

# Navigating EMS Scheduling



Center for Experiential and Applied Learning (CEAL)



**Wake Forest University**  
School of Medicine

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# Getting Started

EMS Web App: <https://rooms.wakehealth.edu/emswebapp/Default.aspx>



Virtual EMS

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

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

If not, go to step 3.

The screenshot shows the EMS Web App interface with the following elements:

- Header:** EMS logo and Virtual EMS text.
- Left Navigation Menu:** HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS, and LOCATIONS (highlighted with a red '1' and a location pin icon).
- Step 2:** A date picker showing 'Mon 02/27/2023' with a red '2' and the word 'Date' highlighted.
- Step 3:** A button labeled 'Add/Remove Locations' with a red '3' and the text 'Add/Remove Locations' highlighted.
- Step 4:** A dropdown menu titled 'Locations' showing a list of buildings: Ambulatory Care, Ardmore, BB&T, BGCME (Innovation Qtr.), Biotech Place, Building90 525 Vine St, and CEAL Mobile. A red '4' and the text 'Select Building' are next to it.
- Step 5:** A button labeled 'Update Locations' with a red '5' and the text 'Click Update Locations' next to it. A red arrow points from the 'Update Locations' button to a 'Close' button.

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

The screenshot shows the CEAL reservation template page with the following elements:

- Header:** MY HOME
- Section:** My Reservation Templates
- Text:** Ctr Experiential & Applied Learning (CEAL) Request
- Buttons:** book now (highlighted) and about

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

# 1 Rooms

## Select Event Date / Time / Building

System defaults to 10 business days out from current date. *If urgent within this window of time, email: [cealAHWFB@advocatehealth.org](mailto:cealAHWFB@advocatehealth.org).*

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

Date & Time

Date \*  **\* Recurrence**

Start Time \*  End Time \*

Create booking in this time zone

Locations **Add/Remove**

**\* Recurrence Examples**  
See [page 7](#)

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

Locations

BUILDINGS

Filter By Area Find locations

☐ Select All Buildings

☐ Ambulatory Care

☐ BGCM (Innovation Qtr.)

☐ CEAL Mobile

☐ Gray

☒ Janeway Tower

☐ Reynolds Tower

**Update Locations**

## 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											
	Skills Lab (1093)	10											
	Mock OR (1102)	20											

### 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 \***

**Setup Type \***

**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**.


✕ Ctr Experiential & Applied Learning (CEAL) Request 

1 Rooms

2 Services

3 Reservation Details

New Booking for Mon Feb 27, 2023

 **Next Step**

Date & Time

**Selected Rooms**  Attendance & Setup Type

Date \*

Mon 02/27/2023



Recurrence

Start Time \*

1:00 PM



End Time \*

2:00 PM



Create booking in this time zone

Eastern Time



Locations



**Add/Remove**

Janeway Tower

Room Search Results


LIST **SCHEDULE**

☐ Favorite Rooms only.

		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		


- 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*

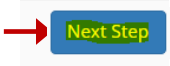
- Click **Next Step** after selections are complete.
- If reservation is for space only, answer tissue question and continue to step 8.

✕ Ctr Experiential & Applied Learning (CEAL) Request 

1 Rooms

2 Services

3 Reservation Details



#### Services For Your Reservation

##### CEAL Simulation Resources

Equipment



Manikins



Manikin - Adult Male

Manikin - Baby 3 mo

Manikin - Baby 32 week

Manikin - Baby 40 week

Manikin - Birthing Simulator

Manikin - Child - 5 yo

Manikin - HPS Adult

Manikin - HPS Child

Miscellaneous Equipment



Simulation Support



Task Trainers



##### CEAL Standardized Patients

Equipment



Standardized Patients



Support Service



##### CEAL Ultrasound Resources

Equipment



Ultrasound Support



##### CEAL Human Tissue Resources

Does your event require use of human tissue? \*

Choose one



Human Tissue Support



##### Services Summary

 CEAL Simulation Resources



1

Manikin - Birthing Simulator 

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.

✕ Ctr Experiential & Applied Learning (CEAL) Request ⓘ

→ **Create Reservation**

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. \*

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

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

Will this activity use curriculum? \*

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

Name of Key Educator(s): \*

Department of Key Educator(s) \*

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

[Add/Remove](#)

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

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

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

\* [Add/Remove](#) opens list of learner types

*To Edit or Cancel*

[See page 8](#)

# Recurrence Examples

\* Click **Apply Recurrence** after appropriate selections \*

[back to page 3](#)

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
1:00 PM
End Time
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
1:00 PM
End Time
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
1:00 PM
End Time
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

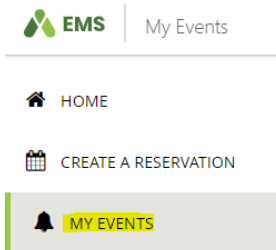
Start Time
1:00 PM
End Time
2:00 PM

Apply Recurrence
Close

# Edit Details | Edit Date/Time/Location | Add or Cancel Services | Cancel Event

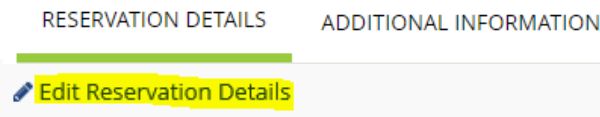
From EMS Home page

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






## Edit Details

- Click **Edit Reservation Details**



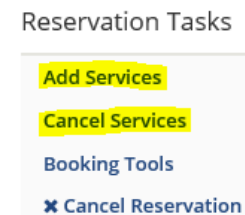
## Edit Date/Time/Location

- 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	

## Add or Cancel Services


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





## 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	