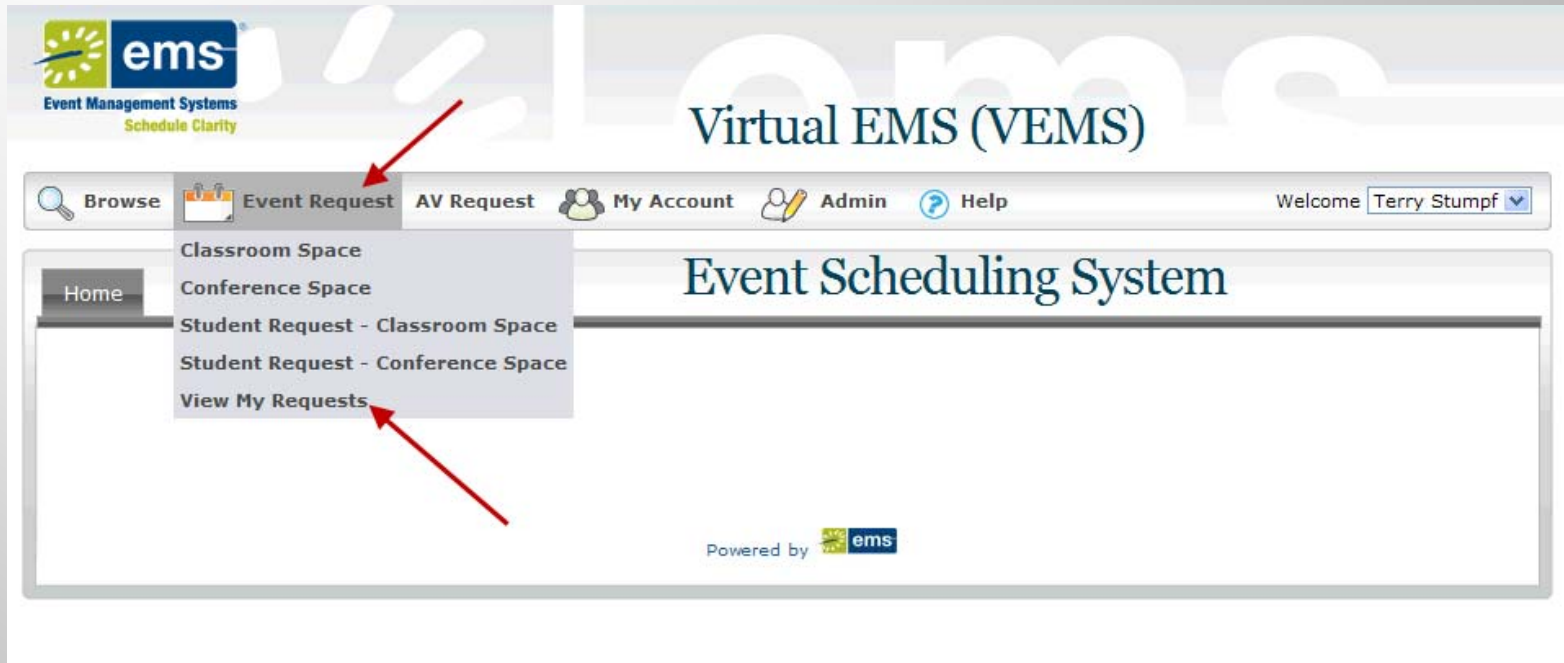


Checking the Status of Your Request

- Under “Event Request”, click on “View My Requests”.



Current Request(s)

- Current requests will automatically be shown so you can check the status.

The screenshot displays the Virtual EMS (VEMS) Event Scheduling System interface. At the top left is the EMS logo with the tagline "Event Management Systems Schedule Clarity". The main header reads "Virtual EMS (VEMS)". Below this is a navigation bar with links for "Browse", "Event Request", "AV Request", "My Account", "Admin", and "Help". A user greeting "Welcome Terry Stumpf" is visible on the right. The main content area is titled "Event Scheduling System" and features two tabs: "Current" (selected, indicated by a red arrow) and "Historical". Below the tabs is a search section with fields for "Reservation Id:" and "Event Name:", a "Quick Search" button, and a "Show Cancelled" checkbox. A table titled "Reservations" contains the following data:

ID	NAME	GROUP	FIRST BOOKING ^	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
16177	Test Reservation	Conference Services	8/15/2011 Mon	8/15/2011 Mon	Request	Multiple	Yes

A red arrow points to the "Request" status in the table. At the bottom of the page, it says "Powered by EMS ems".

Historical Request(s)

- Click on the “Historical” tab to view a list of all of your requests along with the status.

Virtual EMS (VEMS)

Event Management Systems
Schedule Clarity

Browse Event Request AV Request My Account Admin Help Welcome Terry Stumpf

Current **Historical**

Reservation Id: Event Name: Quick Search Show Cancelled

Reservations							
ID	NAME	GROUP	FIRST BOOKING ▲	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
3532	*Testmasters - LSAT	Testmasters	6/2/2010 Wed	6/2/2010 Wed	Event Space Approved	Business Center - 139 - Conference Room	No
3533	%NFTE - Business Plan Competition	Business School Dean's Office	6/3/2010 Thu	6/3/2010 Thu	Request	Student Center - Performance Theater	Yes
3534	SA Director's Meeting	Student Affairs	6/3/2010 Thu	6/3/2010 Thu	Event Space Approved	Student Center - 301 - Conference room	Yes
4380	SA Director's Meeting	Student Affairs	6/3/2010 Thu	6/3/2010 Thu	Approved by AV	Student Center - 301 - Conference room	Yes
3535	HEROS Excel Graduation	President's Office	6/4/2010 Fri	6/4/2010 Fri	Request	Student Center - Bogomolny Room	Yes
3536	Transfer Admissions Open House	Transfer Admission & Community College Relations	6/4/2010 Fri	6/4/2010 Fri	Event Space Approved	Multiple	No
3537	Event Run Through	Student Service Volunteers (SSV)	6/5/2010 Sat	6/5/2010 Sat	Event Space Approved	Langsdale Library - Auditorium	No
4396	Test Reservation	Auxiliary Enterprises	6/16/2010 Wed	6/16/2010 Wed	Event Space Approved	Business Center - 131 - Conference Room	Yes
5103	Test for Jean	Conference Services	6/22/2010 Tue	6/22/2010 Tue	Request	Multiple	Yes
9243	Test Reservation	Auxiliary Enterprises	7/13/2010 Tue	7/13/2010 Tue	Request	Business Center - 307 - Caserom	Yes
9401	Another Test Reservation	Conference Services	7/30/2010 Fri	7/30/2010 Fri	Request	Law Center - 207 - Lecture Room	Yes
9597	AV Checkout/Pickup	Office of Technology Services	8/14/2010 Sat	8/14/2010 Sat	Request	Business Center - 002	Yes
9590	Test - my party	Auxiliary Enterprises	8/14/2010 Sat	8/14/2010 Sat	Request	Multiple	Yes
9631	AV Checkout/Pickup	Office of Technology Services	8/16/2010 Mon	8/16/2010 Mon	Request	Business Center - 002	No
10451	Test Event	Conference Services	9/25/2010 Sat	9/25/2010 Sat	Request	Fitzgerald Building - Bookstore Cafe	No

Historical Request(s) – Including Cancelled Requests

- On the “Historical” tab click on “Show Cancelled”.

Virtual EMS (VEMS)

Welcome Terry Stumpf

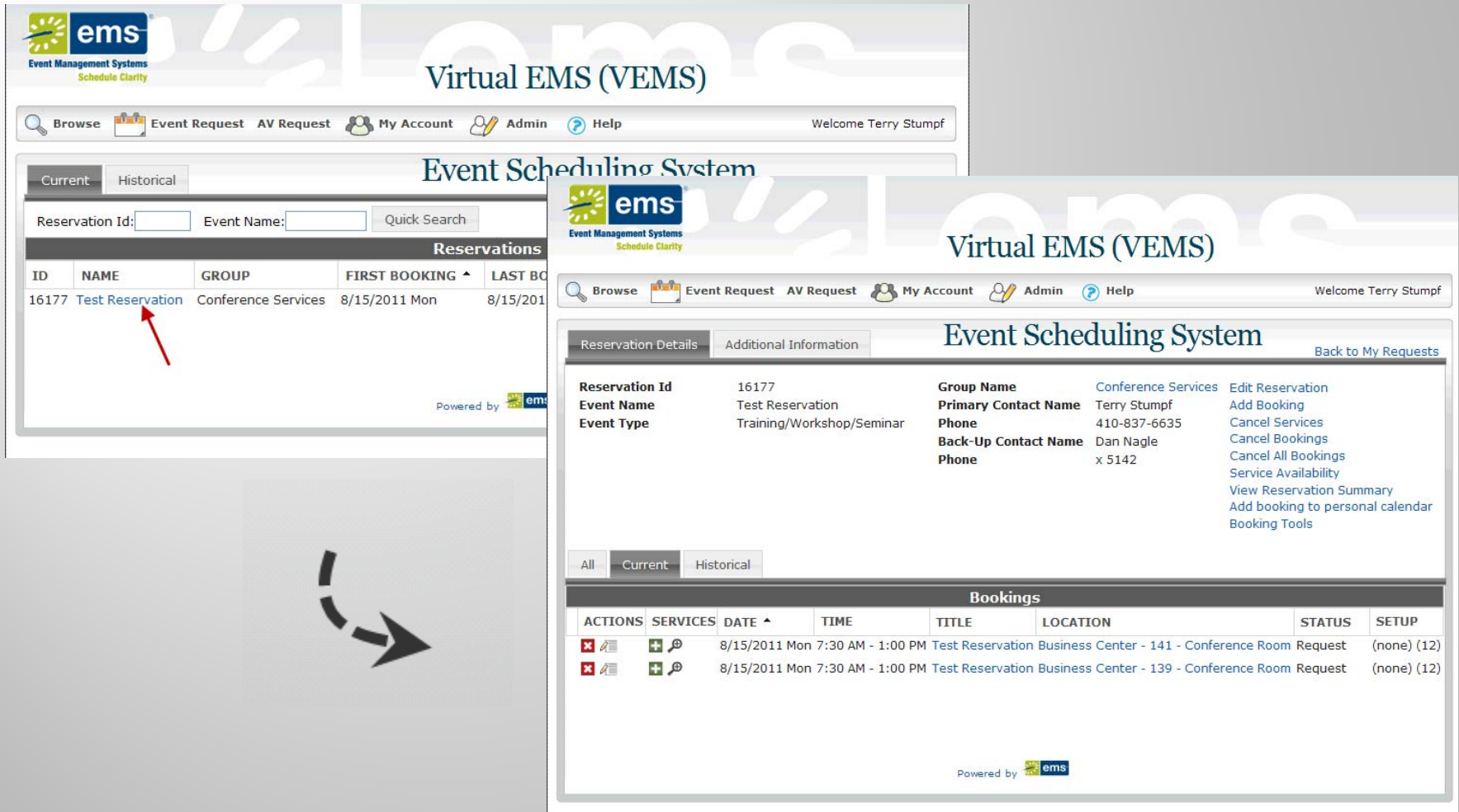
Event Scheduling System

Reservations

ID	NAME	GROUP	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
2101	EMS Presentation	Conference Services	3/31/2010 Wed	3/31/2010 Wed	Cancelled	Business Center - 143 - Multipurpose Room	No
3532	*Testmasters - LSAT	Testmasters	6/2/2010 Wed	6/2/2010 Wed	Event Space Approved	Business Center - 139 - No Conference Room	No
3533	%NFTE - Business Plan Competition	Business School Dean's Office	6/3/2010 Thu	6/3/2010 Thu	Request	Student Center - Performance Theater	Yes
3534	SA Director's Meeting	Student Affairs	6/3/2010 Thu	6/3/2010 Thu	Event Space Approved	Student Center - 301 - Yes Conference room	Yes
4380	SA Director's Meeting	Student Affairs	6/3/2010 Thu	6/3/2010 Thu	Approved by AV	Student Center - 301 - Yes Conference room	Yes
4381	%NFTE - Business Plan Competition	Business School Dean's Office	6/3/2010 Thu	6/3/2010 Thu	Cancelled	Student Center - Performance Theater	Yes
3535	HEROS Excel Graduation	President's Office	6/4/2010 Fri	6/4/2010 Fri	Request	Student Center - Bogomolny Room	Yes
3536	Transfer Admissions Open House	Transfer Admission & Community College Relations	6/4/2010 Fri	6/4/2010 Fri	Event Space Approved	Multiple	No
3537	Event Run Through	Student Service Volunteers (SSV)	6/5/2010 Sat	6/5/2010 Sat	Event Space Approved	Langsdale Library - Auditorium	No
4396	Test Reservation	Auxiliary Enterprises	6/16/2010 Wed	6/16/2010 Wed	Event Space Approved	Business Center - 131 - Yes Conference Room	Yes
5103	Test for Jean	Conference Services	6/22/2010 Tue	6/22/2010 Tue	Request	Multiple	Yes
9243	Test Reservation	Auxiliary Enterprises	7/13/2010 Tue	7/13/2010 Tue	Request	Business Center - 307 - Yes Caseroom	Yes
9389	Test Event	Conference Services	7/30/2010 Fri	7/30/2010 Fri	Cancelled	Academic Center - 103	No
9401	Another Test Reservation	Conference Services	7/30/2010 Fri	7/30/2010 Fri	Request	Law Center - 207 - Lecture Room	Yes
9555	Test - Happy Party	Auxiliary Enterprises	8/13/2010 Fri	8/13/2010 Fri	Cancelled	Business Center - 563 - No Conference Room	No
9529	Test - Party	Auxiliary Enterprises	8/13/2010 Fri	8/13/2010 Fri	Cancelled	Multiple	Yes
9548	Test - Big Party	Auxiliary Enterprises	8/13/2010 Fri	8/13/2010 Fri	Cancelled	Multiple	Yes

Reservation Details

- Click on the a reservation “Name” to see all of the details for that event.




The screenshot displays the Virtual EMS (VEMS) Event Scheduling System interface. The left panel shows a list of reservations with a red arrow pointing to 'Test Reservation'. A dashed arrow points from this reservation to the right panel, which displays the detailed reservation information for 'Test Reservation'.

Virtual EMS (VEMS) Event Scheduling System

Reservation Id: Event Name: Quick Search

ID	NAME	GROUP	FIRST BOOKING ^	LAST BOOKING
16177	Test Reservation	Conference Services	8/15/2011 Mon	8/15/2011









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Virtual EMS (VEMS) Event Scheduling System

Reservation Details | Additional Information | [Back to My Requests](#)

Reservation Id 16177 **Group Name** Conference Services [Edit Reservation](#)
Event Name Test Reservation **Primary Contact Name** Terry Stumpf [Add Booking](#)
Event Type Training/Workshop/Seminar **Phone** 410-837-6635 [Cancel Services](#)
Back-Up Contact Name Dan Nagle [Cancel Bookings](#)
Phone x 5142 [Cancel All Bookings](#)
[Service Availability](#)
[View Reservation Summary](#)
[Add booking to personal calendar](#)
[Booking Tools](#)

All | Current | Historical

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 	 	8/15/2011 Mon	7:30 AM - 1:00 PM	Test Reservation	Business Center - 141 - Conference Room	Request	(none) (12)
 	 	8/15/2011 Mon	7:30 AM - 1:00 PM	Test Reservation	Business Center - 139 - Conference Room	Request	(none) (12)

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