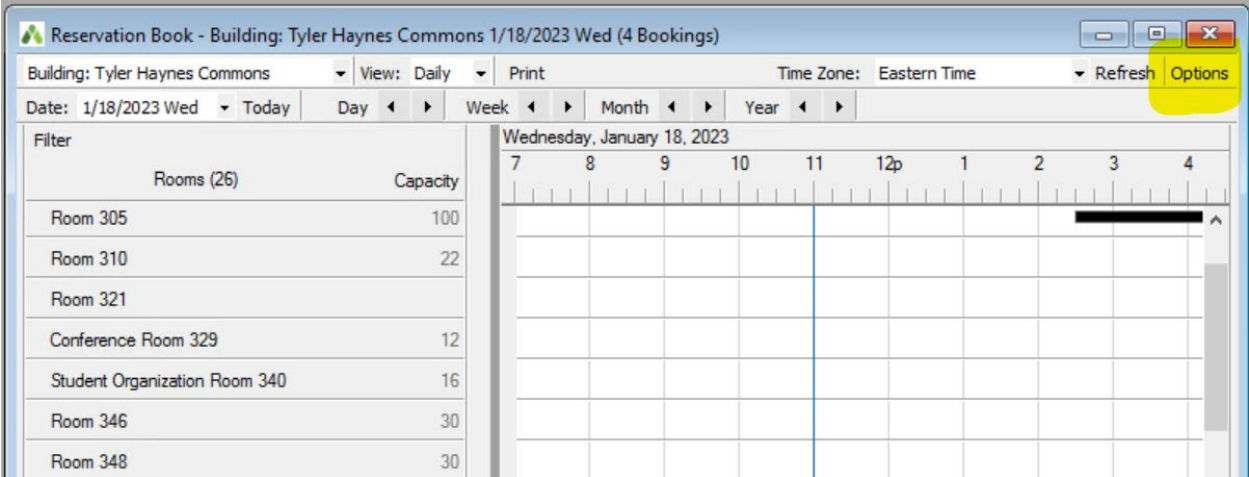


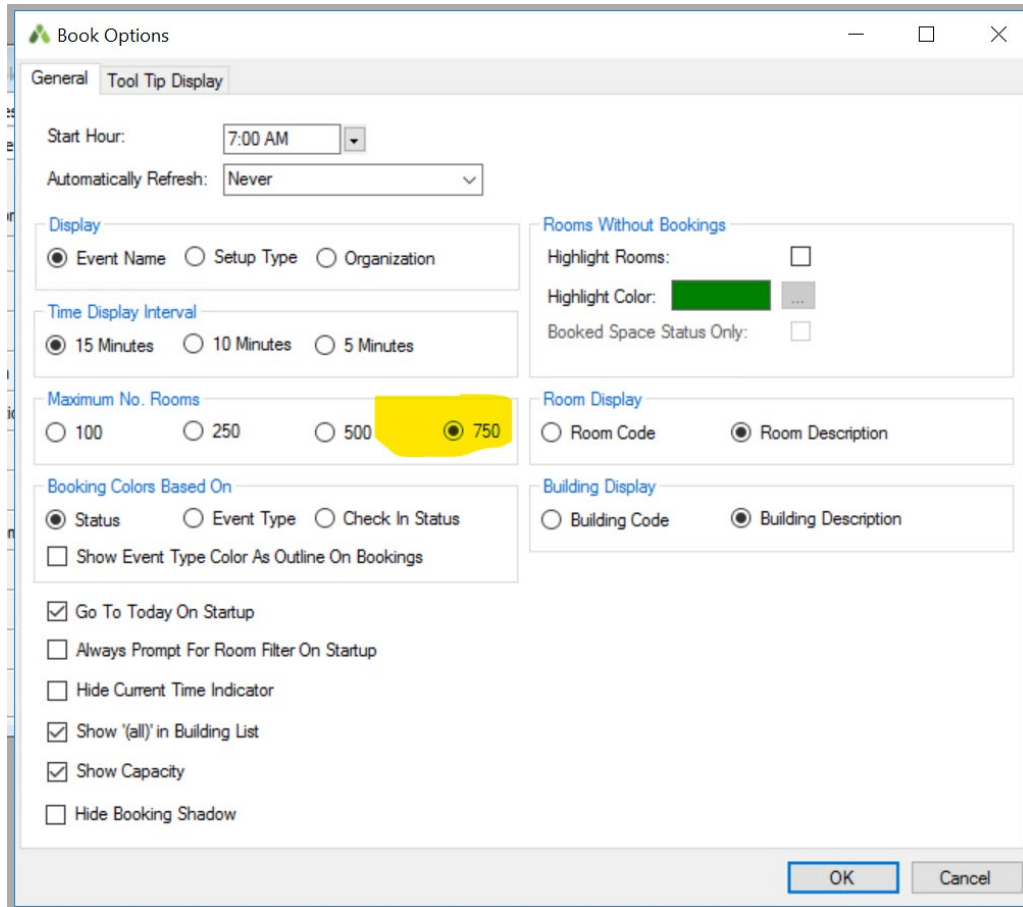
EMS Desktop Settings

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.



- 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.



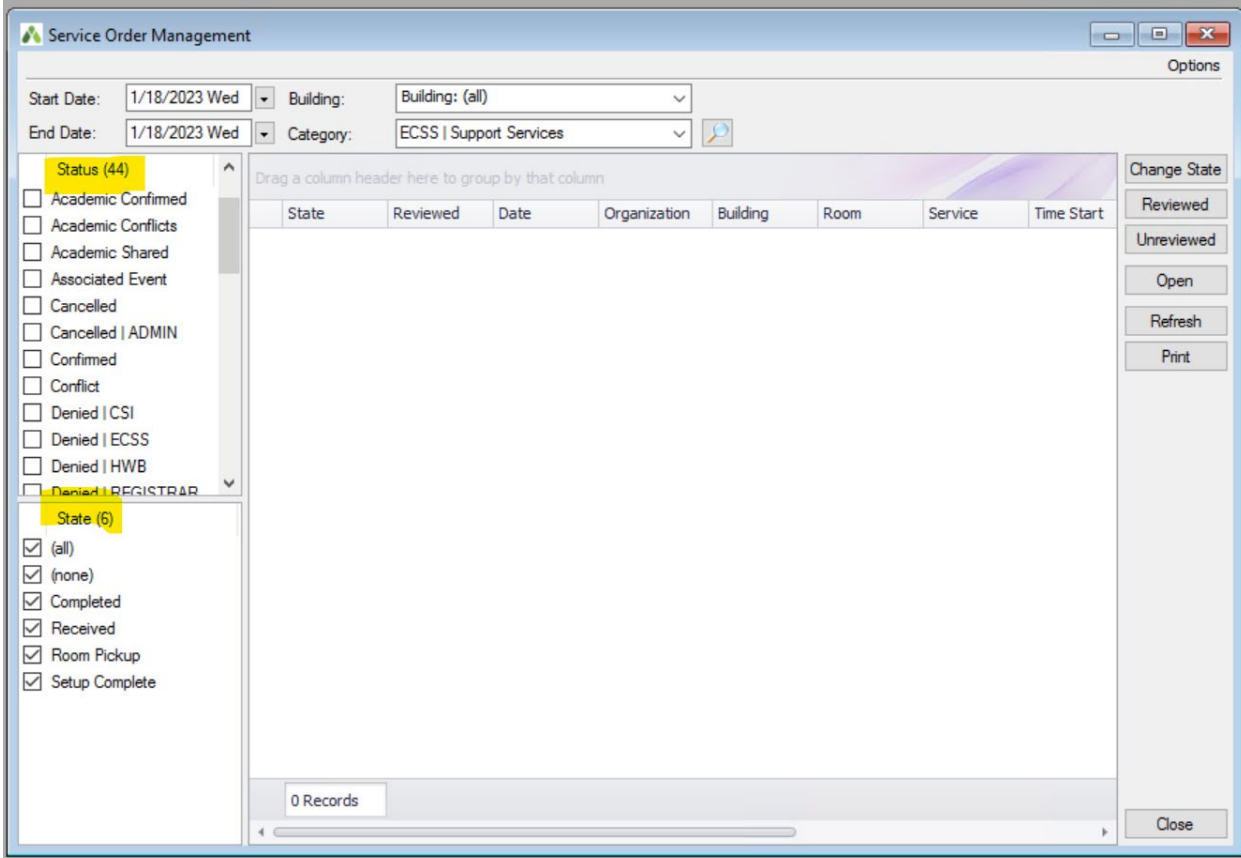
NOTE: the “Tool Tip Display” tab allows you to adjust what you see when you hover over a booking in The Book.

Manage Services

- Open Mange Services
- Ensure Building: (all) or the appropriate Building/Area/View is chosen from the Building dropdown.
- Ensure the appropriate Category is chosen from the Category dropdown
- Click the box next to the appropriate Status(es)
 - 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

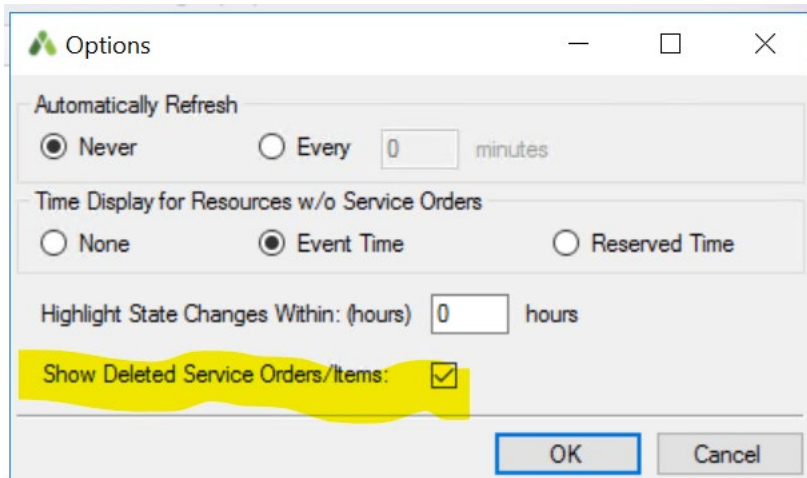
Event Details Needed, Tentative | ATHLETICS, Tentative | BUS, Tentative | CCE, Tentative | CSI, Tentative | ECSS, Tentative | HWB, Tentative | JAC, Tentative | LAW, Tentative | MODLIN, Tentative | Services Pending, Tentative | ECSS, Wait List | REGISTRAR.

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



c.

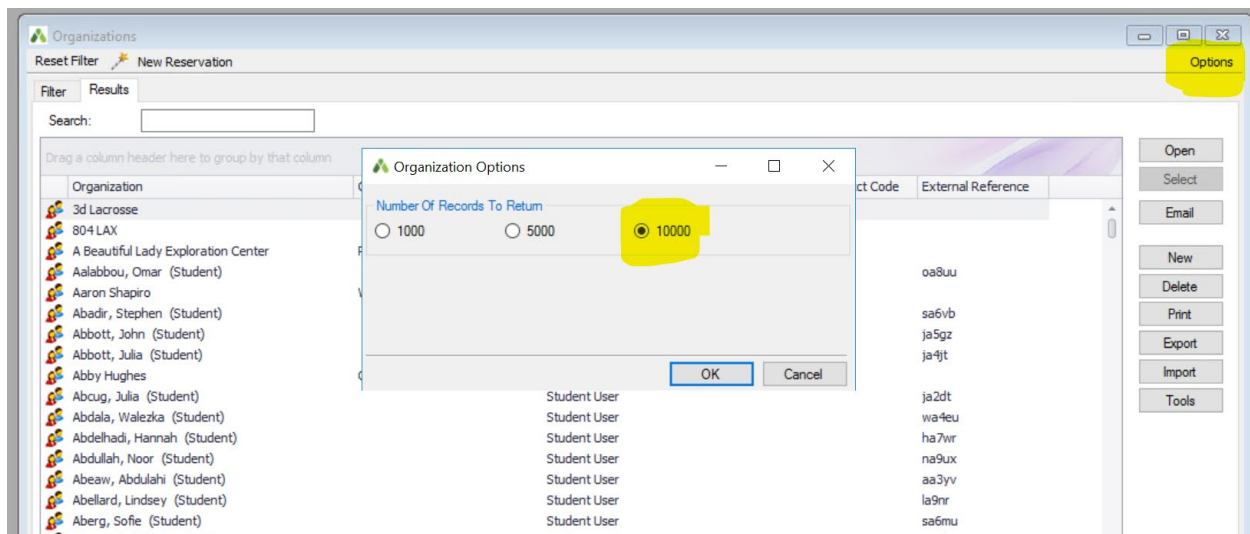
NOTE: If you'd like to see deleted items, Open Manage Services, Click "Options" in the top right hand corner. Click the check box next to "Show Deleted Service Orders/Items:". Click "OK" after choices have been made.



Organizations

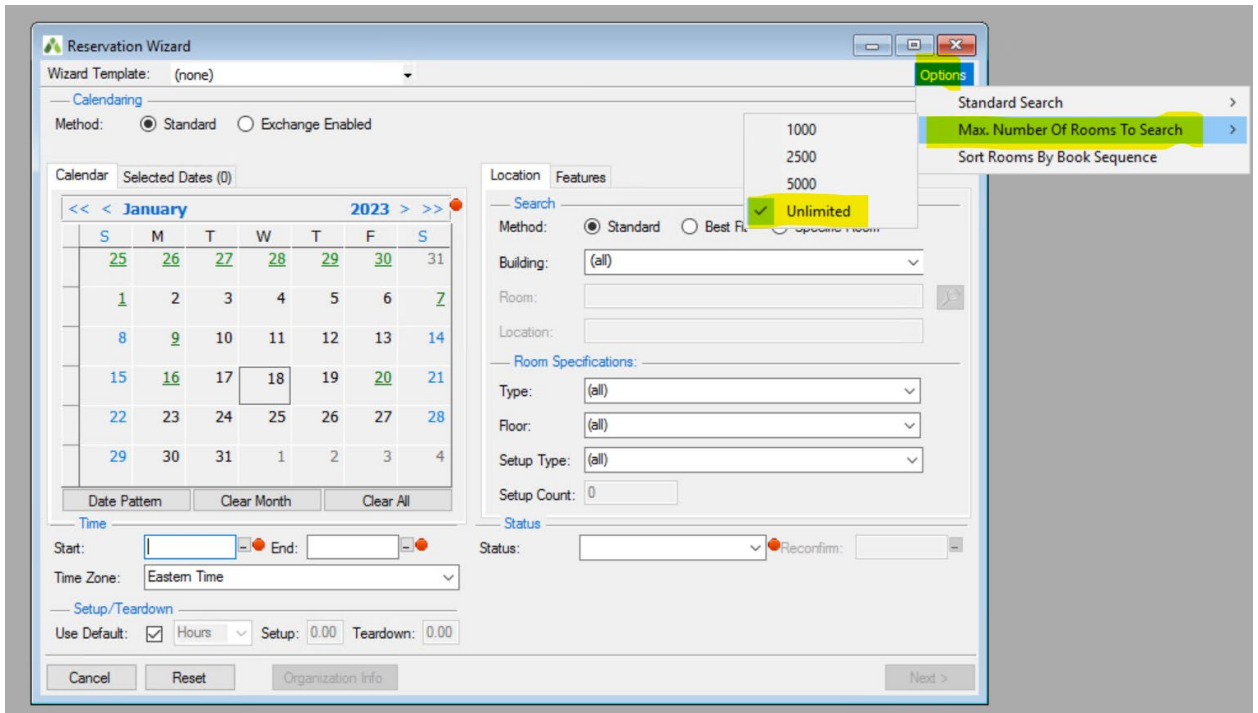
EMS has a limit of 10,000 organization records to be returned at any one given time. However, the default is 1,000. To change this setting:

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



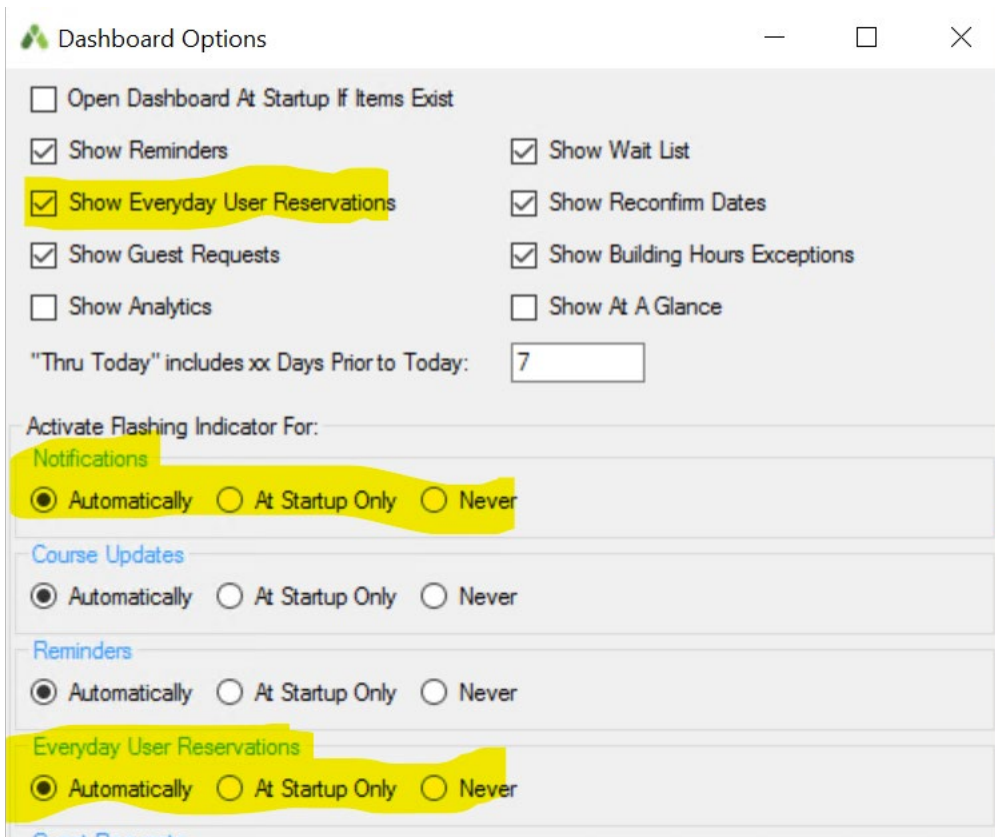
Reservation Wizard

1. 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”



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 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”

