WELCOME TO EMS – HOW TO REQUEST A ROOM

1. ENTER http://whsemswb/VirtualEms/ INTO YOUR WEB BROWSER, EMS WILL LOG YOU ON IMMEDIATELY

2. SEVERAL SEARCH FUNCTIONS ARE AVAILABLE BY CLICKING BROWSE.
3. **TO START REQUESTING A ROOM, CLICK ON YOUR REQUIRED HOSPITAL OR AREA SIMPLY BY CLICKING ON THE PHOTO OR BY CLICKING THE **RESERVATIONS** **BUTTON**

4. **SELECT THE CAMPUS OR AREA YOU WOULD LIKE TO BOOK SPACE**

5. **ENTER AS MUCH DETAIL ABOUT YOUR EVENT AS POSSIBLE, PAYING ATTENTION TO THE AREAS THAT REQUIRE AN ASTERIX**

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**Visual Aids**:
- Diagrams and screenshots showing the interface of the EMS reservation system.

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6. SELECT THE ROOM THAT WOULD BEST SUIT YOUR EVENT BY CLICKING ON + YOU MAY SELECT MULTIPLE ROOMS AT THIS POINT IF REQUIRED

IMPORTANT: YOUR REQUEST WILL BE SUBMITTED TO THE ROOM MANAGERS SO THE REQUESTED ROOM WILL ONLY BE APPROVED IF IT IS APPROPRIATE FOR YOUR EVENT AND ROOM MANAGERS UPHOLD THE RIGHT TO MOVE YOUR EVENT TO AN APPROPRIATE ROOM IF DEEMED NECESSARY.

THE ROOM CHOSEN WILL APPEAR UNDER SELECTED LOCATIONS

TERMS AND CONDITIONS MUST BE READ AND AGREED TO BEFORE PROCEEDING, CLICK AND PRESS CONTINUE
7. ENTER YOUR EVENT DETAILS PAYING ATTENTION THE AREAS REQUIRING AN ASTERIX *

**IMPORTANT:** THE NAME OF YOUR EVENT MAY BE ADVERTISED ON THE WCHRE IPAD/TELEVISION SCREEN ON THE GROUND FLOOR SO YOU NEED TO MAKE SURE YOUR EVENT NAME MAKES SENSE TO ATTENDEES.

**USE THE FOLLOWING FORMAT:** WH – GRAD NURSE PROGRAM OR UoM - MEDICAL SCHOOL TEACHING AS EXAMPLES

8. DOES YOUR EVENT REQUIRE ANY ADDITIONAL TEACHING AIDS OR FURNITURE?

HOVER OVER THE FURNITURE / TEACHING AID ITEM TO SEE DETAIL OF THESE ITEM, INVENTORY AMOUNTS MEASUREMENTS AND PICTURES
9. WHEN COMPLETE CLICK **Submit Reservation**

10. A WCHRE ROOM **REQUEST SUMMARY** EMAIL WILL BE SENT TO YOU OUTLINING YOUR EVENT DETAILS – A **CONFIRMATION EMAIL** WILL BE SENT ONCE YOUR REQUEST HAS BEEN **APPROVED** BY THE ROOM MANAGERS.

VIEW A HISTORY OF ROOM BOOKINGS

UNDER RESERVATIONS TAB CLICK **VIEW MY REQUESTS** TO GET A LIST OF ALL REQUESTS AND THEIR STATUS’