

The Virtual EMS Browse Menu How-To Document

Updated August 2016



Office of Information Technology
UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

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How to Use the Virtual EMS Browse Menu

Browse Menu

The Browse menu for VEMS contains options for browsing for events, facilities, space, and locating groups.

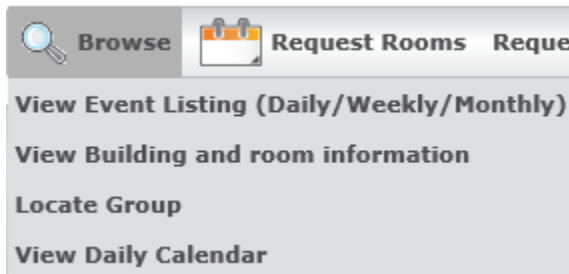


Figure 1: Browse Menu

Browsing for Events (View Events Listing...)

The Browse Events page in VEMS displays your organization's EMS events in a daily, weekly, or monthly view. You can view your events in a List or Calendar format. To open the Browse Events page, under Browse, click "View Event Listing (Daily/Weekly/Monthly)".

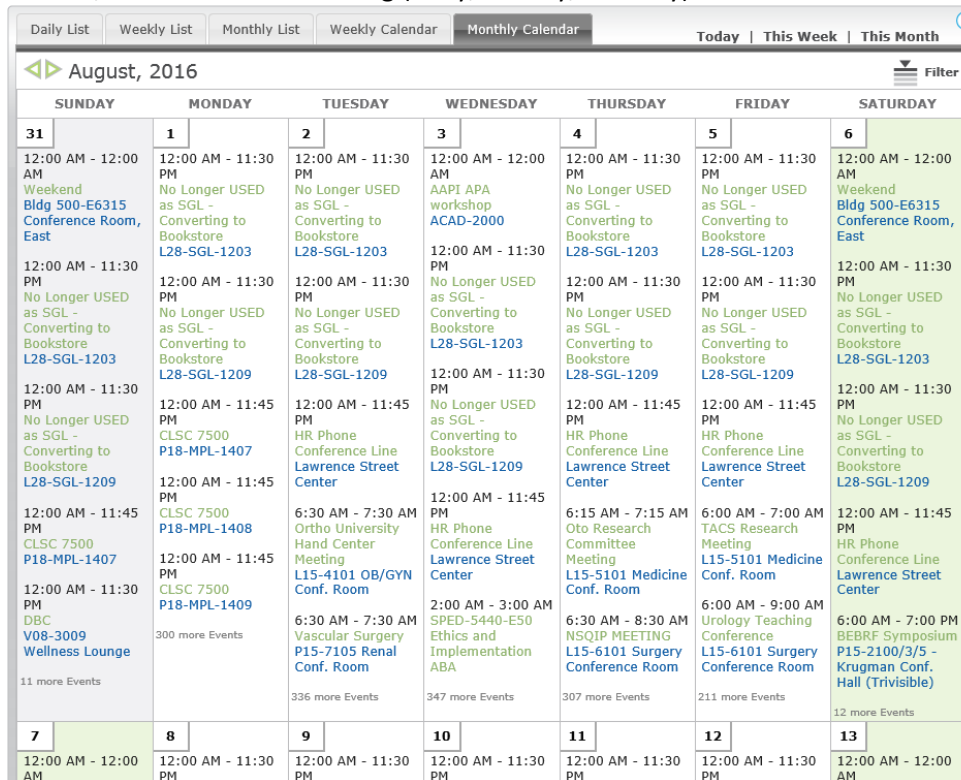


Figure 2: Browse Events page, Monthly Calendar view

You can do the following on the Browse Events page:

- Change the page view.

Option	Description
Daily List	Events that are scheduled for the current day's date in a list view.
Weekly List	Events that are scheduled for the current week (weeks always begin on a Sunday) in a list view.
Monthly List	Events that are scheduled for the current month in a list view.
Weekly Calendar	Events that are scheduled for the current week (weeks always begin on a Sunday) in a calendar view.
Monthly Calendar	Events that are scheduled for the current month in a calendar view.

- Place your cursor over the event entry (in a Calendar view) or the event title (in a list view) to open the Event Details popup, which displays information for the event.

The screenshot shows the 'Daily List' view of events for Monday, August 22, 2016. The interface includes navigation tabs for 'Daily List', 'Weekly List', 'Monthly List', 'Weekly Calendar', and 'Monthly Calendar'. Below the date, there are sorting options: 'By Date', 'By Location', and 'By Group'. The main table lists events with columns for 'START TIME', 'END TIME', 'TITLE', 'LOCATION', and 'GROU'. An event titled 'IDPT 6001 Nervous System Lab' is highlighted, and a popup window displays its details:




Event Name	IDPT 6001 Nervous System Lab
Event Type	Core Courses - required
Event Time	12:00 AM - 11:45 PM
Setup Type	Lab (20)
Status	Confirmed
Group	CUA-CSA-OIT Technology Support Ser
1st Contact Name	Alison Grice
Phone	303-724-8114
Email	alison.grice@ucdenver.edu

Figure 3: Event Details popup

- Click the Event Name/Title to open the Booking Details popup. The popup shows reservation details and related bookings. It also contains links for adding the selected booking to your personal calendar (creates an .ics file), adding all the bookings for the reservation to your personal calendar (creates an .ics file), and adding the booking to various social networking sites such as Facebook or Twitter.

Virtual EMS - Booking Details

Event Name IDPT 6001 Nervous System Lab
Event Type Core Courses - required
Event Time 12:00 AM - 11:45 PM
Setup Type Lab (20)
Status Confirmed
Group CUA-CSA-OIT Technology Support Services
1st Contact Name Alison Grice
Phone 303-724-8114
Email alison.grice@ucdenver.edu

-  [Add booking to personal calendar](#)
-  [Add all bookings to personal calendar](#)
-  [Social Networking](#)








Related Bookings						
	DATE	START TIME	END TIME	TITLE	LOCATION	GROUP NAME
	8/22/2016 Mon	12:00 AM	11:45 PM	IDPT 6001 Nervous System Lab	P18-MPL-1307	CUA-CSA-OIT Technology Support Services
	8/22/2016 Mon	12:00 AM	11:45 PM	IDPT 6001 Nervous System Lab	P18-MPL-1308	CUA-CSA-OIT Technology Support Services
	8/23/2016 Tue	12:00 AM	11:45 PM	IDPT 6001 Nervous System Lab	P18-MPL-1307	CUA-CSA-OIT Technology Support Services
	8/23/2016 Tue	12:00 AM	11:45 PM	IDPT 6001 Nervous System Lab	P18-MPL-1308	CUA-CSA-OIT Technology Support Services
	8/24/2016 Wed	12:00 AM	11:45 PM	IDPT 6001 Nervous System Lab	P18-MPL-1308	CUA-CSA-OIT Technology Support Services
	8/24/2016 Wed	12:00 AM	11:45 PM	IDPT 6001 Nervous System Lab	P18-MPL-1307	CUA-CSA-OIT Technology Support Services
	8/25/2016			IDPT 6001 Nervous System Lab	P18-MPI-	CUA-CSA-OIT Technology Support Services


Figure 4: Booking Details popup


- Click the Event Building-Room link to open a Location Details popup. The popup shows varying information about the event location, including the event building details (name, description, and/or notes), any images that have been associated with the building, detailed information for the event room (description, room type, setup type, features, floor map, availability, any user defined fields configured for the room), and any images that have been associated with the room.


Virtual EMS - Location Details


Building Details

Building Code Ed 2 South
Description L28 Education 2 South
Notes


[Education 2 Building](#)


[Education Building 2 2nd Floor Plan](#)


[Education Building 2 1st Floor Plan](#)


[AMC Campus Map - Education 2](#)

Room Details | Setup Types | Features | Availability

Room Code L28-1203
Description L28-SGL-1203
Room Type Small Group Learning (SGL)
Floor 1st Floor
Size 256
Phone
Setup Hours 0.00
Teardown Hours 0.00
Notes Room managed by Technology Support Services / 303-724-8118
 271.76 Sq. ft

Figure 5: Location Details popup

- Click “Filter” to open a Filters popup, and specify the information that is to be displayed on the Browse Events page.

Note: If you select Save, and then click Apply, your filter settings are remembered the next time that you open the Browse Events page.

Figure 6: Filters popup

Browsing for Facilities (View Building and room information)

The Browse Facilities page displays all the rooms in your organization in which you can schedule an event. The page can display the room in one of two formats—By Setup Type, which is a list of the rooms grouped by setup type or By Room, which is a list of the setup types grouped by room. To open the Browse Facilities page, under Browse, click “View Building and room information”.

SETUP TYPE	LOCATION	MIN CAPACITY	MAX CAPACITY
Academic Set-Up			
	ACAD-1600*	0	172
	ACAD-4017 Classroom*	0	28
	ACAD-4113 Classroom	0	18
	ACAD-1500*	0	172
	ACAD-2600*	0	277
	ACAD-2500*	0	150
	ACAD-3018	0	16
	ACAD-4125 Classroom	0	28
	ACAD-4119 Classroom	0	17
	ACAD-1401 Boettcher Foundation Conference Room	0	40
	ACAD-3121 History Seminar Room	0	19
	ACAD-4018 Conference Rm.	0	14
	ACAD-2504	0	75
Classroom			
	ACAD-3121 History Seminar Room	0	19
	ACAD-2000	0	30
	ACAD-4119 Classroom	0	17
	ACAD-4113 Classroom	0	18
	ACAD-4017 Classroom	0	28
	ACAD-4125 Classroom*	0	28
Conference			
	ACAD-4017 Classroom	0	28

Figure 7: Browse Facilities page, By Setup Type

Browse			
By Setup Type		By Room	Filter
Setup Types and Capacities			
ROOM	SETUP TYPE ^	MIN CAPACITY	MAX CAPACITY
ACAD-1401 Boettcher Foundation Conference Room			
	Academc Set-Up	0	40
	Conference*	0	40
ACAD-1500			
	Academc Set-Up*	0	172
ACAD-1600			
	Academc Set-Up*	0	172
ACAD-1L03 Speer Gallery Reception			
	Gallery	0	40
	Reception*	0	40
ACAD-2000			
	Classroom	0	30
	Conference*	0	30
	Meeting	0	30
ACAD-2018 Conference Rm.			
	Conference*	0	16
ACAD-2500			
	Academc Set-Up*	0	150
ACAD-2502A Corridor			
	Corridor*	0	75
ACAD-2504			
	Academc Set-Up	0	75
ACAD-2600			
	Academc Set-Up*	0	277
ACAD-3018			
	Academc Set-Up	0	16
	Conference	0	16

Figure 8: Browse Facilities page, By Room

- In either view, you can click the Room Name to open the Location Details popup. The popup shows varying information about the event location, including the event building details (name, description, and/or notes), any images that have been associated with the building, detailed information for the event room (description, room type, setup type, features, floor map, and availability) and any images that have been associated with the room.

Virtual EMS - Location Details
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Building Details
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Building Code	ACAD
Description	Student Commons Building
Notes	

Room Details

Setup Types

Features

Availability

Room Code	ACAD-2018
Description	ACAD-2018 Conference Rm.
Room Type	Conference Room
Floor	(none)
Size	0
Phone	
Setup Hours	0.00
Teardown Hours	0.00
Notes	Room managed by the Office of the Registrar
	Kristie Siedlecki / 303-315-2591 / kristie.siedlecki@ucdenver.edu <mailto:kristie.siedlecki@ucdenver.edu>
	Badge access is required to access this room. It must be included in the Electronic Security portion of the room request.

Figure 9: Location Details popup

Browsing for Space (View Daily Calendar)

The Browse for Space page is a *read-only* page that displays all the rooms in your organization in which you can schedule an event along with the availability information for each room (based on the current day's date) in a grid view. To open the Browse Space page, under Browse, click "View Daily Calendar".

Browse		Monday, August 22, 2016											16 Hours Filter				
Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10
CU-Denver Building																	
CU-1000 44 Seat Classroom	44				BIOL-352			SOCY-46	MATH-31			CSCI-343					
CU-1100 50 Seat Classroom	50					SOCY-34		ISMG-30		ECON-40							
CU-1110 48 Seat Classroom	48							MGMT-30	MGMT-30	MGMT-30							
CU-1120 20 Seat Classroom	20											CHEM					
H&W Center																	
V08-3007	16																
V08-4008	16																
V08-4009	24																
L28 Education 2 South																	
L28-1307 60-seat Classroom	60		SDM A					SDM S									
L28-1308 30-seat Classroom	30																
L28-2201 60-seat Classroom	60																
L28-2206 60 seat Classroom	60																
L28-2304 30-seat Classroom	30											GeneticA brief					
L28-2305 80-seat Classroom	80																
L28-2306 60-seat Classroom	60																
P26 Education 1																	
P26-1400 75-seat Distance Classroom	72																
P26-3500 160-seat classroom	168																
P26-3500 North 80-seat classroom	84																
P26-3500 South 80-seat classroom	84																
P26-5405 30 seat Classroom	32																

Figure 10: Browse for Space page

You can do the following on the Browse for Space page:

- Place your cursor over an event entry to open the Event Details popup, which displays information for the event.

Browse		Monday, August 22, 2016											16 Hours Filter				
Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10
P18-MPL-1308	20																
P18-MPL-1402	20																
P18-MPL-1403	20																
P18-MPL-1404	20																
P18-MPL-1405	20																
P18-MPL-1406	20																
P18-MPL-1407	20																
P18-MPL-1408	20																
P18-MPL-1409	28																
P18-SGL-1103	10																
P18-SGL-1104	10																
P18-SGL-1105	10																
P18-SGL-1107	10																
P26 Education 1																	
P26-1300 200-seat lecture hall	200																
P26-1400 75-seat Distance Classroom	72																
P26-1500 200-seat lecture hall	200																

Event Name IDPT 6001 Nervous System Lab

Event Type Core Courses - required

Event Time 12:00 AM - 11:45 PM

Setup Type Lab (20)

Status Confirmed

Group CUA-CSA-OIT Technology Support Ser

1st Contact Name Alison Grice

Phone 303-724-8114

Email alison.grice@ucdenver.edu

Figure 11: Event Details popup

- Click the Room Name to open the Location Details popup. The popup shows varying information about the event location, including the event building details (name, description, and/or notes), any images that have been associated with the building, detailed information for the event room (description, room type, setup type, features, floor map, and availability) and any images that have been associated with the room.

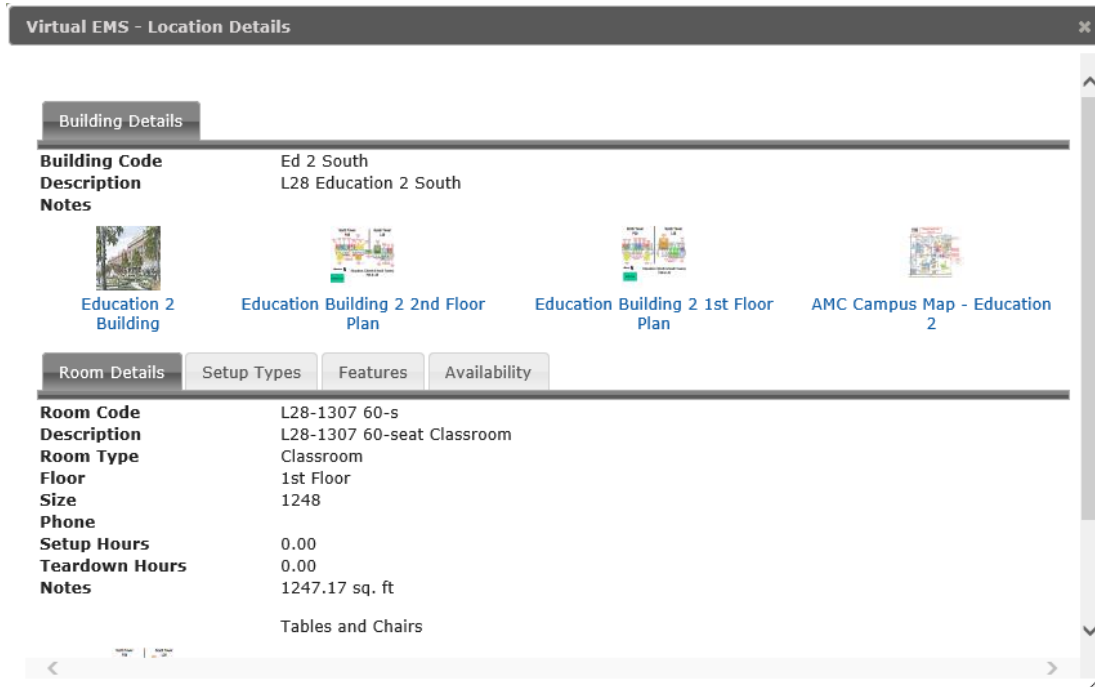


Figure 12: Location Details popup

Locating a Group (Locate Group)

Note: You must be logged into VEMS to access this feature.

You use the functions on the Locate page to locate a group as well as all the events for the current day's date for which the group is scheduled. To open the Locate Group page, under Browse, click "Locate Group".

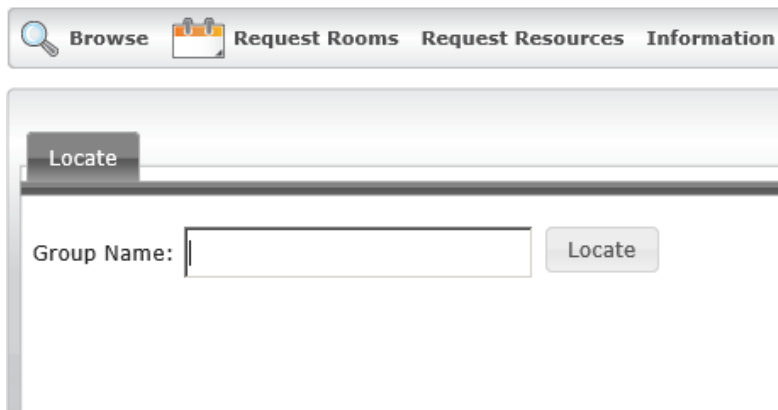


Figure 13: Locate page

You can do the following on the Locate page:

- To locate *all* groups that have events scheduled for the current day's date, leave the Group Name field blank, and then click "Locate".
- To search for a specific group, enter a search string in the Group Name field, and then click Locate. A list of all groups that meet your search criteria is displayed on the page.

*Note: Your search is limited to the exact order of the characters in the string, but the string is not case-sensitive and it can appear anywhere in the search results. For example, a search string of **Ed** returns the College of **E**ducation, **E**d Nowak, and so on.*

The screenshot shows the 'Locate' page with a search bar containing 'som' and a 'Locate' button. Below the search bar is a table titled 'Groups matching your search' with three columns: GROUP NAME, GROUP TYPE, and CITY. The table lists various groups such as CUA-SOM-ACCORDS, CUA-SOM-Addiction Research & Treatment Services, etc., all with a group type of 'SOM - CUANSCHUTZ' and cities like Denver, Aurora, or Aurora.

GROUP NAME	GROUP TYPE	CITY
CUA-SOM-ACCORDS	SOM - CUANSCHUTZ	
CUA-SOM-Addiction Research & Treatment Services	SOM - CUANSCHUTZ	Denver
CUA-SOM-Allergy and Clinical Immunology	SOM - CUANSCHUTZ	
CUA-SOM-Anesthesiology	SOM - CUANSCHUTZ	Aurora
CUA-SOM-Anschutz Health and Wellness Center	SOM - CUANSCHUTZ	Aurora
CUA-SOM-Barbara Davis Ctr for Childhood Diabetes	SOM - CUANSCHUTZ	Aurora
CUA-SOM-Biochemistry and Molecular Genetic	SOM - CUANSCHUTZ	Aurora
CUA-SOM-Cancer Center Administration	SOM - CUANSCHUTZ	Aurora
CUA-SOM-Cancer Center Comm./Behavioral Health	SOM - CUANSCHUTZ	
CUA-SOM-Cancer Center FCSR	SOM - CUANSCHUTZ	
CUA-SOM-Cancer Center Prevention & Control Div.	SOM - CUANSCHUTZ	Aurora
CUA-SOM-Cancer Center/ CPEG	SOM - CUANSCHUTZ	Aurora,
CUA-SOM-Cancer Center/Tissue Culture/MOAB Core	SOM - CUANSCHUTZ	Aurora
CUA-SOM-Cancer Center-Clinical Trials	SOM - CUANSCHUTZ	Aurora
CUA-SOM-Cancer Center-RISS	SOM - CUANSCHUTZ	
CUA-SOM-Cancer Ctr-Clinical Investigations Core	SOM - CUANSCHUTZ	
CUA-SOM-Cardiology	SOM - CUANSCHUTZ	Aurora

Figure 14: Locate page with search results

- To view the bookings with the current day's date for which the group is scheduled, click the name of the group in the search results. The Locate page is refreshed with a list of the applicable bookings.

The screenshot shows the 'Locate' page with the search bar still containing 'som'. Below the search bar is a table titled 'Events for CUA-SOM-Biochemistry and Molecular Genetic' with three columns: TIME, TITLE, and LOCATION. The table lists three time slots: 8:30 AM - 10:30 AM, 12:00 PM - 2:00 PM, and 3:00 PM - 5:30 PM, each with a corresponding lab meeting title and location (L18-10106 Werner and Kitty Hirs Conf. Room).

TIME	TITLE	LOCATION
8:30 AM - 10:30 AM	Kieft Lab Meeting	L18-10106 Werner and Kitty Hirs Conf. Room
12:00 PM - 2:00 PM	Johnson lab meeting	L18-10106 Werner and Kitty Hirs Conf. Room
3:00 PM - 5:30 PM	Pollock Lab Meeting	L18-10106 Werner and Kitty Hirs Conf. Room

Figure 15: Bookings for a selected group