How to Configure Rooms in EMS

1. Go to Configuration > Facilities > Rooms

2. Change the Building to the appropriate building and all of the rooms in that building will populate.

3. Select the room you wish to configure and press Edit.
4. When the information box opens, the first tab “Rooms” has general information about the room.
   a. The **relevant** information fields are “Room Code,” “Room Name,” “Default Setup Type,” “Type,” “Building,” and “Floor.”
   b. The **irrelevant** fields are “Setup Hours,” “Teardown Hours,” “Book Sequence,” “Account,” “Phone,” “HVAC Zone,” “URL,” “Size,” “No. Room Cards,” and “External Reference.” These fields can be kept blank.
   c. The only tabs that are relevant to configuring a room are “Room” (as mentioned above), “Notes,” Setup Types,” “Features,” and “Images.” All of these tabs will be covered in steps 5-8.
5. The “Notes” tab has three different fields where you can enter specific information about the room.
   a. The “Notes” field is where you can enter general information about the room.
   b. The “Confirmation Notes” field is where you can enter text that will appear on any confirmation of that room.
   c. The “Alert” tab is where you can enter text that will pop-up every time someone tried to reserve that room. We highly recommend you do not enter any text in this field.
6. The “Setup Types” tab allows you to configure the physical setup of the room and enter the minimum and maximum capacity. For example, if the room is a classroom you would check the “Classroom” box then enter the capacity. If the room is a computer lab you would check the “Computer Lab” box and enter the capacity. If room has interchangable Setup Types you may select more than one.
7. The “Features” tab allows you to list the features, hardware and software the room has. For example, if the room has a dry erase board you would click “Feature: Dry Erase Board” from the “Available” list and move it to the “Selected” list by clicking the top arrow ( > ). Do this for all necessary features.

*If you would like to have a feature added, please email ucss@vcu.edu*
8. The “Images” tab allows you to upload pictures of the room.

9. When finished configuring the room, click “OK” and the information box will close.
**If you are trying to take a room offline, click the “Inactive” box on the bottom left corner on the “Rooms” tab.