How to see space availability in Virtual EMS

INTRODUCTION:

The purpose of this guide is to show you how to browse Virtual EMS (Event Management System) in order to check the availability of some rooms on campus.

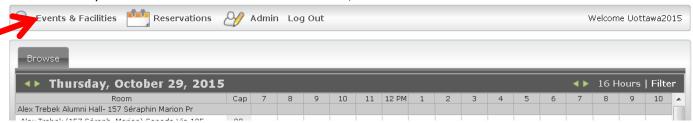
STEP 1 Click on the link https://web30.uottawa.ca/v3/VirtualEms/Login.aspx and enter the following information:

User Id (nom d'utilisateur):
UOttawa2015@uottawa.ca
Password (mot de passe):
UOttawa2015



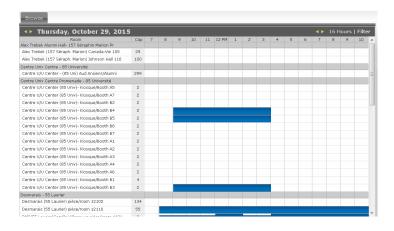
(please ignore the wording around SFUO club reservation: there is currently a bug in the system which we are working on fixing).

STEP 2 Please your cursor over "EVENTS AND FACILITIES", and select "BROWSE FOR SPACE".

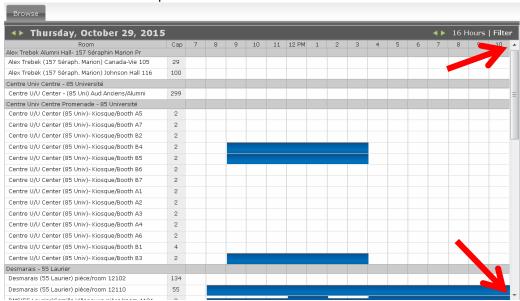


A window will open showing you the rooms that the calendar is managed by Conventions and Reservations.

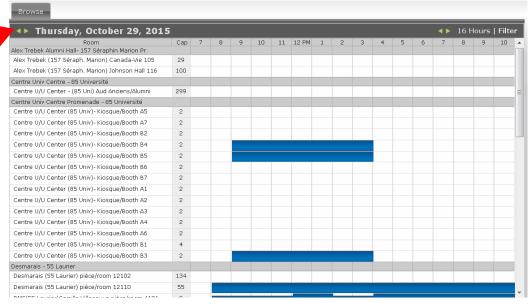
*NOTE: DMS 4101 reservations is not managed by C&R however, since we coordinate some of the event, we left it in this list for convinience. In the event that there is availablity in EMS for DMS 4101, a coordination agent will call the faculty to see if the room is in fact available or not.



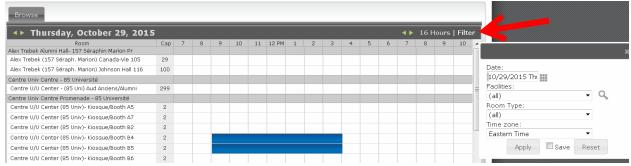
Use the arrows to move up or down the list.

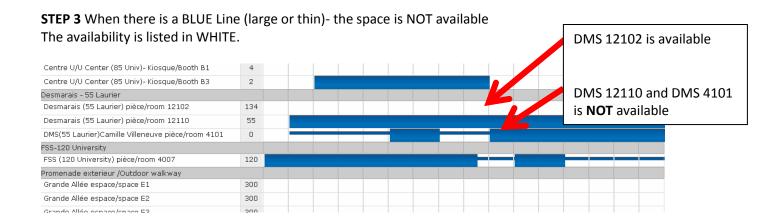


Use the arrows on the left to change the date



ALTERNATIVE: In order to search for a date and space, you can also use the "FILTER" button, enter your requirements and press "APPLY"





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