# Navigating EMS Scheduling

## Center for Experiential and Applied Learning (CEAL)

Wake Forest University
School of Medicine

February 2023

# Getting Started

EMS Web App: [https://rooms.wakehealth.edu/emswebapp/Default.aspx](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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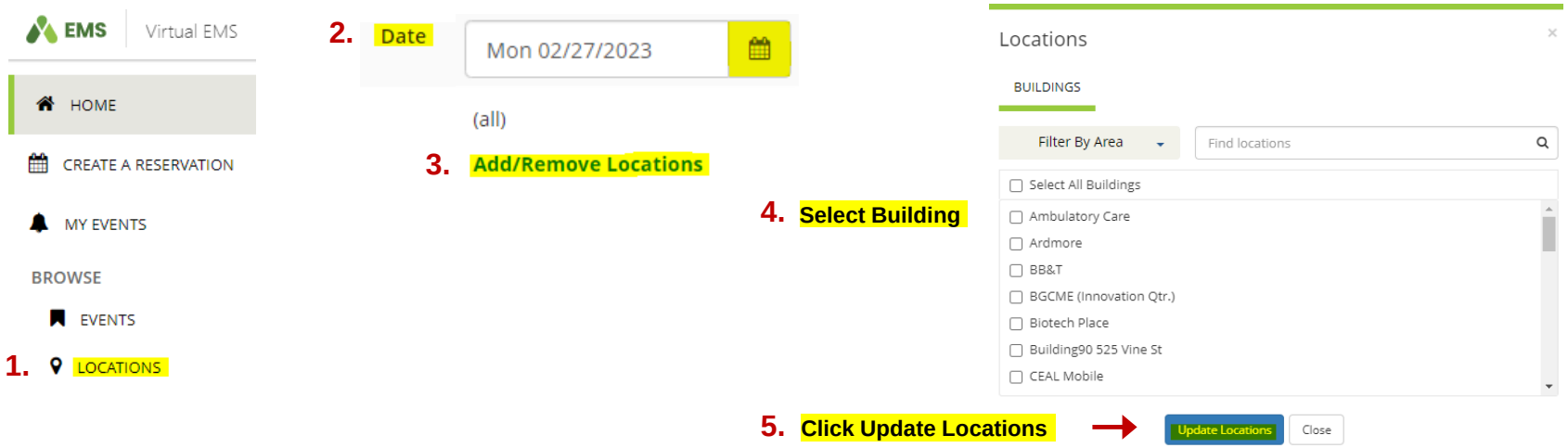
**2.** Want to check location availability first? Follow **5** steps below.
If not, go to step 3.

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

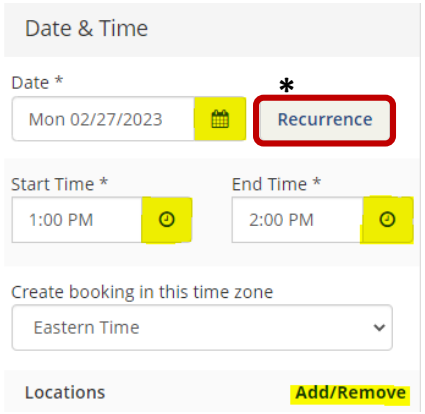
**NOTE:** *If you do not see CEAL template, email [ceal@wakehealth.edu](mailto:ceal@wakehealth.edu) to request it be added to your profile.*

# 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**

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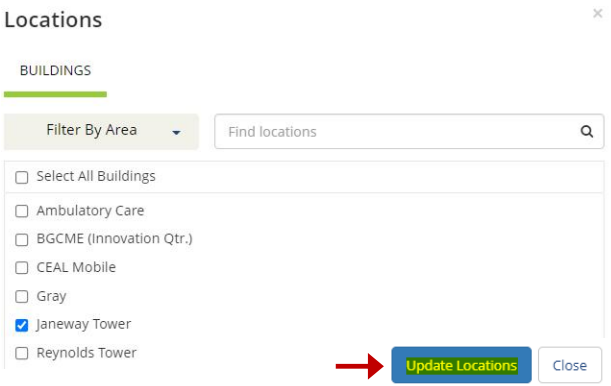
***Recurrence Examples***
See page 7

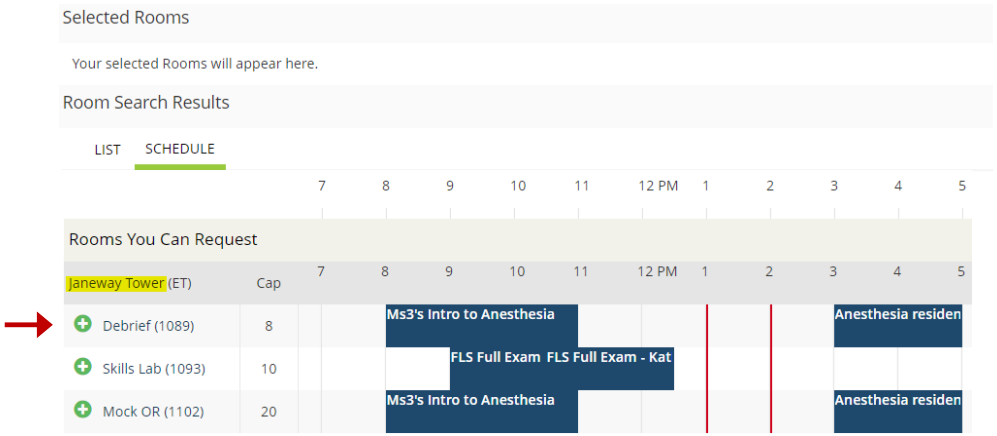
**4b.** Select building; Click **Update Locations**




## Select Room(s)

**5a.** Room name appears under building name

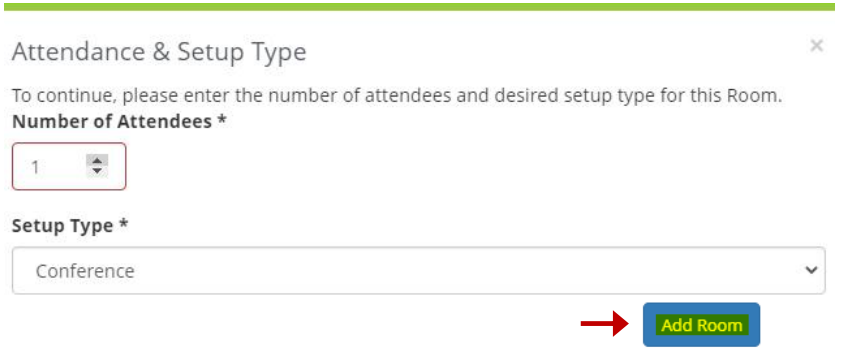
- Click ⊕ to select preferred room




**5b.** Indicate **Number of Attendees***

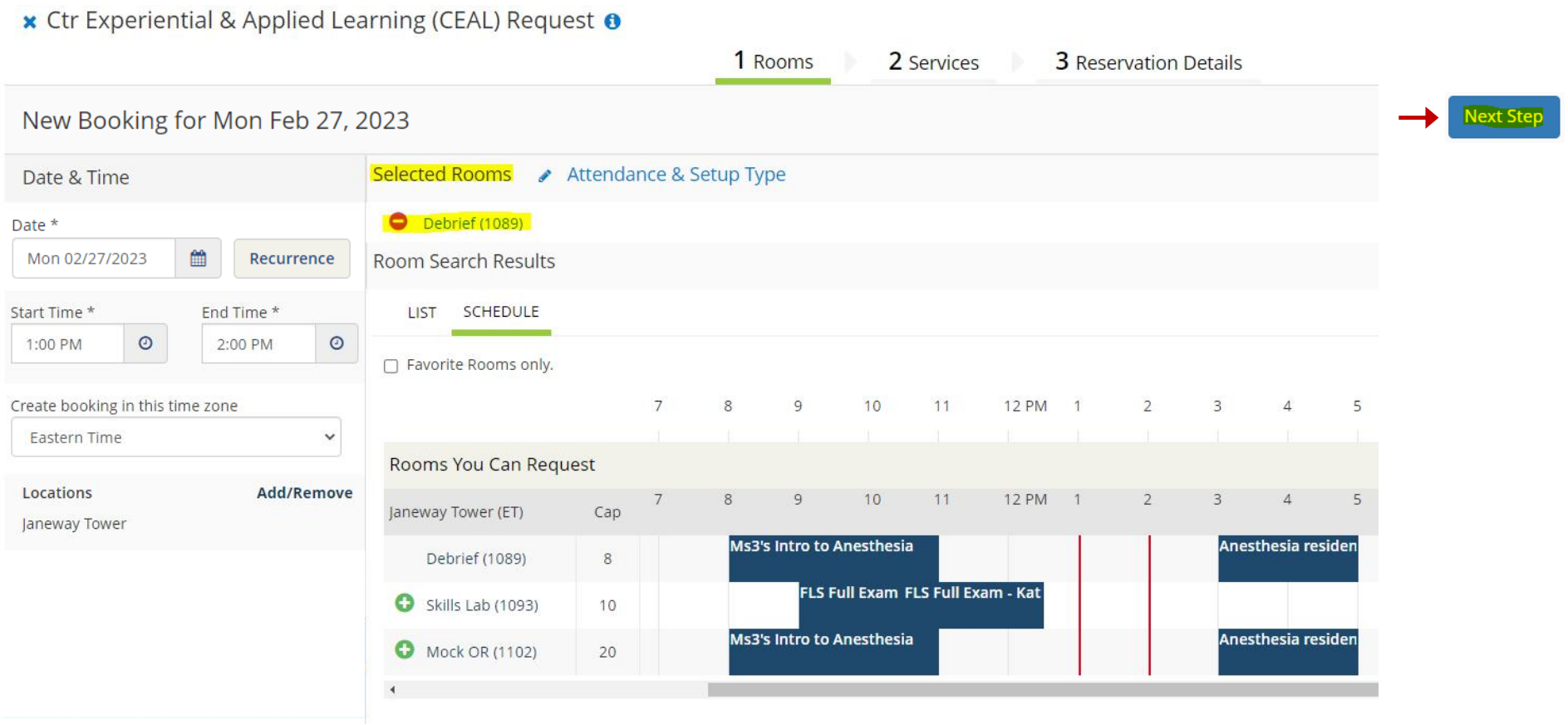
**Note:** *Required fields are outlined in red throughout template.*

- Click **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**.



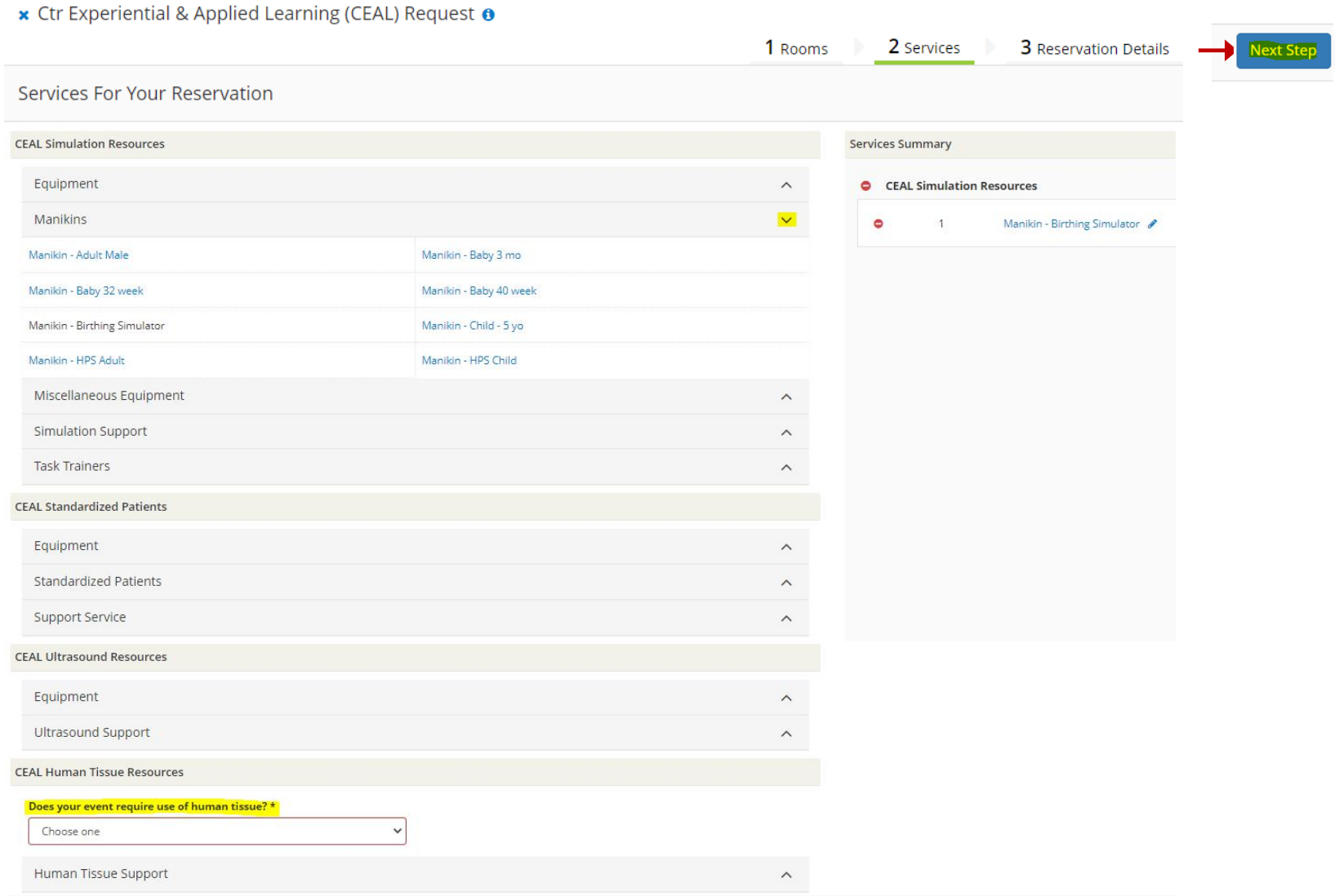

*- You are now ready to select resources -*

# *Select Event 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.**

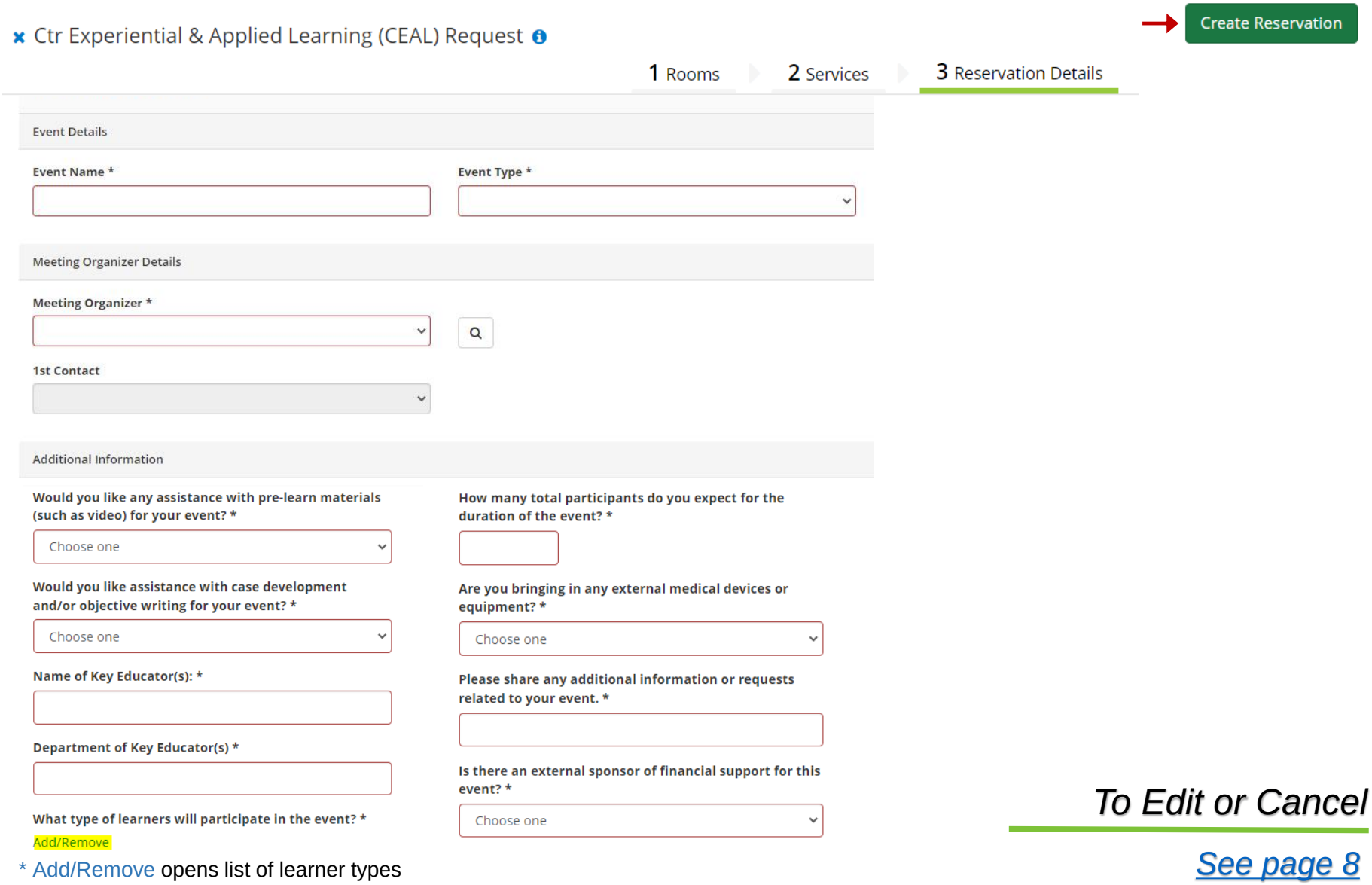


# 3 Reservation Details

## *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.




* Add/Remove opens list of learner types

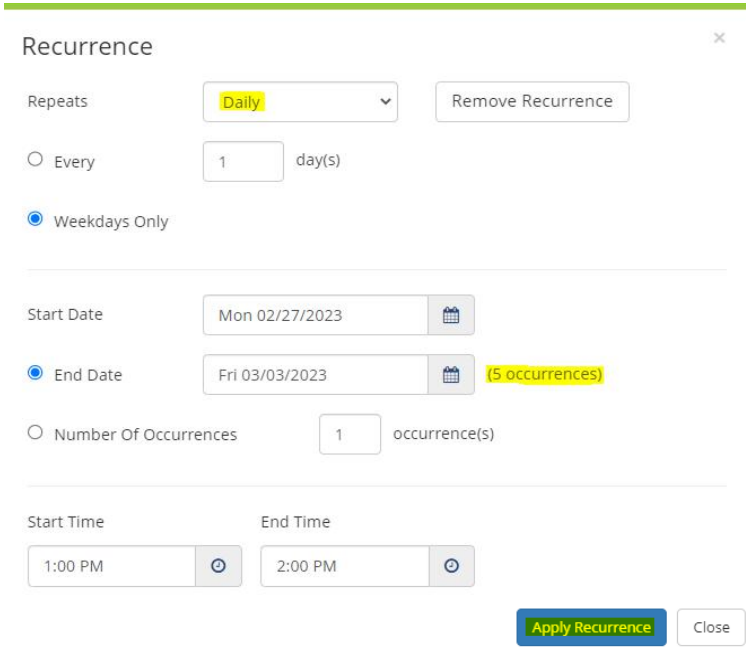
## *To Edit or Cancel*

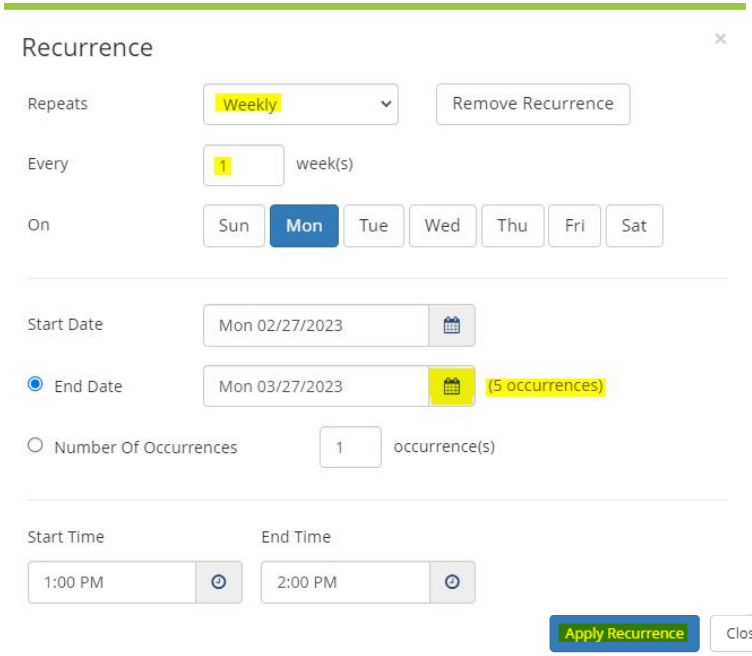
[See page 8](#)

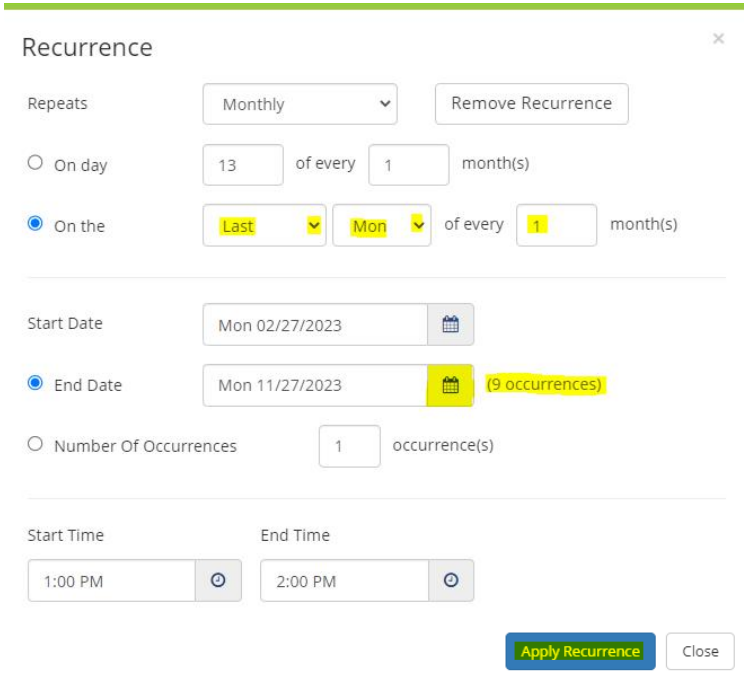
# Recurrence Examples

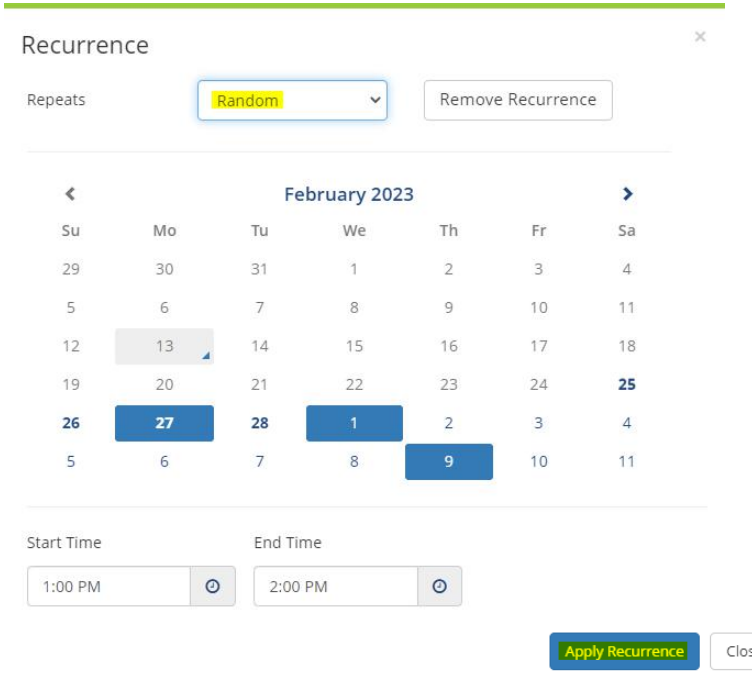
***** Click **Apply Recurrence** after appropriate selections *****

back to page 3



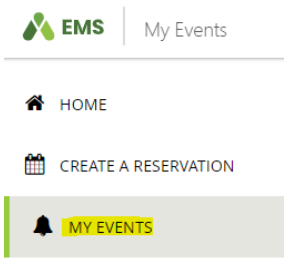



# Edit Details | Edit Date / Time / Location | Add or Cancel Services | Cancel Event

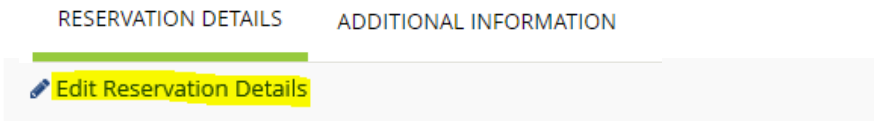
From EMS **Home** page

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



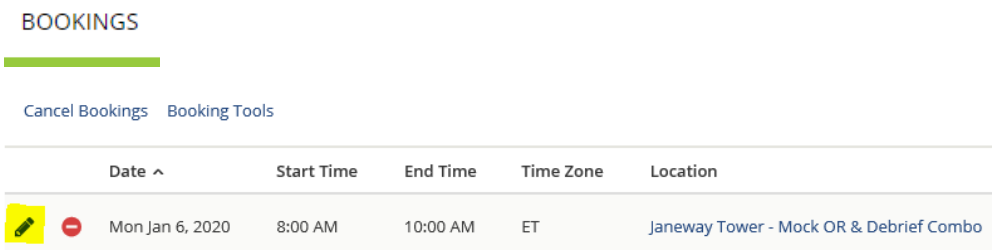

## Edit Details

- Click **Edit Reservation Details**



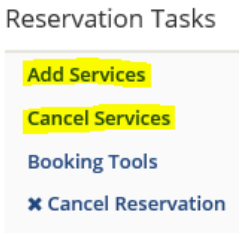

## Edit Date / Time / Location

- Click under Bookings



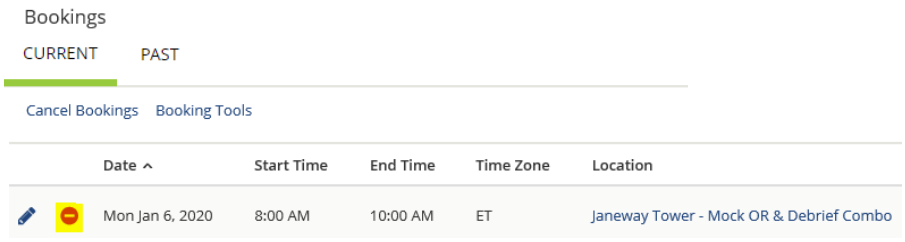

## Add or Cancel Services

- 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.