

Filling Out Your Request Form

First you fill in the information for what time and date you are looking for a room (orange arrow). Click on the green button with a plus sign near the room you want (red arrow) that will then go in your queue.

The screenshot shows the 'Virtual EMS - Room Request' form in Mozilla Firefox. The 'When and Where' section is active, with the date set to 2/18/2013 Mon, start time at 1:00 PM, and end time at 2:00 PM. The 'Selected Locations' table is displayed below, showing a list of rooms with their availability and capacity. A red arrow points to the plus sign in the 'Request' column for the first row.

SELECT	AVAILABLE	LOCATION	CAPACITY
+	1/1	Classroom - 1197	25
+	1/1	Classroom - 2133	15
+	1/1	Hall - Ingram Hall	551
+	1/1	Hall - Faculty Lounge	0
+	1/1	Hall - Ingram Lobby	0
+	1/1	PracticeRM - 1163	0

After you see the room selection in your queue (blue arrow), click continue (green arrow).

The screenshot shows the 'Virtual EMS - Room Request' form with the 'Selected Locations' table updated. The first row now shows a red 'X' in the 'DATE' column and 'Request' in the 'STATUS' column, indicating the room has been added to the queue. A blue arrow points to the 'Request' status. A green arrow points to the 'Continue' button at the bottom of the form.

DATE	HOLIDAYS	START	END	LOCATION	STATUS	CONFLICT
2/18/2013 Mon	Presidents Day	1:00 PM	2:00 PM	Classroom - 1197	Request	

This will bring you to the information page, fill this out completely, everything with a red star needs to be filled in, and then click “Submit Reservation” (purple arrow).

Virtual EMS - Room Request - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Virtual EMS - Room Request x How to take a screenshot x +

apphost1.aits.vanderbilt.edu/ems-blair/RoomRequest.aspx?data=ity3Dem%2byxxGFZTQvNr976y7TIsiFO4I

Blair School of Music Student Booking Info Vanderbilt People Finder EMS Pin It VU Event Calendar Time Sheet Catalog

Reservations My Account Links Admin Help Welcome Christine Claffey

Reservation Request Form

Info Location Details

When and Where

Date: 2/18/2013 Mon Recurrence

Start Time: 5:00 PM End Time: 6:00 PM

Facilities: (all) Find Space

Availability Filters

Room Type: (all)

Floor: (all)

Features:

- acoustic curtain
- audio recording system
- box office
- control booths
- dock
- dressing rooms

Event Details

Event Name: Event Type:

Group Details

Group: Blair School of Music

1st Contact: (temporary contact)

Name:

Phone: Fax:

Email:

Other Information

Comments/Additional Info:

If this is for a recording, will you need an engineer?: N/A

Please describe reason for request: *

Submit Reservation