

EMS Client User Guide

Uploading Attachments

Open Reservation View Alerts

Test: Training event with EMS (Reservation No. 11719)

8/30/2017 Wed 11:00 AM - Multipurpose 630
 11/12/2017 Sun 3:00 PM - Multipurpose 630
 10/8/2018 Mon 8:00 AM - Multipurpose 630
 11/2/2018 Fri 7:30 AM - 9th Floor Conference Room, 9.64

Transactions (2) History* E-mails (4)

Reservation Summary Properties Reminders (0) Comments (0) Attachments (0) User Defined Fields (19)

Event Name: Test: Training event with EMS
 Group: EMS Administrators Status: Pending Approval
 1st Contact: Chinua Thomas Event Coord... Chinua Thomas
 Phone: Salesperson: (none)
 Reservation No.: 11719 Everyday User: Chinua Thomas

Edit
 Confirmation
 Change Status
 Update Pricing

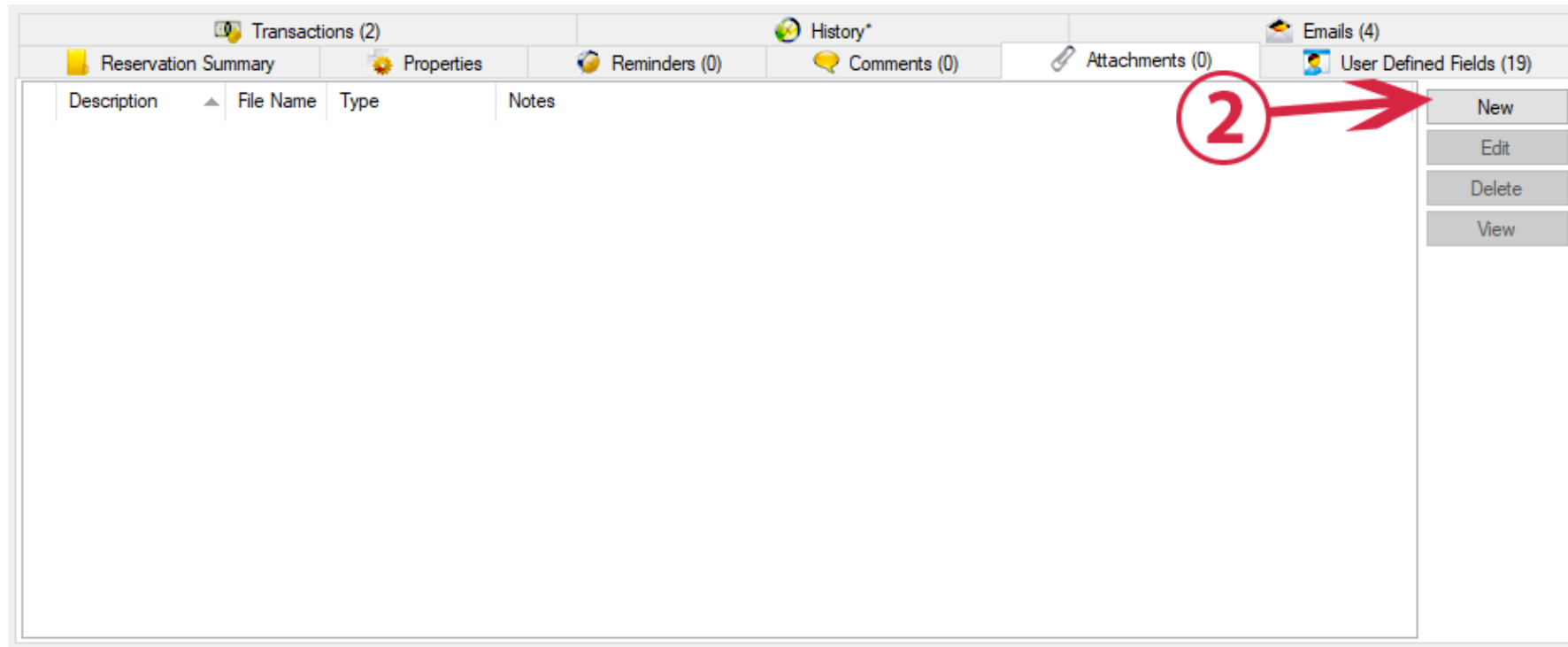
Drag a column header here to group by that column

	Date	Start	End	Building	Room	Event	Event Type	Status
☒	8/30/2017 Wed	11:00 AM	2:00 PM	HH	Multipurpose 630	Test: Training event with EMS	Meeting	Cancelled
☒	11/12/2017 Sun	3:00 PM	6:00 PM	HH	Multipurpose 630	Test: Training event with EMS	Meeting	Pending Approval
☒	10/8/2018 Mon	8:00 AM	6:00 PM	HH	Multipurpose 630	Test: Training event with EMS	Meeting	Event Completed
☒	11/2/2018 Fri	7:30 AM	11:30 AM	NB	9th Floor Conference Room, 9.64	Test: Training event with EMS	Meeting	Pending Approval

4 Records

New
 Edit
 Delete
 Tools
 Details
 Confirmation
 Close

- 1) From the Navigator, make sure you have the Reservation selected in the left panel and click the **Attachments** tab in the upper right panel.



2) Click the **New** button to the right.

The screenshot shows a window titled "Attachment" with two tabs: "Attachment" and "Audit". The "Attachment" tab is active. It contains the following fields and controls:

- Description:** A text input field with a red circle containing the number 3 next to it.
- Type:** A dropdown menu showing "(none)" with a red circle containing the number 4 next to it.
- Attachment:** A text input field with a magnifying glass icon to its right and a red circle containing the number 5 next to it.
- Notes:** A large text area with a red circle containing the number 6 next to it.
- Display On Web:** A checkbox with a red circle containing the number 7 next to it.
- Allow Web Delete:** A checkbox.
- Buttons:** At the bottom right, there are "OK" and "Cancel" buttons. The "OK" button has a red circle containing the number 8 next to it.
- Spelling:** A small "ABC Spelling" icon is located at the bottom left of the dialog.

- 3) In the **Description** field, enter a clear description of the attachment you're going to upload. (If you upload a file without entering a description, the default file name will be used.)
- 4) Select the type of attachment you're uploading.
- 5) Click the magnifying glass next to **Attachment** to find the file on your computer.
- 6) You may enter any notes you'd like in the **Notes** field.
- 7) If you're uploading an attachment to a reservation for an event organized by an internal user, you may select **Display on Web** to allow the internal user to see the attachment from the EMS Web App.
- 8) Click **OK**.