

From: emspowerusers-request@lists.gatech.edu on behalf of info@emscampus.gatech.edu
To: emspowerusers@lists.gatech.edu
Subject: [emspowerusers] EMS User Group meeting notes
Date: Monday, February 19, 2018 3:04:11 PM
Attachments: [image001.png](#)

All,

Please find below the meeting notes from the February 14 & 15, 2018 EMS User Group meeting.

These notes, along with previous meeting notes, are posted on the EMS Event Manager website at <http://space.gatech.edu/event-managers>.

Agenda Items:

1. New GT Events Newsletter webpage at <https://space.gatech.edu/gt-events-news-letter>.

Along with our usual communication methods of email, Daily Digest and Student Weekly Digest as appropriate, we will publish important information about the EMS reservation system in the newsletter. The newsletter is a handy tool for keeping up with the latest updates and enhancements to the system.

Also, don't forget about the new GT Events and Event Manager help websites. They contain helpful information about the reservation system such as user manuals, F.A.Q.s, training materials and building contacts.

The GT Events website at <https://space.gatech.edu/gt-events> is for the general campus population and focuses on the use of the GT Events reservation application.

The Event Manager website at <https://space.gatech.edu/event-managers> is for you and focuses on the use of the EMS desktop application.

2. Weekend and School Breaks Classroom Reservations for faculty/staff.

We have launched a weekend and school breaks classroom reservation template for faculty and staff that allows for requesting certain classrooms in Clough, Instructional Center, Klaus and West Village Music Annex on the weekend and class breaks for up to a year in advance. See the GT Events Newsletter article for more information - <https://space.gatech.edu/gt-events-news-letter>.

3. Update 19 enhancements.

A demo of the enhancements was conducted during the meeting.

The EMS system was updated with the latest available software release on January 25, 2018.

Enhancements of interest to the GT Events application include being able to start the reservation process from the BROWSE LOCATIONS calendar. Also, enhanced notification messages were added to the GT Events application. See the GT Events Newsletter article for more information - <https://space.gatech.edu/gt-events-news-letter>.

4. Outlook integration.

A training of this new feature was conducted during the meeting.

On January 12, we turned on Outlook calendar integration for most of the faculty and staff reservation templates. This functionality enables the process of creating and sending Outlook

calendar invite emails during the reservation process in GT Events. This eliminate the requester from having to make a room reservation request in GT Events and then having to jump over to Outlook to send calendar invitation emails to attendees. It can all be done now in GT Events. Please see the GT Events Newsletter article for more information - <https://space.gatech.edu/gt-events-news-letter>.

Please let me know if you have any questions.

Thanks!

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