Navigating EMS Scheduling

Center for Experiential and Applied Learning (CEAL)

**Wake Forest University
School of Medicine**

Getting Started

EMS Web App: https://rooms.wakehealth.edu/emswebapp/Default.aspx   **EMS** | Virtual EMS

1. Sign in using your Medical Center User ID and password.

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2. Want to check location availability first? Follow **5** steps below.

   If not, go to step 3.

EMS | Virtual EMS

- 🏠 HOME
- 📅 CREATE A RESERVATION
- 🔔 MY EVENTS

BROWSE
- 🔖 EVENTS
- **1.** 📍 LOCATIONS

2. Date Mon 02/27/2023 📅

(all)

3. Add/Remove Locations

Locations   ×

BUILDINGS

Filter By Area ▾   Find locations   🔍

- ☐ Select All Buildings
- ☐ Ambulatory Care
- ☐ Ardmore
- ☐ BB&T
- ☐ BGCME (Innovation Qtr.)
- ☐ Biotech Place
- ☐ Building90 525 Vine St
- ☐ CEAL Mobile

4. Select Building

5. Click Update Locations → Update Locations   Close

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3. Locate CEAL reservation template; click **book now**.

MY HOME

My Reservation Templates

Ctr Experiential & Applied Learning (CEAL) Request   book now   about

NOTE: *If you do not see CEAL template, email* cealAHWFB@advocatehealth.org *to request it be added to your profile.*

1 Rooms

System defaults to <u>10 business days out</u> from current date. *If urgent within this window of time, email:* cealAHWFB@advocatehealth.org.

4a. Select desired date and times; Click **Add/Remove**

Date & Time

Date *
Mon 02/27/2023   **Recurrence**

*
Recurrence Examples
See page **7**

Start Time *   End Time *
1:00 PM   2:00 PM

Create booking in this time zone
Eastern Time

Locations   **Add/Remove**

4b. Select building; Click **Update Locations**

Locations   ✕

BUILDINGS

Filter By Area ▾   Find locations   🔍

☐ Select All Buildings
☐ Ambulatory Care
☐ BGCME (Innovation Qtr.)
☐ CEAL Mobile
☐ Gray
☑ Janeway Tower
☐ Reynolds Tower

Update Locations   Close

Select Room(s)

5a. Room name appears under building name
- Click ➕ to select preferred room

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

LIST   SCHEDULE

		7	8	9	10	11	12 PM	1	2	3	4	5

Rooms You Can Request

Janeway Tower (ET)	Cap	7	8	9	10	11	12 PM	1	2	3	4	5
➕ Debrief (1089)	8			Ms3's Intro to Anesthesia						Anesthesia residen
➕ Skills Lab (1093)	10		FLS Full Exam FLS Full Exam - Kat						
➕ Mock OR (1102)	20			Ms3's Intro to Anesthesia						Anesthesia residen

5b. Indicate **Number of Attendees***
Note: *Required fields are outlined in red throughout template.*

- Click **Add Room**

Attendance & Setup Type   ✕

To continue, please enter the number of attendees and desired setup type for this Room.
Number of Attendees *
1 ⏶⏷

Setup Type *
Conference ▾

Add Room

1 Rooms   *continued*

6. Each selected room now appears at top of page

- If selection should be removed, click ⊖ .
- Once finished selecting room(s), click **Next Step**.

- You are now ready to select resources -

7. Services/Resources include equipment and staffing needs.

- Click the expander arrow to reveal items and services.

- As each item is selected, it appears in the Services Summary to the right. If selection should be removed, click ⊖ .

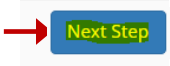 **Note:** *Human tissue question must be answered in the required field*

- Click **Next Step** after selections are complete.

- If reservation is for <u>space only</u>, answer tissue question and continue to step **8.**

3 Reservation Details

Enter Event Details

8. All fields in this step are required *

- Once all fields are completed, click **Create Reservation** found at both the top and bottom of page.
- Submission is confirmed with EMS automated notification.

Create Reservation

✖ Ctr Experiential & Applied Learning (CEAL) Request ⓘ

| 1 Rooms | 2 Services | 3 Reservation Details |

Event Details

Event Name *

Event Type *

Meeting Organizer Details

Meeting Organizer *

🔍

1st Contact

Additional Information

If your reservation request is for CEAL Mobile, please provide the location of the event. *

Name of Key Educator(s): *

Would you like any assistance with pre-learn materials (such as video) for your event? *

Choose one

Department of Key Educator(s) *

Would you like assistance with case development and/or objective writing for your event? *

Choose one

What is the relevant learner and educator type(s) for your event? (Select all that apply) *

Add/Remove

Will this activity use curriculum? *

Choose one

Are you bringing in any external medical devices or equipment? *

Choose one

At the conclusion of this activity, what specifically should participants be better able to do? *

Please share any additional information or requests related to your event. *

Is there an external sponsor of financial support for this event? *

Choose one

* Add/Remove opens list of learner types

To Edit or Cancel

Recurrence   ✕

Repeats   Daily ▾   Remove Recurrence

○ Every   1   day(s)

◉ Weekdays Only

Start Date   Mon 02/27/2023 📅

◉ End Date   Fri 03/03/2023 📅   (5 occurrences)

○ Number Of Occurrences   1   occurrence(s)

Start Time   End Time

1:00 PM ⊙   2:00 PM ⊙

Apply Recurrence   Close

Recurrence   ✕

Repeats   Weekly ▾   Remove Recurrence

Every   1   week(s)

On   Sun **Mon** Tue Wed Thu Fri Sat

Start Date   Mon 02/27/2023 📅

◉ End Date   Mon 03/27/2023 📅   (5 occurrences)

○ Number Of Occurrences   1   occurrence(s)

Start Time   End Time

1:00 PM ⊙   2:00 PM ⊙

Apply Recurrence   Close

Recurrence   ✕

Repeats   Monthly ▾   Remove Recurrence

○ On day   13   of every   1   month(s)

◉ On the   Last ▾   Mon ▾   of every   1   month(s)

Start Date   Mon 02/27/2023 📅

◉ End Date   Mon 11/27/2023 📅   (9 occurrences)

○ Number Of Occurrences   1   occurrence(s)

Start Time   End Time

1:00 PM ⊙   2:00 PM ⊙

Apply Recurrence   Close

Recurrence   ✕

Repeats   Random ▾   Remove Recurrence

‹   **February 2023**   ›

| Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	**27**	28	**1**	2	3	4
5	6	7	8	**9**	10	11

Start Time   End Time

1:00 PM ⊙   2:00 PM ⊙

Apply Recurrence   Close

Edit Details | Edit Date/Time/Location | Add or Cancel Services | Cancel Event
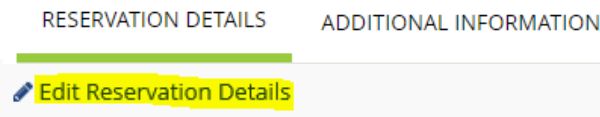
From EMS **Home** page

- Click **My Events** to open a list of your current or past events
- Click the **Reservation Name** requiring a change

EMS | My Events

🏠 HOME

📅 CREATE A RESERVATION

🔔 MY EVENTS
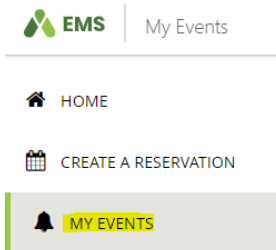
Edit Details

- Click **Edit Reservation Details**

RESERVATION DETAILS   ADDITIONAL INFORMATION

✏️ Edit Reservation Details

**Edit Date/Time/Location**

- Click ✏️ under Bookings

BOOKINGS

Cancel Bookings   Booking Tools

	Date ^	Start Time	End Time	Time Zone	Location
✏️ ⛔	Mon Jan 6, 2020	8:00 AM	10:00 AM	ET	Janeway Tower - Mock OR & Debrief Combo

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Add or Cancel Services

- Click appropriate selection under **Reservation Tasks** at right of page.

Reservation Tasks

Add Services

Cancel Services

Booking Tools

✖ **Cancel Reservation**
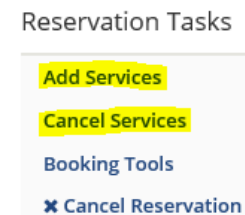
Cancel Event with Multiple Date Bookings

• Click **x Cancel Reservation** shown above

Cancel Specific Booking Date(s)

- Click ⛔ at bottom of page.

Bookings

CURRENT   PAST

Cancel Bookings   Booking Tools

		Date ^	Start Time	End Time	Time Zone	Location
✏️	⛔	Mon Jan 6, 2020	8:00 AM	10:00 AM	ET	Janeway Tower - Mock OR & Debrief Combo