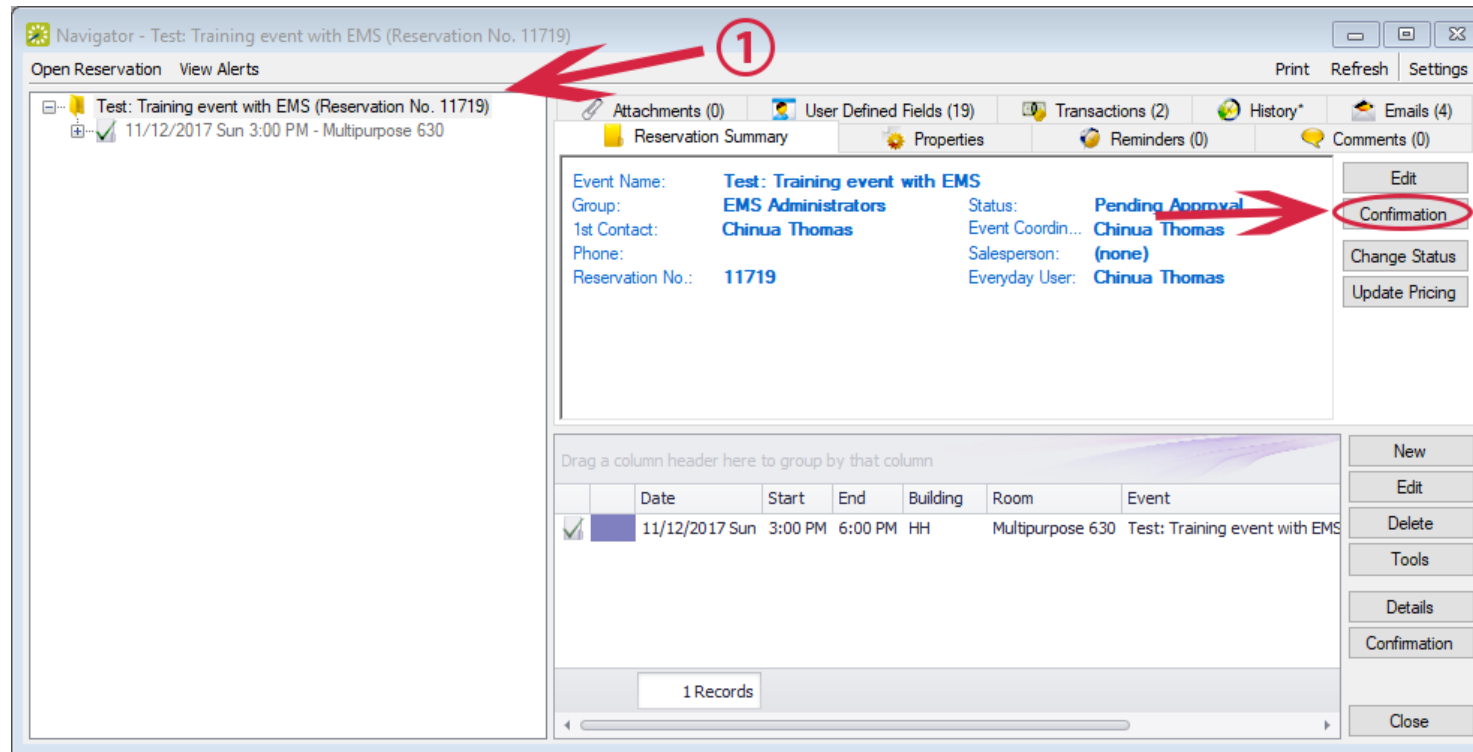


EMS Client User Guide

Sending a Confirmation



- 1) From the Navigator, make sure you have the Reservation selected in the left panel and click the **Confirmation** button to the right.

Confirmation - SR - Pre-Event Invoice

Setup: SR - Pre-Event Invoice Edit Copy

Setups Options

Date Range Buildings Categories Statuses Options Email Options

Department: Space Reservations

Reservation ID: 11719

Booking ID: 0

Starting Date: 8/30/2017

Ending Date: 11/12/2017

Use Specific Times: ☐

Close Email Copies To Print: 1 Print Print Preview

2) In the upper-left corner of the Confirmation window, select the Setup (template) you wish to use.

Note: If you need to alter the template for any reason, contact the EMS Administrator or Support Team.

3) Click **Print Preview** in the lower-right corner.

JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Space Reservations
John Jay College, Theater & Event Support Services
524 W. 59th Street
New York NY 10019
212-484-1169

Pre-Event Invoice

Group	Reservation:	11719
Chinua Thomas EMS Administrators	Event Name:	Test: Training event with EMS
	Email Address:	chthomas@jjay.cuny.edu
	Event Coordinator:	Chinua Thomas

Bookings / Details

	Quantity	Price	Amount
Sunday, November 12, 2017			
4:00 PM - 5:00 PM Test: Training event with EMS (Pending Approval) HH Multipurpose 630			
Reception for 25			
Room Charge: (1 hours @ \$175.00/hr, Minimum Charge \$700.00)	1	\$700.00	\$700.00
Less 100% Discount			-\$700.00
Audio Visual Technicians:			
4:00 PM - 5:00 PM Event Support			
Equipment Rental & Sales:			
Public Safety Officers:			
3:30 PM - 5:30 PM Elevator Service			
Public Safety FT CSA(2 hours @ \$24.15/hr)	3	\$48.30	\$144.90
Less 100% Discount			-\$144.90
Public Safety Officers:			
4:00 PM - 5:00 PM Check-in			
Public Safety CPO(1 hours @ \$33.66/hr)	1	\$33.66	\$33.66
Less 100% Discount			-\$33.66
Public Safety FT CSA(1 hours @ \$24.15/hr)	4	\$24.15	\$96.60
Less 100% Discount			-\$96.60
Room Layouts:			
L 61 Lecture Style A	1		

4) Review the document for completion and accuracy and when you're ready to save it click **Export** to save it to your computer.