

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>



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 Virtual EMS interface. On the left is a navigation menu with options: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, and EVENTS. The 'LOCATIONS' option is highlighted with a red '1.' and a location pin icon. In the center, a date picker shows 'Mon 02/27/2023' with a red '2.' and the word 'Date' highlighted. Below the date, '(all)' is displayed, and 'Add/Remove Locations' is highlighted with a red '3.'. On the right, a 'Locations' modal window is open, showing a list of buildings with checkboxes: Select All Buildings, Ambulatory Care, Ardmore, BB&T, BGCME (Innovation Qtr.), Biotech Place, Building90 525 Vine St, and CEAL Mobile. A red '4.' and 'Select Building' are next to the list. At the bottom of the modal, 'Update Locations' is highlighted with a red '5.' and a red arrow points to the button. A 'Close' button is also visible.

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

The screenshot shows the 'My Reservation Templates' page. At the top, 'MY HOME' is displayed. Below it, the page title 'My Reservation Templates' is shown. Underneath, the text 'Ctr Experiential & Applied Learning (CEAL) Request' is visible. At the bottom right, there are two buttons: '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 *

Start Time * End Time *

Create booking in this time zone

Locations

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

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

Locations

BUILDINGS

Filter By Area

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

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

Rooms You Can Request	Cap	7	8	9	10	11	12 PM	1	2	3	4	5
<input checked="" type="button" value="+"/> Debrief (1089)	8		Ms3's Intro to Anesthesia									Anesthesia residen
<input checked="" type="button" value="+"/> Skills Lab (1093)	10		FLS Full Exam	FLS Full Exam - Kat								
<input checked="" type="button" value="+"/> 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 *

Setup Type *

1 Rooms *continued*

- 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




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**
Janeway Tower




Selected Rooms  Attendance & Setup Type

 Debrief (1089)

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										
 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*

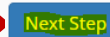
- Click **Next Step** after selections are complete.
- If reservation is for space only, answer tissue question and continue to step **8**.

✕ 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

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? *

Name of Key Educator(s): *

Department of Key Educator(s) *

What type of learners will participate in the event? *

Add/Remove

How many total participants do you expect for the duration of the event? *

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

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

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