

Navigating EMS Scheduling



Center for Experiential and Applied Learning (CEAL)



Wake Forest University
School of Medicine

May 2025

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 Sidebar:** Navigation menu with links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, and EVENTS.
- Step 1:** A yellow box labeled "1. LOCATIONS" is positioned over the "LOCATIONS" link in the sidebar.
- Step 2:** A date picker is shown with "Mon 02/27/2023" selected. A yellow box labeled "2. Date" is positioned over the date.
- Step 3:** A yellow box labeled "3. Add/Remove Locations" is positioned over the "(all)" text below the date picker.
- Step 4:** A yellow box labeled "4. Select Building" is positioned over the "BUILDINGS" section of the "Locations" modal.
- Step 5:** A yellow box labeled "5. Click Update Locations" is positioned over the "Update Locations" button in the modal. A red arrow points from the box to the button.
- Locations Modal:** A modal titled "Locations" with a close button (X). It contains a "BUILDINGS" section with a "Filter By Area" dropdown and a "Find locations" search bar. Below these are several checkboxes for building selection: "Select All Buildings", "Ambulatory Care", "Ardmore", "BB&T", "BGCME (Innovation Qtr.)", "Biotech Place", "Building90 525 Vine St", and "CEAL Mobile".

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

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

- Header:** "MY HOME" text.
- Section:** "My Reservation Templates" with a subtitle "Ctr Experiential & Applied Learning (CEAL) Request".
- Buttons:** Two buttons are visible: "book now" (highlighted in yellow) and "about".

NOTE: If you do not see CEAL template, email ceal@wakehealth.edu 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: ceal@wakehealth.edu.*

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

Date & Time

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

*
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 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**.


✕ 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*

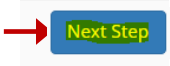
- Click **Next Step** after selections are complete.
- If reservation is for space only, answer tissue question and continue to step 8.

✕ Ctr Experiential & Applied Learning (CEAL) Request 

1 Rooms

2 Services

3 Reservation Details

 Next Step

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

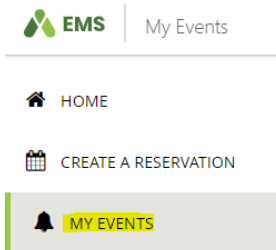
Start Time 1:00 PM
End Time 2:00 PM

Apply Recurrence
Close

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

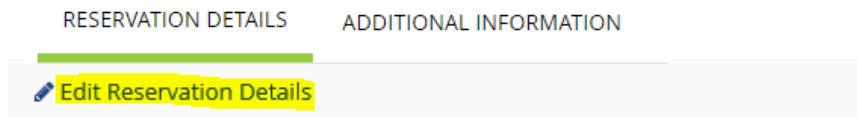
From EMS Home page

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




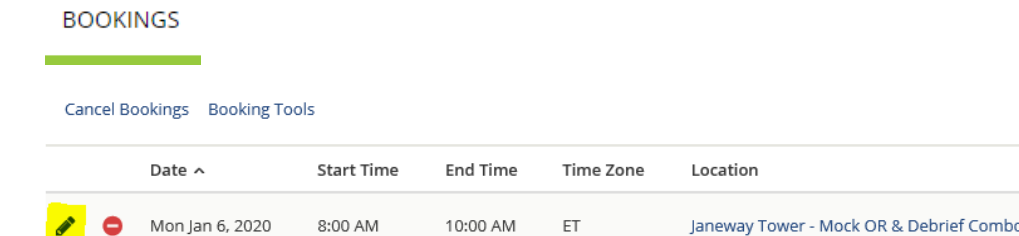
Edit Details

- Click **Edit Reservation Details**



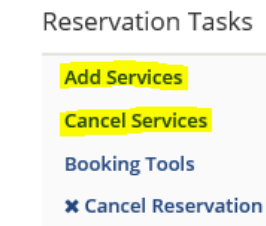
Edit Date/Time/Location

- Click  under Bookings



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.

