

# Event Management System (EMS) Quick Start Guide

All rooms in both the MBH Adult & Children's Hospital as well as select rooms in Moffitt, Mount Zion, Children's Oakland Hospitals and Millberry Union and the Wayne & Gladys Valley Center for Vision can be viewed, reserved or requested using EMS.

The tool can be accessed behind the UCSF firewall by either logging into EMS via MyAccess (<http://myaccess.ucsf.edu>) or directly at <http://reservations.ucsf.edu/virtualems/>.

- Your name should appear in the upper right hand corner once logged into the system.



## CREATE A NEW RESERVATION

Click on CREATE A RESERVATION tab to start the reservation process and select the appropriate Reservation Template:



- Central Room Reservation Form** - allows you to
    - Immediately book
      - any open room on the 2nd - 6th floors of the Adult or Children's Hospitals at Mission Bay
      - select locations in the Moffitt Hospital - M169\*, M286, M715, M1015, M1219, M1319\*
      - select locations at Mount Zion Hospital – Herbst Hall (B Building, B248), H3805, H3906
    - Request use of select locations in Gateway & PCMB Buildings – M1230, L6104 & L6112A
  - Recurring/Standing Meeting Request** - used to schedule a room for a recurring meeting that follows the same date & time pattern on and on-going basis. Once established this reservation is guaranteed and renewed annually.
  - MBH Conference Center Request** - used to request a room in the Conference Center\* on the 1st floor of the MB Adult Hospital. Requests will be reviewed and responded to within 2 business days.
  - Millberry Union Conference Center Event Request** - used to request a room in the Millberry Union Conference Center at Parnassus Heights. Requests will be reviewed and responded to within 2 business days.
  - WGVCV Interview Rooms** - is used to reserve small, shared, publicly accessible rooms on the 1st & 2nd floors of the South Tower that are physically separate from workstations that are intended to be used to perform interviews or focused discussion. Maximum reservation time is a 2-hour block.
  - BCH Oakland Room Request** – allows you to
    - Immediately book Bertha Wright\* & Café Conference Rooms, OPC Auditorium, OPC Boardroom\*, OPC Conference Rooms A, C & D and the HIS Computer Lab
    - Request use of Mable Weed Conference Room and the Staff Education Skills Lab
  - BCH Oakland Recurring/Standing Meeting Request** - used to schedule a room for a recurring meeting that follows the same date & time pattern on and on-going basis. Once established this reservation is guaranteed and renewed annually.
- \* At the direction of UCSF Health Administration, these rooms will be designated as a command center in the event of a major emergency or a regulatory visit. Your reservation may be rescinded with short notice to support these emergency and regulatory activities. We would encourage you to plan for an alternate location should this occur.

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Once you've determined which Reservation Template is appropriate click the "book now" button.

This example is for the **Central Room Reservation Form**:

## Step 1 - select your Booking Date

The screenshot shows the 'Room Request' form in the EMS system. At the top, there's a header with the 'ems' logo and 'Room Request' text. Below it, a breadcrumb trail shows '1 Rooms', '2 Services', and '3 Reservation Details'. The main section is titled 'Central Room Reservation Form'. It includes a 'Date & Time' field with a calendar icon and a 'Recurrence' button. The 'Date' field is set to 'Wed 08/01/2018'. Below this, there's a 'Selected Rooms' section with the text 'Your selected Rooms will appear here.' and a 'Room Search Results' section. A 'Next Step' button is visible on the right.

## Step 2 – set your meeting start & end time (double check AM/PM)

The screenshot shows the time selection interface. It has two main sections: 'Start Time' and 'End Time'. Each section has a time input field (e.g., '8:00 AM') and a clock icon. Below these, there are AM/PM dropdown menus. The 'Start Time' is set to '08 : 00 AM' and the 'End Time' is set to '09 : 00 AM'. An arrow points to the AM/PM dropdowns.

## Step 3 – click Add/Remove Location (campus) where you'd like a room.


The screenshot shows the 'Locations' selection interface. It has a 'Locations' section with a list of locations and an 'Add/Remove' button. Below this, there's a 'Selected Locations' section with a list of selected locations. An arrow points to the 'Update Locations' button.

Select 1 or more locations from the list. (You can book multiple locations at one time if needed) Click Update Locations

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## Step 3 – (cont.)

If you require specific features in the room  
Click Add/Remove Features and select from  
the list.



Features

Add/Remove

Click Update Features

Features

Find features

☐ Select All features

☐ 55" Display Screen

☐ 70" Display Screen

☐ Built-In Computer

☐ Conference Call Phone

☐ Display Screen

☐ Large Screen HDMI Input

☐ LCD Projector

Selected Features

Update Features

Close

and input the attendee count when  
prompted ensuring the number is  
appropriate for the listed **capacity**\* and click  
Add Room

**\* All West Bay occupancy counts have  
been updated to reflect UCSF Guidelines  
regarding physical distancing**

Rooms You Can Reserve		Cap	7 AM	8	9	1
Mission Bay Adult Hosp...						
+ A3459 - Birth Center	4					
+ A3753 - Labor and...	16					
+ A4527 - Adult Surg...	18					
+ A4530* - Adult Sur...	8					
+ A5528* - Adult Ac...	10					
+ A5599 - Adult Acut...	15					
+ A6599 - Adult Care	15					
Moffitt Hospital (PT)						
+ M169 - Conferenc...	29			Private		
+ M281 - Computer ...	8					
+ M286 - Park Room	25					
+ M715 - Orthopedics	18					
+ M1015 - Conferen...	20					
+ M1219 - Conferen...	10					
+ M1319 - Conferen...	20					
+ M1519 - Conferen...	20					

A list will populate showing all rooms  
available for the date/time you  
selected.

Select which room(s) you'd like by  
clicking  
the + sign next to the room(s)

The rooms you selected will populate the top of the Reservation Template

New Booking for Wed Aug 1, 2018

Selected Rooms

Attendance & Setup Type

A5599 - Adult Acute Care

M281 - Computer Training and Charting Room

Next Step

Click Next Step

**Step 4** - on the next page you will have the option of entering any special notes regarding the event or request any services. Please note that 24 business hours lead time is required for special requests submitted through EMS

Next Step

 to finalize your request.

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## Step 5 – Reservation Details

Complete the form being sure to include the required information and reading the Terms & Conditions and click Create Reservation

Central Room Reservation Form

1 Rooms 2 Services 3 Reservation Details

My Cart (2) Create Reservation

Reservation Details

Event Details

Event Name \* EMS Quick Start Guide

Event Type \* Meeting

Group Details

Group \* YOUR GROUP

1st Contact

YOUR NAME

1st Contact Phone \* YOUR PHONE

1st Contact Email Address \* YOUR EMAIL

1st Contact Fax

IF A GROUP NAME DOES NOT PREPOPULATE CLICK ON THE MAGNIFYING GLASS AND BEGIN TYPING YOUR DEPARTMENT (GROUP) NAME.

IF YOUR NAME DOES NOT APPEAR IN THE DROP DOWN MENU FOR A GROUP INPUT YOUR INFORMATION AS "TEMPORARY USER"\*

\*TO BE ASSIGNED TO A GROUP DROP DOWN MENU EMAIL A REQUEST TO [EMS-SUPPORT@UCSF.EDU](mailto:EMS-SUPPORT@UCSF.EDU). INCLUDE YOUR GROUP AND PHONE NUMBER. BOTH ARE REQUIRED FOR ASSIGNMENT.

Additional Information

Do you plan to have external guests? \* Choose one

Do you need catering services for this event? \* Choose one

☐ I have read and agree to the terms and conditions

Create Reservation

Rooms that are available to Reserve will confirm automatically and you will receive an email confirmation. Rooms that are Request only go in to the queue for review and you'll be contacted within 2-business days.

## Reservation Booking Guidelines

After your meetings are confirmed, please be aware of the following guidelines:

- It is the meeting point of contact responsibility to cancel meetings when your group cancels. This is courtesy to everyone else who might want to use the room.
- If you are no longer going to be the meeting contact (e.g. your role changes, you leave UCSF, etc.), your reservations need to be transferred to someone else. Please contact one of the individuals below for assistance in transferring meetings.

## For additional information

For questions or comments about this guide, please contact the following individuals:

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