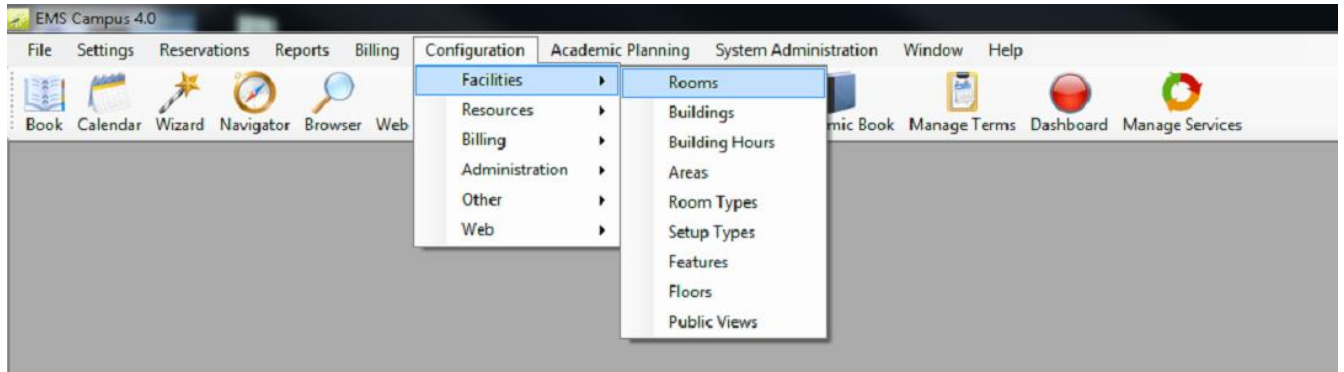
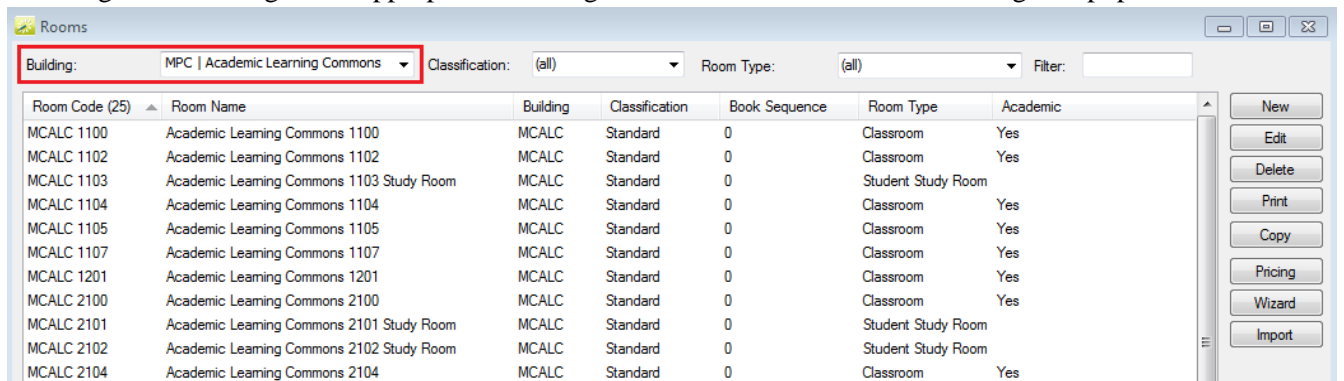


How to Configure Rooms in EMS

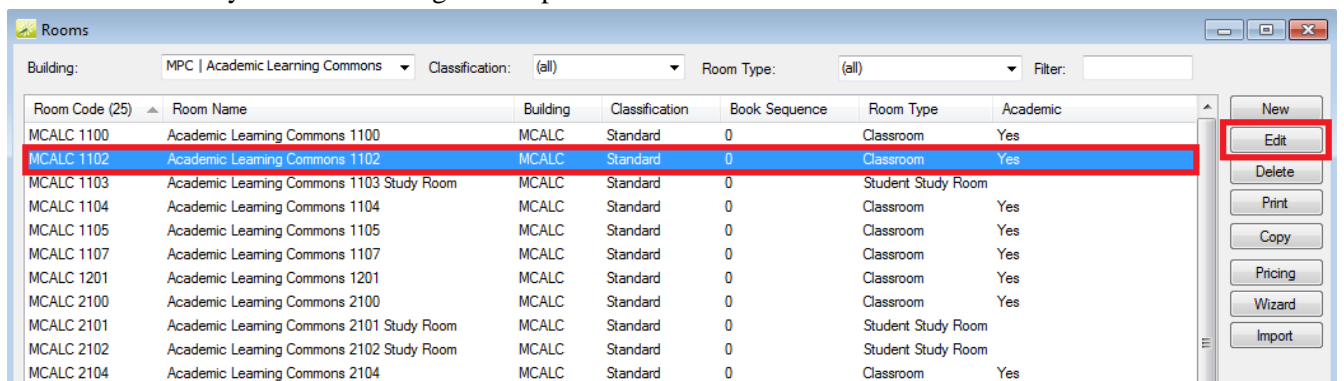
1. Go to Configuration > Facilities > Rooms



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.
- The **relevant** information fields are “Room Code,” “Room Name,” “Default Setup Type,” “Type,” “Building,” and “Floor.”
 - 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.

MCALC 1102 - Academic Learning Commons 1102

Room Notes Calculations Pricing Setup Types Features Excluded Resources Attachments Images Drawings User Defined Fields Web Process Templates Audit

Room Code: MCALC 1102

Room Name: Academic Learning Commons 1102

Classification: Standard

Default Setup Type: Standard

Setup Hours: 0.00 Teardown Hours: 0.00

Book Sequence: 0

Type: Classroom

Building: MPC | Academic Learning Commons

Floor: 1

Account: (none)

Phone:

HVAC Zone:

URL:

Size: 0 Cost Per Hour: 0.00

No. Room Cards: 0

Academic:

External Reference:

Virtual EMS Settings

Display On Web:

Hide Client:

Display Alert On Web:

Inactive Spelling OK Cancel

- 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 in 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 that that will pop-up every time someone tried to reserve that room. We highly recommend you do not enter any text in this field.

M-CALC 1102 - Academic Learning Commons 1102

Room **Notes** Calculations Pricing Setup Types Features Excluded Resources Attachments Images Drawings User Defined Fields Web Process Templates Audit

Notes:

Confirmation Notes:

Alert:

Spelling OK Cancel

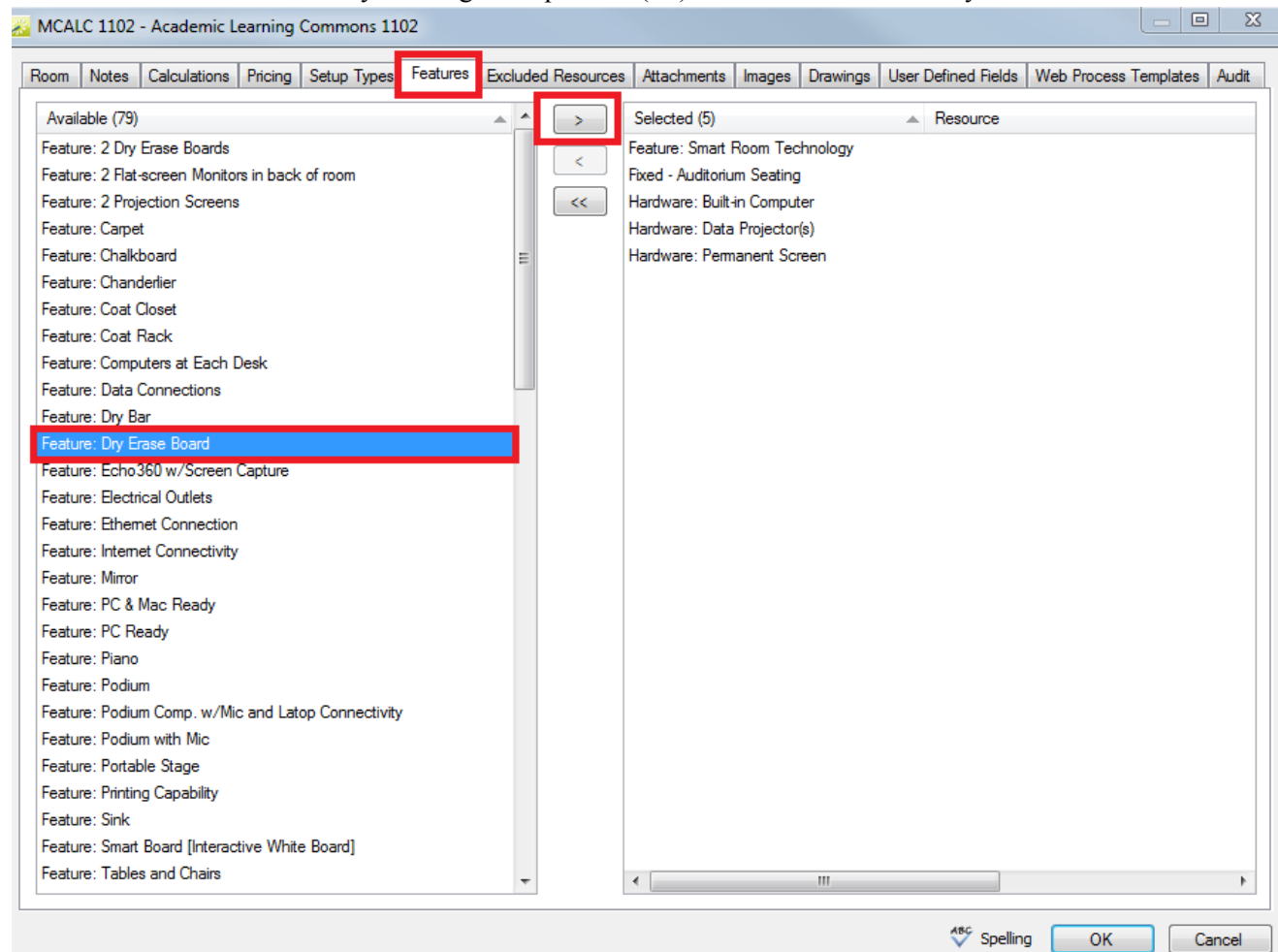
6. The “Setup Types” tab allows you to configure the physical setup of the room and enter the minimum and maximum capacity. For example, if the room is a classroom you would check the “Classroom” box then enter the capacity. If the room is a computer lab you would check the “Computer Lab” box and enter the capacity. If room has interchangeable Setup Types you may select more than one.

MICALC 1102 - Academic Learning Commons 1102

Room	Notes	Calculations	Pricing	Setup Types	Features	Excluded Resources	Attachments	Images	Drawings	User Defined Fields	Web Process Templates	Audit
Setup Type		In Use	Min Capacity	Max Capacity								
Atrium		<input type="checkbox"/>	0	0								
Banquet Rounds		<input type="checkbox"/>	0	0								
Beds		<input type="checkbox"/>	0	0								
Breakout Room		<input type="checkbox"/>	0	0								
Chairs		<input type="checkbox"/>	0	0								
Circle - Chairs Only		<input type="checkbox"/>	0	0								
Classroom		<input checked="" type="checkbox"/>	0	76								
Classroom Style		<input type="checkbox"/>	0	0								
Clear Room		<input type="checkbox"/>	0	0								
Computer Lab		<input type="checkbox"/>	0	0								
Conference Style		<input type="checkbox"/>	0	0								
Do Next Setup		<input type="checkbox"/>	0	0								
Food/Banquet		<input type="checkbox"/>	0	0								
Hollow Square		<input type="checkbox"/>	0	0								
Lab		<input type="checkbox"/>	0	0								
Lecture Style		<input type="checkbox"/>	0	0								
Lounge		<input type="checkbox"/>	0	0								
Meeting Room		<input type="checkbox"/>	0	0								
Open Space		<input type="checkbox"/>	0	0								
Parking Spaces		<input type="checkbox"/>	0	0								
See Diagram		<input type="checkbox"/>	0	0								
See Event Notes		<input type="checkbox"/>	0	0								
Seminar Room		<input type="checkbox"/>	0	0								
Standard		<input type="checkbox"/>	0	0								
Tables/Chairs		<input type="checkbox"/>	0	0								
To Be Determined		<input type="checkbox"/>	0	0								
U-shape		<input type="checkbox"/>	0	0								

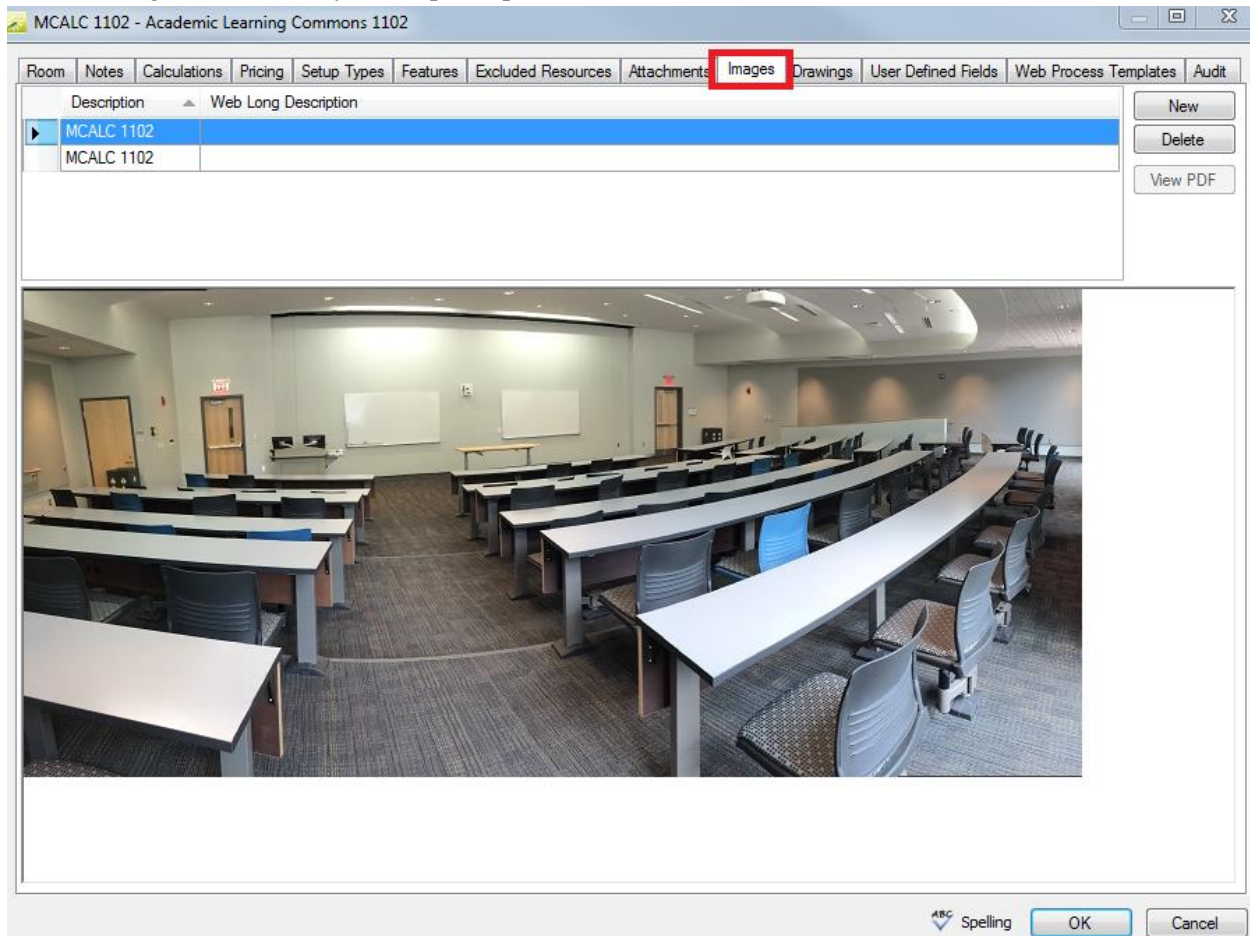
ABC Spelling OK Cancel

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.

MCALC 1102 - Academic Learning Commons 1102

Room | Notes | Calculations | Pricing | Setup Types | Features | Excluded Resources | Attachments | Images | Drawings | User Defined Fields | Web Process Templates | Audit

Room Code: MCALC 1102
Room Name: Academic Learning Commons 1102
Classification: Standard
Default Setup Type: Standard
Setup Hours: 0.00 Teardown Hours: 0.00
Book Sequence: 0
Type: Classroom
Building: MPC | Academic Learning Commons
Floor: 1
Account: (none)
Phone:
HVAC Zone:
URL:
Size: 0 Cost Per Hour: 0.00
No. Room Cards: 0
Academic:
External Reference:
Virtual EMS Settings
Display On Web:
Hide Client:
Display Alert On Web:

Inactive Spelling OK Cancel