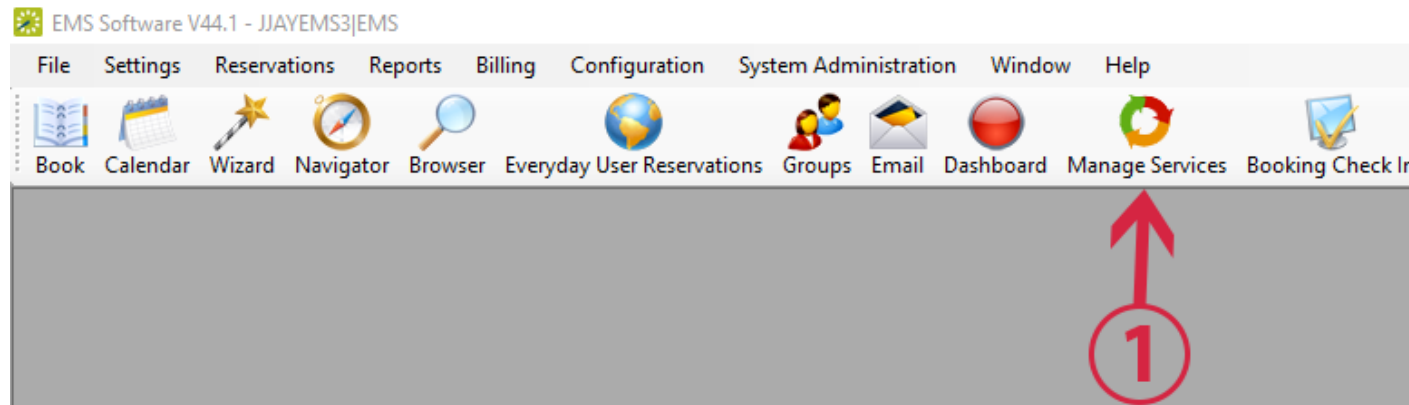


EMS Client User Guide

Using the Manage Services Window



1) Click the Manage Services button on the toolbar.

Service Order Management

Start Date: 4/1/2019 Mon End Date: 4/1/2019 Mon Building: Building: (all) Category: Facilities Requirements

Status (19)

- ☐ (all)
- ☐ Alternate Date/Location
- ☐ Cancelled
- ☐ Confirmed
- ☐ Conflict
- ☐ Contract Sent
- ☐ Contract Signed
- ☐ Deposit Pending
- ☐ Event Completed
- ☐ Event Ready-Paid in Full
- ☐ Invoice Complete
- ☒ Pending Approval

State (7)

- ☐ (all)
- ☐ (none)
- ☐ Approved
- ☐ Cancelled
- ☐ Denied
- ☒ Pending
- ☐ Reviewed

Drag a column header here to group by that column

State	Reviewed	Date	Group	Building	Room	Service	Time Start	Time End	Date Changed
0 Records									

Options

Change State

Reviewed

Unreviewed

Open

Refresh

Print

Close

- 2) Set the desired date range in the upper left corner.
- 3) Select the category you'd like to review.
- 4) In the Status panel (upper left) select **only Pending Approval and Confirmed.**
- 5) In the State panel (lower left) select **Pending.**

Service Order Management

Start Date: 4/1/2019 Mon Building: Building: (all)
End Date: 5/31/2019 Fri Category: Facilities Requirements

Status (19)
☐ (all)
☐ Alternate Date/Location
☐ Cancelled
☐ Confirmed
☐ Conflict
☐ Contract Sent
☐ Contract Signed
☐ Deposit Pending
☐ Event Completed
☐ Event Ready-Paid in Full
☐ Invoice Complete
☒ Pending Approval

State (7)
☐ (all)
☐ (none)
☐ Approved
☐ Cancelled
☐ Denied
☒ Pending
☐ Reviewed

Drag a column header here to group by that column

State	Reviewed	Date	Group	Building	Room	Service	Time Start	Time End
Pending		4/6/2019 Sat	Athletics	New Building	Student Dining Hall	(none)	3:00 PM	9:00 PM
Pending		4/8/2019 Mon	Jamaica Yahso	New Building	Faculty & Staff Dining Room	(none)	6:00 PM	9:00 PM
Pending		4/9/2019 Tue	La Voz	New Building	Faculty & Staff Dining Room	(none)	5:30 PM	8:30 PM
Pending		4/9/2019 Tue	Student Council	Haaren Hall	Multipurpose 630	(none)	5:30 PM	8:30 PM
Pending		4/9/2019 Tue	Haitian-American Students Association	New Building	9th Floor Conference Room, 9.64	(none)	6:30 PM	8:30 PM
Pending		4/10/2019 Wed	Human Resources	New Building	Moot Court	(none)	3:30 PM	6:00 PM
Pending		4/10/2019 Wed	Office of Marketing & Development	New Building	9th Floor Conference Room, 9.64	(none)	4:00 PM	7:00 PM
Pending		4/10/2019 Wed	Anthropology	New Building	Conference Center, L.61	(none)	7:30 PM	11:00 PM
Pending		4/11/2019 Thu	Anthropology	New Building	Conference Center, L.61	(none)	2:30 PM	6:30 PM
Pending		4/11/2019 Thu	Arab Student Union	New Building	Student Dining Hall	(none)	6:00 PM	9:00 PM

127 Records

Items Changes

Sequence	Resource	Quantity	Price	Notes	Special Instr.
100	Coat Rack	2	\$0.00		
200	High Top Tables	10	\$0.00		
300	6 ft. Rectangle Tables	8	\$0.00		
400	6 ft. Round Tables	19	\$0.00		
500	5 ft. Round Tables	2	\$0.00		
600	Stage	1	\$0.00	Each unit of staging is 4' x 8'. Please select the number of units you would like and your request will be reviewed based on the location of the event and the other furniture in the room.	
700	Pipe and Drape	1	\$0.00	to cover the staging area of the food, and to separate the cocktail hour area (east end) from	

Change State
Reviewed
Unreviewed
Open
Refresh
Print
Close

6) To review a request in the Navigator, double-click on an entry in the list of results or select one and click **Open** on the right.