

From: info@emscampus.gatech.edu
To: info@emscampus.gatech.edu
Subject: EMS User Group meeting notes November 28 & 29, 2018
Date: Wednesday, December 5, 2018 1:45:53 PM
Attachments: [image001.png](#)

All,

Please find below the meeting notes from the November 28 & 29, 2018 EMS User Group meetings.

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

Agenda Items:

- Confirmation email settings – **the below items pertaining to the confirmation email settings were discussed. We also discussed the process for setting up and using each of the below items.**
 - How to display text in the body of the email instead of as an attachment
 - Using messages to relay standard information
 - Including Categories
 - Including User Defined Fields
- Categories – **the use of states as a function of a category was discussed. States can be used to track the progress of a particular activity such as setting up a room – not started, in process, completed.**
 - Using States
- Categories with Services Orders – **the user of service orders as a function of a category was discussed. Service Order can be attached to a Category and start and end times can be assigned such as SETUP 1:00pm – 2:00pm, IT SUPPORT 2:00pm – 3:00pm, CLEANUP 3:00pm – 4:00pm.**
 - Using Services
- Manually creating reservations – **Selecting the correct contact and group was discussed. We also looked at the User Defined Fields that are automatically added to a manual reservation – Food, Alcohol and Youth.**
 - How to look up the correct group and user – **Users and group for internal GT people should not be created manually. Use the Group icon in EMS to look up users and their group. Once in the Group function, use the Filter feature and set the Display: to “Contacts”. Type in the last name, comma, first name of the user in the “Contact Name:” field under the “Contacts” section.**
 - Automatically added User Defined Fields – **Food?, Alcohol?, Youth? - these three UDFs are automatically added to manually created reservations are set to NO.**

Each can be changed to YES as required.

Thanks and please let me know if you have any questions.

Darius

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[Announcements](#)