

HOW TO VIEW ROOM AVAILABILITY IN THE EMS PORTAL

Updated: May 2020

- ◆ Go to uvm.edu/ems and log in to the EMS Portal. Those who do not log in are unable to see the schedule for all locations on campus.
- ◆ Click on **Locations**
- ◆ Click on the calendar to choose the date you wish to view the schedule for.
- ◆ You can use the arrow tabs to advance day by day.
- ◆ Scroll down to view the different spaces. Use the small scroll bar, the large scroll bar only moves the page on the screen and doesn't scroll the list.
- ◆ Rooms are listed in alphabetical order. If you can't view the full name of the room, hover over the room name with the cursor and the full name will pop up.
- ◆ Click on the name of the room to view detailed information about it and photos of it. If the photos are too small, you can make them larger by zooming your computer screen.
- ◆ The thick gray lines are event times.
- ◆ The skinny gray lines are the setup and breakdown times for the event. The room is not available during these times.

The screenshot shows the 'Browse Locations' page in the EMS Portal. The page has a green header with the UVM logo and the user's name 'Mitiguy, Jennifer'. The left sidebar contains navigation options: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE (EVENTS, LOCATIONS, PEOPLE), and LINKS (Event Planning Tools, Approved Caterers, Catering Guidelines, UVM Dining, Athletic Facilities, Dudley H. Davis Center, UVM Alumni House, Event Services Staff). The main content area has a 'Filters' section with a 'Date' field set to '02/11/2020' and a 'Time Zone' dropdown set to 'Eastern Time'. Below the filters is a 'Locations' section with a calendar view for 'Tue February 11, 2020'. The calendar grid shows room availability for various rooms, including Davis Center 411, 413, 414, 415, 417, 417/419, and 419. A 'Reserve Time' bar is highlighted in orange for Davis Center 413. A search bar is located at the bottom right of the calendar view.